



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

Level 35, Nauru House  
80 Collins Street, Melbourne, VIC 3000  
GPO Box 1994S, Melbourne, VIC 3001  
Telephone: (03) 8661 7777  
Fax: (03) 9654 6672

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

Dear Ms Mulvihill,

**RE: Schedule 1B of the Workplace Relations Act 1996 (the RAO Schedule)  
Financial reports for year ended 30 June 2004 - FR2004/471**

I acknowledge receipt of the financial reports of the National Tertiary Education Industry Union - University of Adelaide Branch. The documents were lodged in the Industrial Registry on 2 February 2005.

The documents have been filed.

Although the documents have been filed, I would like to comment on some issues arising out of the report. I make these comments to assist you when you next prepare financial reports. You do not need to take any further action in respect of the financial reports already lodged.

**1. Operating Report**

**(a) Significant changes in financial affairs**

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

**2. General Purpose Financial Report**

Subsection 272(5) requires the General Purpose Financial Report (GPFR) to set out subsections 272(1), (2) and (3). Would you please ensure those subsections are included in the GPFR next year.

Should you wish to discuss any of the matters raised in this letter, I may be contacted on (03) 8661 7764 or by email : [dimitra.doukas@air.gov.au](mailto:dimitra.doukas@air.gov.au).

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Dimitra Doukas'.

Dimitra Doukas  
Statutory Services Branch

8 February 2005

FR2004/471

**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>

31<sup>st</sup> January, 2005.

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 30<sup>th</sup> June, 2004.

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,  
Executive Officer.



## UNIVERSITY OF ADELAIDE BRANCH

Room 312, Hughes Building  
University of Adelaide  
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<http://www.nteu.org.au/bd/adelaide>

### **CERTIFICATE OF SECRETARY OR OTHER AUTHORISED OFFICER s268 of Schedule 1B *Workplace Relations Act 1996***

I, Ms. Kay Leverett, being the Secretary of the National Tertiary Education Industry Union, University of Adelaide Branch, certify:

- that the documents lodged herewith are copies of the full report, referred to in s268 of the RAO Schedule; and
- that the full report was provided to members on 7<sup>th</sup> January, 2005 and
- that the full report was presented to a general meeting of members of the reporting unit on 31<sup>st</sup> January, 2005 in accordance with section 266 of the RAO Schedule.

Signature \_\_\_\_\_

*Kay Leverett*

Date \_\_\_\_\_

*31st January 2005*

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION**

**UNIVERSITY OF ADELAIDE BRANCH**

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

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

**OPERATING REPORT**

I, Dr. R.J. Crewther, being President of the National Tertiary Education Industry Union, University of Adelaide Branch, report operations for the year ended 30 June 2004 as follows:

**No. of members**

1012

**No. of employees**

1

**Review of principal activities**

1. Consultation with members re Enterprise Bargaining award Round 4
2. Negotiation with University on Enterprise Bargaining award Round 4
3. Consultation with members and University, and response to University, on University policy and procedure
4. Union representation on University committees
5. Advice and consultation on personal cases
6. Provision of services to members (e.g. legal service)
7. Supervision of Branch administration, finance and Industrial Officer activities
8. Fortnightly Branch Committee meetings to initiate, authorise, monitor and evaluate activities 1-7.
9. NTEU national participation: conferences, national strike action, national meetings.

**Operating Result**

The deficit from ordinary activities after providing for income tax amounted to \$8,095

**Details of Significant Changes**

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

**Details of right of members to resign**

In accordance with NTEU Rule no. 11 Resignation from Membership - How members resign, "A member may resign from membership by written notice addressed and delivered to the member's Division Secretary or Branch Secretary provided that:

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

A notice of resignation from membership takes effect:

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


**Details of superannuation trustees**

Not applicable.

**Details of membership of the Committee of Management**

Dr. Rod Crewther  
Ms. Kay Leverett  
Dr. Greg McCarthy  
Ms. Gloria Sumner  
Ms. Sherry Dzonsons  
Dr. Peter Gill  
Mr. Paul Harris  
Ms. Jan Holmes  
Ms. Dandy Laing (resigned 14.4.04)  
Ms. Helen Limberger  
Mr. Bob Willson

Members of the Committee of Management have been in office from the start of the financial year to the date of this report unless otherwise stated.

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

Date: 20/12/2004

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

**COMMITTEE OF MANAGEMENT STATEMENT**

On 20<sup>th</sup> December, 2004, the Committee of Management of the National Tertiary Education Industry Union, University of Adelaide Branch, passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 30 June, 2004.

The Committee of Management declares 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 organisation .
  - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation .
  - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations; and
  - (iv) where the organisation consists of 2 or more reporting units, 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 organisation; and
  - (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 of Registrar; and
  - (vi) there has been compliance with any order for inspection of financial records made by the Commission under section 273 of the RAO Schedule.

For Committee of Management:

Title of Office held: *ORDINARY COMMITTEE MEMBER*

Signature:

*Pete McGill*

Date:

20<sup>th</sup> December, 2004

*MZ & Co.*



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

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

	Note	2004	2003
Revenue from ordinary activities	2	406,725	438,098
NTEU - SA Division Capitation and levies		(105,738)	(103,855)
NTEU - National Office Capitation and Levies		(194,769)	(187,288)
Depreciation expense	3	(2,340)	(1,257)
Executive Officer (Staff) cost		(59,155)	(54,752)
Telephone expense		(8,529)	(7,287)
Payroll Tax Liability		(3,004)	(3,003)
Staff Leave Liability		(1,603)	(4,505)
Other expenses from ordinary activities		<u>(39,708)</u>	<u>(40,938)</u>
Surplus/(Deficit) from ordinary activities		<u>(8,121)</u>	<u>35,125</u>
 Total changes in equity.		 <u>(8,121)</u>	 <u>35,125</u>

The accompanying notes form part of these financial statements.

*MZ & Co.*

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

**STATEMENT OF FINANCIAL POSITION  
AS AT 30 JUNE 2004**

	Notes	2004	2003
<u>CURRENT ASSETS</u>			
Cash Assets	4	77,684	188,678
Receivable	5	<u>176</u>	<u>318</u>
<b>TOTAL CURRENT ASSETS</b>		<b>\$77,860</b>	<b>188,996</b>
<u>NON-CURRENT ASSETS</u>			
Investments		139,049	
Property, Plant and Equipment	6	<u>5,247</u>	<u>1,207</u>
<b>TOTAL NON-CURRENT ASSETS</b>		<b>\$144,296</b>	<b>\$1,207</b>
<u><b>TOTAL ASSETS</b></u>		<u><b>\$222,156</b></u>	<u><b>\$190,203</b></u>
 <u>CURRENT LIABILITIES</u>			
Payables	7	75,433	36,962
Provision	8	24,373	22,770
<u><b>TOTAL LIABILITIES</b></u>		<u><b>\$99,806</b></u>	<u><b>\$59,732</b></u>
 <u><b>NET ASSETS</b></u>		 <u><b>\$122,350</b></u>	 <u><b>\$130,471</b></u>
 <u>EQUITY</u>			
Accumulated Surplus	9	<u>122,350</u>	<u>130,471</u>
<u><b>TOTAL EQUITY</b></u>		<u><b>\$122,350</b></u>	<u><b>\$130,471</b></u>

The accompanying notes form part of these financial statements.

*MZ & Co.*

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

**STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 30 JUNE 2004**

	Note	2004	2003
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Receipts from members		400,874	436,928
Payments to suppliers and employees		(372,432)	(435,518)
Interest received		<u>5,993</u>	<u>852</u>
Net cash provided by (used in) operating activities 10(b)		<u>34,435</u>	<u>2,262</u>
 <b>CASH FLOW FROM INVESTING ACTIVITIES</b>			
Payment for property, plant and equipment		<u>6,380</u>	<u>—</u>
Net cash provided by (used in) investing activities		<u>(\$ 6,380)</u>	<u>\$ —</u>
Net increase in cash held		28,055	2,262
Cash at the beginning of year		<u>188,678</u>	<u>186,416</u>
Cash at the end of year		<u>\$216,733</u>	<u>\$188,678</u>

The accompanying notes form part of these financial statements.

*MZ & Co.*

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

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2004**

**Note 1: Statement of Significant Accounting Policies**

This financial report is a general purpose financial report that has been prepared in accordance with Australian Accounting Standards, Urgent Issues Group Consensus Views and other authoritative pronouncements of the Australian Accounting Standards Board and the requirements of the Workplace Relations Act 1996, as amended.

The financial report has been prepared on an accrual basis and is based on historic costs and does not take into account changing money values.

The accounts have been prepared on a going concern basis.

The following is a summary of the material accounting policies adopted by the National Tertiary Education Industry Union, University of Adelaide Branch in the preparation of this financial report.

(a) Property, Plant and Equipment

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

**Plant and Equipment**

Plant and equipment are measured on a cost basis.

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

**Depreciation**

The depreciable amount of all fixed assets are depreciated on a diminishing value basis over the useful lives of the assets to the association commencing from the time the asset is held ready for use.

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

Class of Fixed Asset	Depreciation Rate
Office equipment	20% - 33.3%

MZ & G.

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

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2004 (CONTINUED)**

- (b) Income Tax  
The union is exempt from income tax.
- (c) Revenue  
Membership income and interest income is brought to account when received.
- (d) Cash  
For the purposes of the Statement of Cash Flows, cash includes cash on hand, at banks and Investments on deposit.
- (e) Goods and Services Tax (GST)  
Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian 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 Statement of Financial Position are shown inclusive of GST.
- (f) Comparatives  
Where necessary, comparative information has been reclassified to achieve consistency in disclosure with current financial year information and other disclosures.
- (g) Adoption of Australian Equivalents to International Financial Reporting Standards  
Australia is currently preparing for the introduction of International Financial Reporting Standards (IFRS) effective for financial years commencing 1 January 2005. This requires the production of accounting data for future comparative purposes at the end of the current financial year.

The committee are assessing the significance of these changes and preparing for their implementation. The committee are of the opinion there are no key differences in the entity's accounting policies from the adoption of IFRS.

**Note 2: Revenue**

	2004	2003
	\$	\$
Operating activities		
- members subscriptions	400,732	394,009
- sundry income		43,237
	400,732	437,246
Non-operating activities		
- interest received	5,993	852
Total Revenue	\$406,725	\$438,098

*M2 & Co.*

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

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2004 (CONTINUED)**

**Note 3: Profit from Ordinary Activities**

Profit from ordinary activities has been determined after:

Expenses

Remuneration of auditor		
- audit or review services	1,551	1,606
- other services		
Total Remuneration	<u>1,551</u>	<u>1,606</u>
Depreciation of property, plant & equipment	2,340	1,257

**Note 4: Cash Assets**

Cash at Bank	<u>\$77,684</u>	<u>\$188,678</u>
	<u>\$77,684</u>	<u>\$188,678</u>

**Note 5: Receivables**

CURRENT		
Sundry Debtors	--	318
	<u>--</u>	<u>318</u>

**Note 6: Property, Plant & Equipment**

Office Equipment at cost	39,302	32,921
Less accumulated depreciation	<u>34,053</u>	<u>31,714</u>
	<u>\$5,249</u>	<u>\$1,207</u>

**Note 7: Payables**

CURRENT		
Creditors	<u>75,433</u>	<u>36,962</u>
	<u>75,433</u>	<u>36,962</u>

*MZ & G.*

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

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2004 (CONTINUED)**

**Note 8: Provisions**

Provision for Long Service Leave	10,192	12,132
Provision for Annual Leave	<u>14,181</u>	<u>10,638</u>
	<u>24,373</u>	<u>22,770</u>

**Note 9: Accumulated Surplus**

Accumulated surplus/(deficit) at the beginning of the financial year	130,471	95,346
Net surplus/(deficit) attributable to the entity	<u>(8,121)</u>	<u>35,125</u>
Accumulated surplus/(deficit) at the end of the financial year	<u>\$122,350</u>	<u>\$130,471</u>

**Note 10: Cash Flow Information**

(a) Reconciliation of Cash

Cash at Bank	77,684	188,678
Investment on deposit	<u>139,049</u>	<u>--</u>
	<u>216,733</u>	<u>188,678</u>

(b) Reconciliation of Net Cash provided by operating activities to the surplus/(deficit) from Ordinary Activities

Surplus/(deficit) from ordinary activities	(8,121)	35,125
Non-cash flows in surplus/(deficit) from ordinary activities:		
Depreciation	2,340	1,257
Changes in assets and liabilities:		
Increase/(Decrease) in receivables	142	(318)
Increase/(Decrease) in provisions	1,603	4,503
Increase / (Decrease) in payables	38,471	38,305
Net cash provided by (used in) operating activities	<u>\$34,435</u>	<u>\$2,262</u>

*MZ & Co.*

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

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2004 (CONTINUED)**

**Note 11: Segment Reporting**

The entity operates in one geographical and business segment, being a trade union and provides employee support to members.

**Note 12: Entity Details**

Principal place of business of the entity is:  
NTEU University Branch Office  
Room 312, Level 3 Hughes Building  
The University of Adelaide  
SA 5005

**Note 13: Related Parties**

The names of the members of the committee during the financial year were:  
Dr. Rod Crewther (President), Ms. Kay Leverett (Secretary), Dr. Greg McCarthy (Vice-President, Academic), Ms. Gloria Sumner (Vice-President, General Staff), Committee members: Ms. Sherry Dzonsons, Dr. Peter Gill, Mr. Paul Harris, Ms. Jan Holmes, Ms. Dandy Laing (resigned 14.4.04), Ms. Helen Limberger, Mr. Bob Willson

**Other Related Party Transactions**

(a) NTEU SA Division and NTEU National Office

The NTEU University of Adelaide Branch has transactions with both the SA Division and National Office, all of these transactions are on normal commercial terms and conditions.

Capitation fees are paid to the SA Division, the amounts payable are determined by the SA Division. In 2004 these totalled \$105,738 (2003 \$103,855).

Capitation fees and Defence fund levy paid to the NTEU National Office totalled \$194,769 (2003 \$187,288). These amounts are determined by the NTEU National Office.

b) Universities' Staff Association of South Australia (USASA)

Transactions with USASA are on normal commercial terms and conditions. At balance date, no amount is payable or receivable from USASA.

**Note 14: Reporting guidelines**

In accordance with section 255 of the Workplace Relations Act 1996, as amended, the following information is provided:

- a) no amount was paid in 2003 or 2004 to the University of Adelaide as consideration for the employer making payroll deductions of membership subscriptions;
- b) no amount was paid in 2003 or 2004 for legal costs or expenses related to litigation or other legal matters.

*MZ & Co.*



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

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2004 (CONTINUED)**

**Note 15: Financial Instruments**

**a) Interest Rate Risk**

The entity's exposure to interest rate risk, which is the risk that a financial instruments value will fluctuate as a result of changes in the market interest rates and the effective weighted average interest rates on the those financial assets and financial liabilities, is as follows:

	Weighted Average Effective Interest Rate		Floating Interest Rate		Fixed Interest Rate Maturing			
	2004	2003	2004	2003	Within 1 year		1 to 5 years	
					2004	2003	2004	2003
<b>FINANCIAL ASSETS</b>	%	%	\$	\$	\$	\$	\$	\$
CASH	0.05	0.05	77684	188678	-	-	-	-
INVESTMENT ON DEPOSIT	4.35	-	139049	-	139049	-	-	-
<b>TOTAL FINANCIAL ASSETS</b>			216733	188678	139049	-	-	-

**b) Credit Risk**

The maximum exposure to credit risk, excluding the value of any collateral or other security, at balance date to recognise financial assets is the carrying amount, net of any provisions for doubtful debts, as disclosed in the statement of financial position and notes to the financial report.

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

**c) Net Fair Values**

Methods and assumptions used in determining net fair value

For all assets and other liabilities the net fair value approximates their carrying value. No financial assets and financial liabilities are readily traded on organised markets in standardised form

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

*MZ & Co.*



# Messenger Zerner

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

### SCOPE

We have audited the financial report of the National Tertiary Education Industry Union – University of Adelaide Branch (NTEU-UA) comprising of the Committee of Management Statement, Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows and Notes to and forming part of the Financial Statements for the year ended 30 June 2004. The NTEU – UA Committee of Management is responsible for the financial report. We have conducted an independent audit of the financial report in order to express an opinion on it to the members.


Our audit has been conducted in accordance with the Australian Auditing Standards to provide reasonable assurance whether the financial report is free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and disclosures in the financial report, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with Accounting Standards, the Workplace Relations Act 1996, as amended, and other mandatory professional reporting requirements in Australia so as to present a view which is consistent with our understanding of the union's financial position and performance as represented by the results of its operations and its cash flows.

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

### AUDIT OPINION

In our opinion the financial report of NTEU – UA presents a true and fair view in accordance with applicable Accounting Standards, the Workplace Relations Act 1996, as amended and other mandatory professional reporting requirements in Australia the financial position of NTEU – UA as at 30 June 2004 and the results of its operations and its cash flows for the year then ended.

  
.....  
W G DARTNALL - Partner  
Adelaide

  
.....  
MESSENGER ZERNER & CO  
Chartered Accountants

5 January 2005