



AUSTRALIAN INDUSTRIAL REGISTRY

Australian Industrial Registry
Level 35, Nauru House
80 Collins Street
MELBOURNE VIC 3000
Telephone: (03) 8661 7888
Fax: (03) 9654 6672

Ref: FR2002/433-[283V-ADE]

Ms K. Leverett
Secretary
National Tertiary Education Industry Union
University of Adelaide Branch
University of Adelaide NTEU Office
Room 312, Level 3, Hughes Building
University of Adelaide
North Terrace
ADELAIDE SA 5005

Dear Ms Leverett

**Re: National Tertiary Education Industry Union-University of Adelaide Branch
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, 2002.

The legislative scheme set out in Part IX, Division 11 of the Act is directed at ensuring that a registered organisation or a branch of such an organisation discharges obligations of accountability to its members in relation to its financial affairs through proper and regular disclosure of financial information. The various steps of the financial reporting requirements must be carried out within the time-scales prescribed by the legislation so as to ensure the relevance of the financial information provided to the members.

Now that the financial year 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 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
14 July, 2002

FR 2002/433

NATIONAL TERTIARY EDUCATION INDUSTRY UNION
UNIVERSITY OF ADELAIDE BRANCH

Room 312, Hughes Building
The University of Adelaide
ADELAIDE. SA. 5005

Tel (08) 8303.5155; Fax (08) 8303.3449
nteu@adelaide.edu.au
<http://www.nteu.org.au/adelaide>

29 November 2002.

Industrial Registrar,
Nauru House,
80 Collins Street,
Box 19945, G.P.O.,
MELBOURNE. VIC. 3001

Dear Registrar,

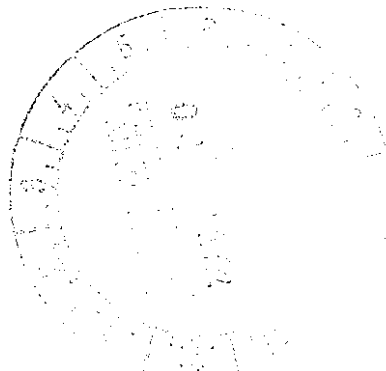
Please find enclosed audited accounts and supporting certificates for the University of Adelaide Branch of the National Tertiary Education Industry Union for the period ending 30th June, 2002.

Please contact Mr. R. Willson, Accounting Officer, on phone no. (08) 8303.5848, or myself (08) 8303.5155 with any queries you may have.

Yours sincerely,

Raylene Mulvihill

Raylene Mulvihill,
Executive Officer.



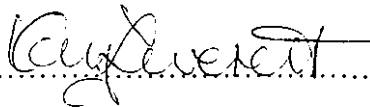
National Tertiary Education Industry Union

University of Adelaide Branch

Secretary's Certificate

I, KAY LEVERETT, Branch Secretary of the University of Adelaide Branch of the National Tertiary Education Industry Union, certify that:

1. the Auditors report, accounts and statements, and the certificates of the Accounting Officer and of the Branch Committee were published in the journal of the Union on 11th November, 2002 being a journal that is available to members of the Branch free of charge; and that
2. the enclosed documents are copies of the Auditors report, accounts and statements, the certificates of the Accounting Officer and of the Branch Committee presented to a meeting of the members of the Branch on 27th November, 2002.
3. the information contained in the accounts and statements is correct.

Signed:..........

Date:.....29th November 2002.....

National Tertiary Education Industry Union

University of Adelaide Branch


Committee of Management Certificate

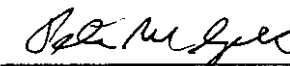
We, being two members of the Executive of the University of Adelaide Branch of the National Tertiary Education Industry Union, do state that the Executive has determined the Union is not a reporting entity. The Executive has determined that this special purpose financial report should be prepared in accordance with the accounting policies described in Note 1. to the financial report.

The Executive now states that in accordance with a resolution passed by the Executive, that:

- (1) in the opinion of the Executive, the attached financial report presents fairly the financial position of the Union and its performance for the year ended on that date;
- (2) at the date of the statement, there are reasonable grounds to believe the Union will be able to pay its debts as and when they fall due;
- (3) in the opinion of the Executive, meetings of the Executive were held during the year ended 30 June 2002 in accordance with the rules of the organisation;
- (4) to the knowledge of any member of the Executive, there has been no instances where records of the organisation or other documents (not being documents containing information made available to a member of the Branch under Section 274(2) of the Workplace Relations Act 1996, as amended) or copies of those records or documents, or copies of the rules of the Branch, have not been furnished, or made available, to members in accordance with the requirements of the Workplace Relations Act 1996, as amended, the Regulations thereto, or the rules of the organisation; and
- (5) the organisation has complied with subsections 279(1) and (6) of the Workplace Relations Act 1996, as amended, in relation to the financial accounts in respect of the year ended 30 June 2001.

Signed in accordance with a resolution of the Executive.

 B. Hyde-Parsons 4 Nov 02.
(Member of Committee)

 P.M. Gill 4/11/2002 (Member of Committee)

SIGNED at Adelaide this 4th day of November 2002

National Tertiary Education Industry Union

University of Adelaide Branch

Accounting Officer's Certificate

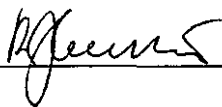
I, ROBERT JOHN WILLSON, being the Officer responsible for keeping the accounting records of the National Tertiary Education Industry Union, certify that as at 30 June 2002 the number of members in the Branch was 1077.

In my opinion,

- (1) the attached accounts show a true and fair view of the financial affairs of the organization as at 30 June 2002;
- (2) a record has been kept of all moneys paid by, or collected from, members and all moneys so paid or collected have been credited to the bank account to which those moneys are to be credited, in accordance with the rules of the Branch;
- (3) before any expenditure was incurred by the organisation, approval of the incurring of the expenditure was obtained in accordance with the rules of the Branch;
- (4) with regard to funds of the organisations raised by compulsory levies or voluntary contributions from members, or funds other than the General Fund operated in accordance with the rules, no payments were made out of any such fund for purposes of other than those for which the fund was operated;
- (5) all loans or other financial benefits granted to persons holding office in the Branch were authorised in accordance with the rules;
- (6) the register of members of the Branch was maintained in accordance with the Act.



(Accounting Officer)



(Branch President)

SIGNED at Adelaide this 30th day of October 2002

NATIONAL TERTIARY EDUCATION INDUSTRY UNION

UNIVERSITY OF ADELAIDE BRANCH

INCOME AND EXPENDITURE STATEMENT FOR THE YEAR ENDED 30 JUNE 2002

| | 2002 | 2001 |
|--|-------------------|------------------|
| | | \$ |
| <u>INCOME</u> | | |
| Members subscriptions | 422,296 | 412,869 |
| Interest | 893 | 2,226 |
| Other Income | <u>200</u> | <u>138</u> |
| TOTAL INCOME | <u>\$423,389</u> | <u>\$415,233</u> |
| | | |
| <u>EXPENDITURE</u> | | |
| Annual Leave provision | 2,498 | 1,980 |
| Bank Fees | 152 | 445 |
| Accountancy and Audit Fees | 1,485 | 1,419 |
| GST | 36,673 | 36,294 |
| NTEU Capitation Fees | | |
| Federal | 196,469 | 190,261 |
| State | <u>111,967</u> | <u>109,539</u> |
| | 308,436 | 299,800 |
| NTEU Payroll Commission | 2,141 | -- |
| Legal and Industrial Expenses | 15,009 | 1,670 |
| Meeting Expenses | 861 | 2,274 |
| Office Salaries | 57,348 | 54,454 |
| Stationery, Postage, Telephone & Computing | 8,714 | 8,575 |
| Petty Cash | 600 | 600 |
| Sundry | 239 | |
| Depreciation | 1,916 | 2,325 |
| Long Service Leave Provision | <u>1,485</u> | <u>1,874</u> |
| TOTAL EXPENDITURE | <u>\$437,557</u> | <u>\$411,710</u> |
| | | |
| <u>NET SURPLUS/(DEFICIT) FOR THE YEAR</u> | <u>(\$14,168)</u> | <u>\$3,523</u> |

To be read in conjunction with the accompanying notes to the accounts.

MZ & Co.

NATIONAL TERTIARY EDUCATION INDUSTRY UNION

UNIVERSITY OF ADELAIDE BRANCH

**BALANCE SHEET
AS AT 30 JUNE 2002**

| | Notes | 2002 | 2001 S |
|------------------------------------|-------|----------------------------|-----------------------------|
| <u>CURRENT ASSETS</u> | | | |
| Cash at Bank | 2 | 186,416 | 175,099 |
| Subscriptions Receivable | | <u> --</u> | <u>53,348</u> |
| TOTAL CURRENT ASSETS | | \$186,416 | \$228,447 |
| <u>NON-CURRENT ASSETS</u> | | | |
| Plant and Equipment | 3 | <u>2,464</u> | <u>1,264</u> |
| TOTAL NON-CURRENT ASSETS | | \$2,464 | \$1,264 |
| <u>TOTAL ASSETS</u> | | <u>\$188,880</u> | <u>\$229,711</u> |
| <u>CURRENT LIABILITIES</u> | | | |
| Creditors | | 75,267 | 105,913 |
| Provision for Long Service Leave | | 7,843 | 8,939 |
| Provision for Annual Leave | | <u>10,424</u> | <u>5,345</u> |
| <u>TOTAL LIABILITIES</u> | | <u>\$93,534</u> | <u>\$120,197</u> |
| <u>NET ASSETS</u> | | <u>\$95,346</u> | <u>\$109,514</u> |
| <u>MEMBERS FUNDS</u> | | | |
| Accumulated Funds 1/7/01 | | \$109,514 | 105,991 |
| Net Surplus/(Deficit) for Year | | <u>(\$14,168)</u> | <u>3,523</u> |
| <u>TOTAL MEMBERS' FUNDS</u> | | <u>\$95,346</u> | <u>\$109,514</u> |

To be read in conjunction with the accompanying notes to the accounts.

MZ & Co.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
UNIVERSITY OF ADELAIDE BRANCH**

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2002**

NOTE 1: STATEMENT OF ACCOUNTING POLICIES

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act 1985 (SA) (as amended). The Committee has determined that the association is not a reporting entity.

The financial report has been prepared in accordance with the requirements of the Associations Incorporation Act 1985 (SA) (as amended) and the following Australian Accounting Standards:

| | |
|------|--------------------------------------|
| AAS5 | Materiality |
| AAS6 | Accounting Policies |
| AAS8 | Events occurring after Balance Date. |

No other applicable Accounting Standards, Urgent Issues Group Consensus Views or other authoritative pronouncements by the Australian Accounting Standards Board have been applied.

The financial report has been prepared on an accruals basis and is based on historical costs and does not take into account changing money values, or, except where stated, current valuations of non-current assets. The following material accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this Financial Report.

(a) Income Tax

The Union is an exempt organisation under Section 23(f) of the Income Tax Assessment Act, and has no liability to pay income tax.

(b) Fixed Assets

The depreciable amount of plant and equipment are depreciated over their useful lives commencing from the time the asset is held ready for use.

(c) Employment Benefits

Provision is made in respect of the Union's liability to employees for annual and long service leave at balance date. As the employees have been transferred from another association, the entitlements due to these employees up until the date of transfer have remained with those associations. The Union has only recognised in its accounts the amounts due from when these employees commenced service with the Union and only to the extent that they have not been provided for in the accounts of the other association.

Contributions are made by the Union to an employees superannuation fund and are charged as expenses when incurred. The Union has no legal obligation to provide benefits to employees on retirement.

(d) Goods and Services Tax (GST)

The Union accounts for GST on the cash basis of accounting and is not registered for GST. All GST transactions are reported and paid to the Australian Taxation Office by the National Body of the Union.

NOTE 2: CASH AT BANK

| | 2002 | 2001 |
|---------------------|------------------|------------------|
| Petty Cash | 200 | 200 |
| Cash at Bank - ACCU | <u>186,216</u> | <u>174,899</u> |
| | \$186,416 | \$175,099 |

NOTE 3: PLANT AND EQUIPMENT

| | | |
|--------------------------------|-----------------|-----------------|
| Plant and Equipment - at cost | \$32,921 | \$29,805 |
| Less: Accumulated depreciation | <u>\$30,457</u> | <u>\$26,216</u> |
| | \$2,464 | \$3,589 |

NOTE 4: INSPECTION OF FINANCIAL AFFAIRS

Section 274 below, provides the following mechanisms for inspection of the financial affairs of the organisation, but members are welcome to come to the Branch Office at any time.

WORKPLACE RELATIONS ACT 1996

Section 274 - Information to be provided to members or Registrar

274(1) A member of an organisation or a Registrar may apply to the organisation for specified prescribed information in relation to the organisation.

274(2) An organisation shall, on application made under section (1) by a member of the organisation or a Registrar, make the specified information available to the member or a Registrar in such manner, and within such time, as is prescribed.

274(3) A Registrar may only make an application under subsection (2) 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.

MZ & Co.



Messenger Zerner

INDEPENDENT AUDIT REPORT TO THE MEMBERS OF NATIONAL TERTIARY EDUCATION INDUSTRY UNION ADELAIDE UNIVERSITY BRANCH

SCOPE

We have audited the financial report, being a special purpose financial report of the Adelaide University Branch of the National Tertiary Education Industry Union, comprising the Income and Expenditure Statement, Balance Sheet, Notes to and forming part of the Accounts, Accounting Officer's Certificate and Committee of Management Certificate for the year ended 30 June 2002. The Committee of Management is responsible for the financial report and has determined that the accounting policies used and described in Note 1 to the of the financial statements which form part of the Financial Report are appropriate to meet the needs of members. We have performed an independent audit of this financial report in order to express an opinion on it to the members of the Union. No opinion is expressed as to whether the accounting policies used, and described in Note 1, are appropriate to the needs of the members.

Our audit has been conducted in accordance with Australian Auditing Standards. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements and the evaluation of 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 the accounting policies described in Note 1 so as to present a view which is consistent with our understanding of the Association's financial position and performance as represented by the results of its operations. These policies do not require the application of all Accounting Standards and other mandatory professional reporting requirements in Australia.

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

AUDIT OPINION

In our opinion:

1. The financial report of Adelaide University Branch of the National Tertiary Education Industry Union for the year ended 30 June 2002 are properly drawn up so as to give a true and fair view of:
 - (i) the financial affairs of the branch as at 30 June 2002;
 - (ii) the income and expenditure, and the surplus of the branch for the year ended on that date.

2. There were kept by the branch in relation to the year satisfactory accounting records, including;
 - (i) records of the sources and nature of the income of the branch; and

(ii) records of the nature and purposes of the expenditure of the branch.

We have obtained all the information and explanations we require to form this opinion.



.....
W G DARTNALL - Partner
Adelaide
7 November 2002



.....
MESSENGER ZERNER & CO
CHARTERED ACCOUNTANTS



AUSTRALIAN INDUSTRIAL REGISTRY

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7989
Fax: (03) 9654 6672

Ms. Raylene Mulvihill
Executive Officer
National Tertiary Education Industry Union
University of Adelaide Branch
University of Adelaide NTEU Office
Room 312, Hughes Building
University of Adelaide
ADELAIDE SA 5005

Dear Ms. Mulvihill,

**Re: Financial documents for year ended 30 June 2002
FR2002/433**

I have received the financial documents of the University of Adelaide Branch of the National Tertiary Education Industry Union for the year ended 30 June 2002 lodged under cover of your communication dated 29 November 2002. The documents were lodged in the Industrial Registry on 4 December 2002.

The documents have been filed.

Yours sincerely,

E. (Liz) Mercovich
Statutory Services Branch

5 December 2002