



A U S T R A L I A N  
I N D U S T R I A L  
R E L A T I O N S  
C O M M I S S I O N

23 March 2009

Mr. N. Mudford  
Division Secretary  
National Tertiary Education Industry Union  
Australian Capital Territory Division  
Division G Block, Old Admin Area  
Australian National University  
CANBERRA ACT 200  
nteu@anu.edu.au

Dear Mr. Mudford,

**Re: Schedule 1 of the Workplace Relations Act 1996 (Schedule 1)  
Financial Report for year ended 30 June 2007 - FR 2007/312**

Receipt is acknowledged of the financial report of the Australian Capital Territory Division of the National Tertiary Education Industry Union for year ended 30 June 2007. The documents were lodged in the Industrial Registry on 16 March 2009.

The financial report has been filed.

I direct your attention to the following comment concerning the above report and the financial reporting obligations under Schedule 1. Please note that this matter is advised for assistance in the future preparation of financial reports; no further action is required in respect of the subject documents.

#### **Auditor's Report**

The opinion expressed by the auditor in their report has not fully met the requirements of the Act. Section 257(5) of the RAO Schedule now sets out the matters on which an auditor is required to state an opinion. An acceptable form of wording would be as follows:

“In our opinion the general purpose financial report presents fairly in accordance with applicable Australian Accounting Standards and other mandatory professional reporting requirements in Australia and the requirements of the RAO Schedule.”

The auditor's opinion should have referred to the general purpose financial report rather than the financial report. Future financial reports must fully meet the legislative requirements. Financial reports containing an auditor's opinion not in accordance with the RAO Schedule will not be filed and will require the preparation of a fresh auditor's report meeting the legislative requirements.

Should you wish to discuss any of the matters raised in this letter, I may be contacted on (03) 8661 7993 or by email at [larry.powell@airc.gov.au](mailto:larry.powell@airc.gov.au).

Yours sincerely,

Larry Powell

Statutory Services Branch

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**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
AUSTRALIAN CAPITAL TERRITORY DIVISION  
GENERAL PURPOSE FINANCIAL REPORT  
FOR THE YEAR ENDED  
30 JUNE 2007  
*Full Report***

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**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 or the Division) 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 11th February 2009;  
and
- that the full report was presented to a general meeting of the members of the reporting unit on 4th March 2009, in accordance with section 266 of the RAO Schedule.

Signature: \_\_\_\_\_

Date: 11th March 2009

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

**OPERATING REPORT FOR THE YEAR ENDED 30 JUNE 2007**

**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 1,328 (2006 – 1,380).

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

**OPERATING REPORT FOR THE YEAR ENDED 30 JUNE 2007 (CONT'D)**

**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)    | Vacant            |
| Vice-President (General)     | Rachael Bahl      |
| Division Secretary           | Neil Mudford      |
| Division Assistant Secretary | Derek Corrigan    |
| Division Councilor           | Deborah Crisp     |
| Division Councilor           | Alison Edwards    |
| Division Councilor           | Craig McGarty     |
| Division Councilor           | Karen Hill        |
| Division Councilor           | Michael O'Donnell |
| Division Councilor           | Deborah Veness    |
| Division Councilor           | Hemanshu Pota     |

The Division held its election during 2006 and as a result the following changes took place effective 1st October 2006:

|                                    |                   |
|------------------------------------|-------------------|
| Division President                 | Linda Hort        |
| Division Vice-President (Academic) | Michael O'Donnell |
| Division Vice-President (General)  | Deborah Veness    |
| Division Secretary                 | Neil Mudford      |
| Division Assistant Secretary       | Derek Corrigan    |
| Division Councilor                 | Peter Pinnington  |
| Division Councilor                 | Annabel Beckenham |
| Division Councilor                 | Judith Pabian     |
| Division Councilor                 | Deborah Crisp     |
| Division Councilor                 | Rachael Bahl      |
| Division Councilor                 | Hemanshu Pota     |

There were no changes to the composition of the Committee of Management during the financial year 1 July 2006 to 30 June 2007 unless mentioned above.

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

**OPERATING REPORT FOR THE YEAR ENDED 30 JUNE 2007 (CONT'D)**

**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 30 JUNE 2007 (CONT'D)

- 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 MUDFORD

Title DIVISION SECRETARY, ACT DIVISION.

Signature 

Date: 4/2/2009

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
AUSTRALIAN CAPITAL TERRITORY DIVISION  
COMMITTEE OF MANAGEMENT STATEMENT**

On 4th February 2009, the Committee of Management of the National Tertiary Education Industry Union - Australian Capital Territory Division (the reporting unit or the Division) passed the following resolution in relation to the General Purpose Financial Report (GPFR) of the reporting unit for the financial year ended 30 June 2007:

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 (CONT'D)**

(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:** 4/2/2009 2009

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

**BALANCE SHEET  
AS AT 30 JUNE 2007**

|                                      | Note | 2007<br>\$         | 2006<br>\$         |
|--------------------------------------|------|--------------------|--------------------|
| <b>CURRENT ASSETS</b>                |      |                    |                    |
| Cash and Cash Equivalents            | 2    | 692,012            | 588,519            |
| Trade and Other Receivables          | 3    | 284                | 54                 |
| <b>TOTAL CURRENT ASSETS</b>          |      | <u>692,296</u>     | <u>588,573</u>     |
| <b>NON CURRENT ASSETS</b>            |      |                    |                    |
| Plant & Equipment                    | 4    | 2,815              | 6,406              |
| <b>TOTAL NON-CURRENT ASSETS</b>      |      | <u>2,815</u>       | <u>6,406</u>       |
| <b>TOTAL ASSETS</b>                  |      | <u>695,111</u>     | <u>594,979</u>     |
| <br><b>CURRENT LIABILITIES</b>       |      |                    |                    |
| Trade and Other Payables             | 5    | 29,126             | 27,006             |
| Employee Provisions                  | 6    | 43,108             | 40,092             |
| <b>TOTAL CURRENT LIABILITIES</b>     |      | <u>72,234</u>      | <u>67,098</u>      |
| <b>NON-CURRENT LIABILITIES</b>       |      |                    |                    |
| Employee Provisions                  | 6    | 106,346            | 103,125            |
| <b>TOTAL NON-CURRENT LIABILITIES</b> |      | <u>106,346</u>     | <u>103,125</u>     |
| <b>TOTAL LIABILITIES</b>             |      | <u>178,580</u>     | <u>170,223</u>     |
| <br><b>NET ASSETS</b>                |      | <br><u>516,531</u> | <br><u>424,756</u> |
| <b>EQUITY</b>                        |      |                    |                    |
| Retained Profits                     |      | 516,531            | 424,756            |
| <b>TOTAL EQUITY</b>                  |      | <u>516,531</u>     | <u>424,756</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 30 JUNE 2007**

|                                | <b>2007</b>           | <b>2006</b>           |
|--------------------------------|-----------------------|-----------------------|
|                                | \$                    | \$                    |
| <b>REVENUE</b>                 |                       |                       |
| Member Subscriptions           | 371,039               | 372,266               |
| Interest Received              | 31,145                | 19,683                |
| Contributions                  | -                     | 10,500                |
| Other Income                   | 17,500                | 5,080                 |
| EAF Subsidy                    | 73,089                | -                     |
| <b>TOTAL REVENUE</b>           | <u><b>492,773</b></u> | <u><b>407,529</b></u> |
| <b>EXPENDITURE</b>             |                       |                       |
| Amortisation                   | 760                   | 1,508                 |
| Audit – Current Year           | 3,100                 | 3,000                 |
| Audit – Prior Years            | 4,150                 | -                     |
| Bank Charges                   | 92                    | 321                   |
| Campaign - Merchandise         | 925                   | 1,000                 |
| Computer Expenses              | 536                   | 1,664                 |
| Consultancy Fees               | 500                   | 2,850                 |
| Depreciation                   | 2,587                 | 1,639                 |
| Donations & Gifts              | 662                   | 58                    |
| Employee Provisions            | 6,236                 | 9,934                 |
| Equipment Hire                 | 689                   | 110                   |
| Insurance                      | 12,537                | 8,121                 |
| Loss on sale of Asset          | -                     | 589                   |
| Meeting Expenses               | 768                   | 659                   |
| Minor Equipment Purchases      | -                     | 939                   |
| Newspapers & Subscriptions     | 1,137                 | 3,244                 |
| Payroll Tax                    | 15,404                | 16,842                |
| Postage                        | -                     | 244                   |
| PRD Administration Fees        | 4,625                 | 5,109                 |
| Printing & Stationery          | 1,765                 | 6,376                 |
| Recruitment Program            | 2,750                 | -                     |
| Rent                           | 8,838                 | 8,838                 |
| Repairs & Maintenance          | 604                   | -                     |
| Salaries & Wages – Employees   | 264,945               | 233,065               |
| Sundry Expenses                | 2,158                 | 3,136                 |
| Superannuation                 | 44,382                | 25,115                |
| Telephones, Data, IT, & E-Mail | 209                   | 1,367                 |
| TLC Expenses                   | 5,839                 | 11,844                |
| Training & Welfare             | 2,188                 | 1,061                 |
| Travel                         | 2,807                 | 3,988                 |
| Workers' Compensation          | 9,561                 | -                     |
| Write off                      | 244                   | -                     |

NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
AUSTRALIAN CAPITAL TERRITORY DIVISION

DETAILED INCOME STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2007

EXPENDITURE (CONT'D)

|                                   |                |                |
|-----------------------------------|----------------|----------------|
| TOTAL EXPENDITURE                 | <u>400,998</u> | <u>352,621</u> |
| PROFIT FROM CONTINUING OPERATIONS | <u>91,775</u>  | <u>54,908</u>  |

The accompanying notes form part of these accounts.

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

**CASH FLOW STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2007**

|   | Note | 2007<br>\$       | 2006<br>\$       |
|---|------|------------------|------------------|
| <b>CASH FLOWS FROM OPERATING ACTIVITIES</b> |      |                  |                  |
| Receipts from members                       |      | 370,809          | 425,536          |
| Interest received                           |      | 31,145           | 19,683           |
| Other income                                |      | 17,500           | 15,580           |
| Payments to suppliers & employees           |      | <u>(315,961)</u> | <u>(338,569)</u> |
| Net cash provided by operating activities   | 13   | <u>103,493</u>   | <u>122,230</u>   |
| <b>CASH FLOWS FROM INVESTING ACTIVITIES</b> |      |                  |                  |
| Purchases of plant and equipment            |      | <u>-</u>         | <u>(5,475)</u>   |
| Net cash used in investing activities       |      | <u>-</u>         | <u>(5,475)</u>   |
| <b>CASH FLOWS FROM FINANCING ACTIVITIES</b> |      |                  |                  |
| Net increase in cash held                   |      | 103,493          | 116,755          |
| Cash at beginning of year                   |      | <u>588,519</u>   | <u>471,764</u>   |
| Cash at end of year                         | 2    | <u>692,012</u>   | <u>588,519</u>   |

The accompanying notes form part of these accounts.

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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
30 JUNE 2007**

**1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES**

This financial report is a general purpose financial report that has been prepared in accordance with Accounting Standards, Australian Accounting 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 of the National Tertiary Education Industry Union – Australian Capital Territory Division complies with all International Financial Reporting Requirements in their entirety.

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.

**Basis of Preparation**

The accounting policies set out below have been consistently applied to all years presented.

*Reporting Basis and Conventions*

The financial report has been prepared on an accruals basis and is based on historical costs modified by the revaluation of selected non-current assets, financial assets and financial liabilities for which the fair value basis of accounting has been applied.

**Accounting Policies**

**(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 and impairment losses.

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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
30 JUNE 2007**

**1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)**

Plant and Equipment

Plant and equipment are measured on the cost basis less depreciation and impairment losses. The carrying amount of plant and equipment is reviewed annually by the committee to ensure it is not in excess of the recoverable amount from these assets. The recoverable amount is assessed on the basis of the expected net cash flows that will be received from the assets' employment and subsequent disposal. The expected net cash flows have been discounted to their present values in determining recoverable amounts.

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the division and the cost of the item can be measured reliably. All other repairs and maintenance are charged to the income statement during the financial period in which they are incurred.

Depreciation

The depreciable amount of all fixed assets is depreciated on a straight line basis over their useful lives to the Division commencing from the time the asset is held ready for use.

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

| <b>Class of asset</b>          | <b>Depreciation Rate</b> |
|--------------------------------|--------------------------|
| Office Furniture and Equipment | 20 - 40%                 |

The assets' residual values and useful lives are reviewed, and adjusted if appropriate, at each balance sheet date.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains or losses are included in the income statement. When revalued assets are sold, amounts included in the revaluation reserve relating to that asset are transferred to retained earnings.

**(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 that are transferred to the Division, are classified as finance leases.

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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
30 JUNE 2007**

**1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)**

**(b) Leases (cont'd)**

Finance leases are capitalised by recording an asset and a liability at the lower of the amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Leased assets are depreciated on a straight-line basis over the shorter of their estimated useful lives or the lease term.

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 under operating leases are recognised as a liability and amortised on a straight-line basis over the life of the lease term.

**(c) Revenue**

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

**(d) 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.

**(e) Impairment of Assets**

At each reporting date, the Division reviews the carrying values of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value-in-use, is compared to the asset's carrying value. Any excess of the asset's carrying value over its recoverable amount is expensed to the income statement.

Where it is not possible to estimate the recoverable amount of an individual asset, the Division estimates the recoverable amount of the cash-generating unit to which the asset belongs.



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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2007**

**1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)**

**(f) Employee benefits**

Provision is made for the Division's liability for employee benefits arising from services rendered by employees to balance date. Employee benefits that are expected to be settled within one year have been measured at the amounts expected to be paid when the liability is settled, plus related on-costs. Employee benefits payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those benefits.

**(g) Cash and cash equivalents**

Cash and cash equivalents include cash on hand, deposits held at-call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities on the balance sheet.

**(h) 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 Tax 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 the expense. Receivables and payables in the balance sheet are shown inclusive of GST.

Cash flows are presented in the cash flow statement on a gross basis, except for the GST component of investing and financing activities, which are disclosed as operating cash flows.

**(i) 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

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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2007**

**1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)**

**(j) Economic Dependency**

The Division is economically dependent upon the National Office via the Equalisation and Adjustment Fund (EAF).

**(k) 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.

**(l) Comparative Information**

When required by Accounting Standards, comparative figures have been adjusted to conform to changes in presentation for the current financial year.

**Critical Accounting Estimates and Judgements**

The committee members evaluate estimates and judgments incorporated into the financial report based on historical knowledge and best available current information.

Estimates assume a reasonable expectation of future events and are based on current trends and economic data, obtained both externally and within the Division.

*Key Estimates - Impairment*

The committee members assess impairment at each reporting date by evaluating conditions specific to the Division that may lead to impairment of assets. Where an impairment trigger exists, the recoverable amount of the asset is determined. Value-in-use calculations performed in assessing recoverable amounts incorporate a number of key estimates.

*Key Judgements*

The committee members do not believe that there are any key judgements that require separate disclosure.

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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2007**

|  | Note | 2007<br>\$ | 2006<br>\$ |
|--|------|------------|------------|
| <b>2. CASH AND CASH EQUIVALENTS</b>          |      |            |            |
| Cash on Hand                                 |      | 78         | 303        |
| Cash at Bank                                 |      | 202,889    | 125,720    |
| Interest Bearing Deposits                    |      | 489,045    | 462,496    |
|  |      | 692,012    | 588,519    |
| <b>3. TRADE AND OTHER RECEIVABLES</b>        |      |            |            |
| GST Owed by the ATO                          |      | -          | 54         |
| Payroll Tax Refund                           |      | 284        | -          |
|  |      | 284        | 54         |
| <b>4. PLANT AND EQUIPMENT</b>                |      |            |            |
| Leased Plant & Equipment                     |      | 11,550     | 11,550     |
| Less : Accumulated Depreciation              |      | (11,550)   | (10,790)   |
|  |      | -          | 760        |
| Office Furniture and Equipment- at cost      |      | 14,143     | 14,143     |
| Less : Accumulated Depreciation              |      | (11,329)   | (8,497)    |
|  |      | 2,815      | 5,646      |
|  |      | 2,815      | 6,406      |
| <b>Movements in Carrying Values</b>          |      |            |            |
| Opening balance at the beginning of the year |      | 6,406      | 4,667      |
| Additions                                    |      | -          | 5,475      |
| Disposals                                    |      | -          | (589)      |
| Depreciation                                 |      | (2,587)    | (1,639)    |
| Amortisation                                 |      | (760)      | (1,508)    |
| Write off                                    |      | (244)      | -          |
| Closing balance at the end of the year       |      | 2,815      | 6,406      |
| <b>5. TRADE AND OTHER PAYABLES</b>           |      |            |            |
| Trade Creditors                              |      | 17,188     | 13,876     |
| Sundry Creditors And Accruals                |      | 11,938     | 11,838     |
| Interest Bearing Liabilities                 | 7    | -          | 1,292      |
|  |      | 29,126     | 27,006     |

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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2007**

|                                      | Note | 2007<br>\$     | 2006<br>\$     |
|--------------------------------------|------|----------------|----------------|
| <b>6. EMPLOYEE PROVISIONS</b>        |      |                |                |
| Current                              |      |                |                |
| Annual Leave                         |      | 17,485         | 14,469         |
| Staff Development Fund               |      | <u>25,623</u>  | <u>25,623</u>  |
|                                      |      | <u>43,108</u>  | <u>40,092</u>  |
| Non-Current                          |      |                |                |
| Long Service Leave                   |      | 53,543         | 50,322         |
| Provision for Backfilling            |      | <u>52,803</u>  | <u>52,803</u>  |
|                                      |      | <u>106,346</u> | <u>103,125</u> |
|                                      |      | <u>149,454</u> | <u>143,217</u> |
| <b>7. LEASING COMMITMENTS</b>        |      |                |                |
| Finance Lease                        |      |                |                |
| Payable – minimum lease payments     |      |                |                |
| Not later than 12 months             |      |                |                |
| Being for lease of photocopier       |      | -              | 1,353          |
| Between 12 months and 5 years        |      |                |                |
| Being for lease of photocopier       |      | -              | -              |
|                                      |      | -              | 1,353          |
| Less: Future finance charges         |      | -              | (61)           |
| Total payable minimum lease payments |      | <u>-</u>       | <u>1,292</u>   |
| Represented by:                      |      |                |                |
| Current liability                    |      | -              | 1,292          |
| Non-current liability                |      | -              | -              |
|                                      | 5    | <u>-</u>       | <u>1,292</u>   |
| Operating lease                      |      |                |                |
| Payable – minimum lease payments     |      |                |                |
| Not later than 12 months             |      |                |                |
| Being for lease of premises          |      | 8,838          | 8,838          |
| Between 12 months and 5 years        |      |                |                |
| Being for lease of premises          |      | <u>18,383</u>  | <u>26,514</u>  |
|                                      |      | <u>27,221</u>  | <u>35,352</u>  |

The photocopier lease is a non-cancellable lease with a five-year term, with rent being payable on a monthly basis. An option exists to acquire the asset at the end of the five-year term.

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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2007**

**7. LEASING COMMITMENTS (CONT'D)**

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.

**8. KEY MANAGEMENT PERSONNEL COMPENSATION**

There are no key management personnel of the Division whose remuneration requires separate disclosure.

| 2007 | 2006 |
|------|------|
| \$   | \$   |

**9. AUDITOR'S REMUNERATION**

Remuneration of the auditor of the Division for:

- auditing or reviewing the financial report
- (i) Current year
- (ii) Prior year

|              |              |
|--------------|--------------|
| 3,100        | 3,000        |
| 4,150        | -            |
| <u>7,250</u> | <u>3,000</u> |

**10. CONTINGENT LIABILITIES OR ASSETS**

The Division does not have any contingent liabilities or assets at year end.

**11. EVENTS AFTER THE BALANCE SHEET DATE**

There has not been any matter or circumstance that has arisen since the end of the financial year that has significantly affected, or may significantly affect, the operations of the Division, the results of those operations, or the state of affairs of the Division in future financial years.

**12. RELATED PARTY TRANSACTIONS**

During the year, there were no transactions with related parties which require separate disclosure.

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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2007**

13. CASH FLOW INFORMATION

Reconciliation of Cash

Cash at the end of the financial year as shown in the cash flow statement is reconciled to items in the balance sheet as follows:

|                           | 2007           | 2006           |
|---------------------------|----------------|----------------|
|                           | \$             | \$             |
| Cash and Cash Equivalents | 692,012        | 588,519        |
|                           | <u>692,012</u> | <u>588,519</u> |

Reconciliation of Cash Flow from Operations with Profit from Continuing Operations:

|  | 2007           | 2006           |
|--|----------------|----------------|
|  | \$             | \$             |
| Profit from continuing operations                      | 91,775         | 54,908         |
| Non-cash flows in profit                               |                |                |
| Amortisation   | 760            | 1,508          |
| Depreciation   | 2,587          | 1,639          |
| Loss on disposal of fixed assets                       | -              | 589            |
| Write Off  | 244            | -              |
| Changes in Assets & Liabilities:                       |                |                |
| - (Increase) / decrease in trade and other receivables | (230)          | 53,270         |
| - Increase in trade and other payables                 | 2,120          | 382            |
| - Increase in employee provisions                      | 6,237          | 9,934          |
| Net cash provided by operating activities              | <u>103,493</u> | <u>122,230</u> |

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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2007**

**14. FINANCIAL INSTRUMENTS**

**(a) Interest Rate Risk**

The Division'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<br>Average<br>Effective<br>Interest Rate |      | Fixed Interest Rate Maturing |                |                |                |              |          |                         |               |
|------------------------------------|---|------|------------------------------|----------------|----------------|----------------|--------------|----------|-------------------------|---------------|
|                                    |   |      | Floating Interest<br>Rate    |                | Within 1 Year  |                | 1 to 5 Years |          | Non-interest<br>Bearing |               |
|                                    |   |      | 2007                         | 2006           | 2007           | 2006           | 2007         | 2006     | 2007                    | 2006          |
|                                    | %   | %    | \$                           | \$             | \$             | \$             | \$           | \$       | \$                      | \$            |
| <b>Financial Assets:</b>           |   |      |                              |                |                |                |              |          |                         |               |
| Cash and cash equivalents          | 4.50  | 3.34 | 202,889                      | 125,720        | 489,045        | 462,496        | -            | -        | 78                      | 303           |
| Trade and other receivables        | -   | -    | -                            | -              | -              | -              | -            | -        | 284                     | 54            |
| <b>Total Financial Assets</b>      |   |      | <b>202,889</b>               | <b>125,720</b> | <b>489,045</b> | <b>462,496</b> | <b>-</b>     | <b>-</b> | <b>362</b>              | <b>357</b>    |
| <b>Financial Liabilities:</b>      |   |      |                              |                |                |                |              |          |                         |               |
| Trade and other payables           | -   | -    | -                            | -              | -              | -              | -            | -        | 29,126                  | 27,006        |
| <b>Total Financial Liabilities</b> |   |      | <b>-</b>                     | <b>-</b>       | <b>-</b>       | <b>-</b>       | <b>-</b>     | <b>-</b> | <b>29,126</b>           | <b>27,006</b> |

**(b) 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.

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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2007**

**15. ACCOUNTING POLICY AMENDMENTS**

The following Australian Accounting Standards issued or amended and are applicable to the Division but not yet effective and have not been adopted in preparation of the financial statements at reporting date.

| <b>AASB Amendment</b>                                       | <b>Standards Affected</b>   | <b>Outline of Amendment</b>  | <b>Application Date of Standard</b> | <b>Application Date for Division</b> |
|---|---|--|-------------------------------------|--------------------------------------|
| AASB 2005-10: Amendments to Australian Accounting Standards | AASB 1: First time adoption of AIFRS<br>AASB 4: Insurance Contracts<br>AASB 101: Presentation of Financial Statements<br>AASB 114: Segment Reporting<br>AASB 117: Leases<br>AASB 133: Earnings per Share<br>AASB 1023: General Insurance Contracts<br>AASB 1038: Life Insurance Contracts<br>AASB 139: Financial Instruments: Recognition and Measurement | The disclosure requirements of AASB 132: Financial Instruments: Disclosure and Presentation have been replaced due to the issuing of AASB 7: Financial Instruments: Disclosures in August 2005. These amendments will involve changes to financial instrument disclosures within the financial report. However, there will be no direct impact on amounts included in the financial report as it is a disclosure standard. | 1 January 2007                      | 1 July 2007                          |
| AASB 7: Financial Instruments: Disclosures                  | AASB 132: Financial Instruments: Disclosure and Presentation  | As above.  | 1 January 2007                      | 1 July 2007                          |

**16. DIVISION DETAILS**

The registered office and principal place of business of the Division is located at;

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





Chartered Accountants  
Auditors  
Business Services  
Financial Planning Services

Telephone: 03 9882 0566 Facsimile: 03 9882 0436  
1st floor 586 Burke Road Camberwell Victoria 3124  
PO Box 1300 Camberwell Victoria 3124  
www.lock-wood.com.au

## INDEPENDENT AUDIT REPORT

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

#### Report on the Financial Report

We have audited the accompanying financial report of National Tertiary Education Industry Union – Australian Capital Territory Division (the Division) which comprises the balance sheet as at 30 June 2007 and the income statement, statement of recognised income and expenditure and cash flow statement for the year ended on that date, a summary of significant accounting policies and other explanatory notes.

#### *Committee's Responsibility for the Financial Report*

The committee of the Division is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) and the Workplace Relations Act 1996. This responsibility includes establishing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

#### *Auditor's Responsibility*

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee, as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Liability Limited by a scheme approved under Professional Standards Legislation

Lockwood & Co (Melb) Pty Ltd  
ATF LW Unit Trust  
ABN 36 290 638 803  
ACN 101 133 864

Lockwood & Co Audit  
ABN 95 605 094 569

Lockwood & Co (Melb) Pty Ltd  
ATF LB Unit Trust  
ABN 97 939 670 580  
ACN 101 133 804

## INDEPENDENT AUDIT REPORT

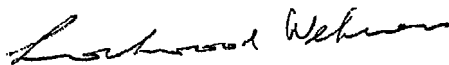
### TO THE MEMBERS OF NATIONAL TERTIARY EDUCATION INDUSTRY UNION AUSTRALIAN CAPITAL TERRITORY DIVISION

#### *Independence*

In conducting our audit, we have complied with the independence requirements of Australian professional ethical pronouncements.

#### *Auditor's Opinion*

In our opinion, the financial report of the National Tertiary Education Industry Union – Australian Capital Territory Division for the year ending 30 June 2007 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.



**Lockwood Wehrens**  
Chartered Accountants  
Hawthorn



**Alan Lockwood**  
Principal  
Registered auditor number 9216  
Member of The Institute of Chartered  
Accountants in Australia – 21115, holder  
of a current Certificate of Public Practice  
Date: 4 February 2009

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