



**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: FR2002/434-[283V-BALL]**

Mr. Jude Forsyth  
Branch Secretary  
National Tertiary Education Industry Union-University  
of Ballarat Branch  
PO Box 663  
BALLARAT VIC 3353

Dear Mr. Forsyth

**Re: National Tertiary Education Industry Union-University of Ballarat 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.

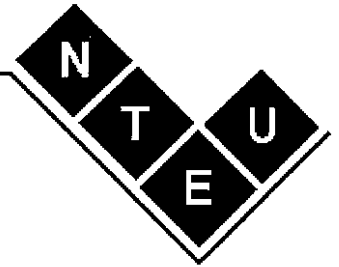
Now that the financial year has ended, it is timely that you put in train the various steps of the financial reporting requirements. To assist you with this process I have enclosed for your information a notice summarising these requirements including the time-scales prescribed by the legislation.

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](mailto:clency.lapierre@air.gov.au)  
11 July, 2002

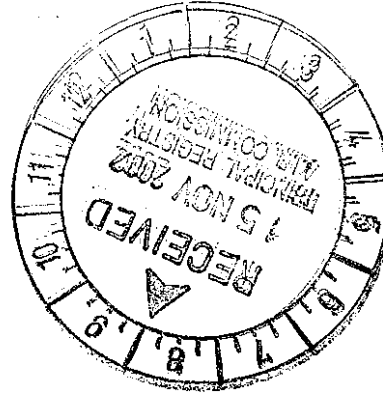
National  
Tertiary  
Education  
Industry  
Union



University of Ballarat Branch  
ABN 38 579 396 344

5th November 2002

Australian Industrial Registry  
GPO BOX 1994S  
MELBOURNE  
3001



Dear Registry,

**Re: National Tertiary Education Industry Union – University of Ballarat  
Branch – Financial statements for the years ended 30 June 2001 and 30 June  
2002**

Attached to this letter are the documents sought by the Australian Industrial Registry re. the above requirements, for the National Tertiary Education Industrial Union, University of Ballarat Branch.

I hope that the financial statements are correct and in order, but if you need further assistance or clarification please contact Janet Wheatley, Branch Executive Officer on 03 5327 9163.

Yours sincerely,

A handwritten signature in black ink that reads 'J. Swan'.

Judy Swan  
Secretary  
University of Ballarat Branch  
NTEIU

Attachment "K"

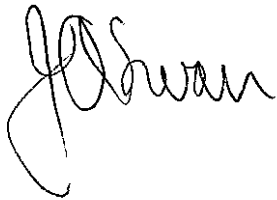
National Tertiary Education Industry Union  
University of Ballarat Branch

Secretary's Certificate

I, Judy Swan, Branch Secretary of the University of Ballarat Branch of the National Tertiary Education Industry Union certify that:

1. a copy of the certificates of the accounting officer, of the branch committee and of the auditor's report, and the financial statements of the Branch for the period 1 July 2001 to 30 June 2002 were distributed to all members of the branch free of charge on Tuesday 22<sup>nd</sup> October 2002; and
2. the enclosed documents are copies of the certificates of the accounting officer, the branch committee and of the auditor's report, and the financial statements of the Branch for the period 1 July 2001 to 30 June 2002 presented to a meeting of members of the Branch on Tuesday 29<sup>th</sup> October 2002; and
3. the information contained in the accounts and statements is correct.

Signed:



Date:

6/11/02.

**NATIONAL TERTIARY EDUCATION UNION  
UNIVERSITY OF BALLARAT BRANCH****FINANCIAL REPORT  
FOR THE YEAR ENDED  
30TH JUNE 2002****CONTENTS**

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1st Floor  
586 Burke Road  
Camberwell Vic 3124Tel 03 9882 0566  
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Email [synergy@lock-wood.com.au](mailto:synergy@lock-wood.com.au)

**NATIONAL TERTIARY EDUCATION UNION  
UNIVERSITY OF BALLARAT BRANCH**

**ACCOUNTING OFFICER'S CERTIFICATE  
FOR THE YEAR ENDED 30TH JUNE 2002**

I, Jeremy Smith, being the officer responsible for keeping the accounting records of the National Tertiary Education Union - University of Ballarat Branch certify that as at 30th June 2002 the number of members of the organisation was 221 (2001 222).

In my opinion:

- (i) The accompanying accounts show a true and fair view of the financial affairs of the organisation as at 30th June 2002.
- (ii) A record has been kept of all monies paid or collected from members of the organisation and all monies so paid or collected have been credited to the bank account to which those monies are to be credited in accordance with the rules of the organisation.
- (iii) Before any expenditure was incurred by the organisation, approval of the incurring of the expenditure was obtained in accordance with the rules of the organisation.
- (iv) No payments were made out of funds or accounts operated by contributions collected from members, or other funds, the operation of which is required by the rules of the organisation, for a purpose other than the purpose for which the fund was empowered.
- (v) No loans or other financial benefits, other than remuneration in respect of their full time employment with the organisation (or honoraria in respect of their holding office in the organisation) were made to persons holding office in the organisation.
- (vi) The register of members of the organisation was maintained in accordance with the requirements of the Workplace Relations Act 1996, as amended.



Jeremy Smith  
Branch Accounting Officer  
September 2002

**NATIONAL TERTIARY EDUCATION UNION  
UNIVERSITY OF BALLARAT BRANCH**

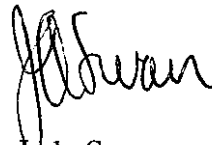
**COMMITTEE OF MANAGEMENT'S CERTIFICATE  
FOR THE YEAR ENDED 30TH JUNE 2002**

We, Jeremy Smith and Judy Swan, being two members of the Branch Executive of the National Tertiary Education Union - University of Ballarat Branch do state on behalf of the Branch Executive and in accordance with a resolution passed by the Branch Executive that:

- (1) in the opinion of the Branch Executive the attached accounts show a true and fair view of the financial affairs of the organisation as at 30th June 2002;
- (2) in the opinion of the Branch Executive meetings of the Committee of Management of the organisation were held during the year ended 30th June 2002 in accordance with the rules of the organisation;
- (3) to the knowledge of any member of the Branch Executive there have been no instances where records of the organisation or other documents (not being documents containing information made available to a member of the organisation under Sub-Section 274 (1,2 & 3) Workplace Relations Act 1996 or copies of those records or documents, or copies of the rules of the organisation, 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
- (4) the organisation has complied with Sub-sections 279 (1) and (6) of the Act in relation to the Financial Accounts in respect of the year ended 30th June 2001 and the Auditor's report therein



Jeremy Smith  
Branch President  
September 2002



Judy Swan  
Branch Vice President  
September 2002

**NATIONAL TERTIARY EDUCATION UNION  
UNIVERSITY OF BALLARAT BRANCH**

**BALANCE SHEET  
AS AT 30TH JUNE 2002**

	Note	2002 \$	2001 \$
<b>CURRENT ASSETS</b>			
Cash	2	27,763	28,237
Receivables	3	-	1,967
		-----	-----
<b>TOTAL CURRENT ASSETS</b>		<b>27,763</b>	<b>30,204</b>
		-----	-----
<b>NON-CURRENT ASSETS</b>			
Plant and equipment	4	250	721
		-----	-----
<b>TOTAL NON-CURRENT ASSETS</b>		<b>250</b>	<b>721</b>
		-----	-----
<b>TOTAL ASSETS</b>		<b>28,013</b>	<b>30,925</b>
		-----	-----
<b>CURRENT LIABILITIES</b>			
Creditors and accruals	5	1,100	1,723
Provisions	6	2,634	2,127
		-----	-----
<b>TOTAL CURRENT LIABILITIES</b>		<b>3,734</b>	<b>3,850</b>
		-----	-----
<b>TOTAL LIABILITIES</b>		<b>3,734</b>	<b>3,850</b>
		-----	-----
<b>NET ASSETS</b>		<b>24,279</b>	<b>27,075</b>
		=====	=====
<b>MEMBERS' FUNDS</b>			
Reserves	7	2,308	2,308
Retained Profits		21,971	24,767
		-----	-----
<b>TOTAL MEMBERS' FUNDS</b>		<b>24,279</b>	<b>27,075</b>
		=====	=====

The accompanying notes form part of this financial report.

**NATIONAL TERTIARY EDUCATION UNION  
UNIVERSITY OF BALLARAT BRANCH**

**STATEMENT OF INCOME AND EXPENDITURE  
FOR THE YEAR ENDED 30TH JUNE 2002**

	2001 \$	2001 \$
Loss from Ordinary Activities	(2,796)	(1,225)
Retained Profits at the beginning of the financial year	24,767	25,992
Retained Profits at the end of the financial year	<u>21,971</u>	<u>24,767</u>

The accompanying notes form part of this financial report.



**NATIONAL TERTIARY EDUCATION UNION  
UNIVERSITY OF BALLARAT BRANCH**

**DETAILED STATEMENT OF INCOME & EXPENDITURE  
FOR THE YEAR ENDED 30TH JUNE 2002**

	2002	2001
	\$	\$
<b>INCOME</b>		
Interest	588	1,560
Membership Subscriptions	76,601	79,443
Refunds	-	(331)
Other	275	208
	-----	-----
<b>TOTAL INCOME</b>	<b>77,464</b>	<b>80,880</b>
	=====	=====
<b>EXPENDITURE</b>		
Audit	1,100	1,140
Bank Charges	422	403
Depreciation	471	1,022
Meetings & Conferences	-	724
NTEU Affiliation Fees	62,826	63,773
Other	154	435
Payroll Tax	564	613
Photocopier Maintenance	64	149
Printing & Publicity	90	269
Provision for Annual Leave	507	969
Salaries – Employees	12,045	10,970
Stationery	105	151
Superannuation	961	865
Telephone	224	218
Travel	151	-
Training	441	178
Workcover	135	226
	-----	-----
<b>TOTAL EXPENDITURE</b>	<b>80,260</b>	<b>82,105</b>
	-----	-----
<b>LOSS FROM ORDINARY ACTIVITIES</b>	<b>(2,796)</b>	<b>(1,225)</b>
	=====	=====

**NATIONAL TERTIARY EDUCATION UNION  
UNIVERSITY OF BALLARAT BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30TH JUNE 2002**

**1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES**

This financial report is a special purpose financial report prepared in order to satisfy the Trustees' accountability requirements under the Unions' Rules and the requirements under the Workplace Relations Act 1996 to prepare a financial report. The Trustees' have determined that the Union is not a reporting entity.

The financial report has been prepared in accordance with the requirements of the Workplace Relations Act 1996, and the following Australian Accounting Standards.

- AAS 4 Depreciation of Non-Current Assets
- AAS 5 Materiality
- AAS 8 Events Occurring After Reporting Date

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

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 material accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this report:

**(a) Plant & Equipment**

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

**(b) 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.

**NATIONAL TERTIARY EDUCATION UNION  
UNIVERSITY OF BALLARAT BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30TH JUNE 2002**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)**

(c) Income Tax

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

(d) 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 274, which reads as follows:

- (1) A member of an organisation or Registrar may apply to the organisation for specified prescribed information in relation to the organisation.
- (2) An Organisation shall, on application made under subsection (1) by members of the organisation or a Registrar, make the specified information available to the member or Registrar in such manner, and within such time as prescribed.
- (3) A Registrar may only make an application under sub-section (1) at the request of a member of the organisation concerned, and the Registrar shall provide to a member information received because of an application made at the request of the members.

**NATIONAL TERTIARY EDUCATION UNION  
UNIVERSITY OF BALLARAT BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30TH JUNE 2002**

	200	2001
	\$	\$
<b>2. CASH</b>		
Cheque Account	8,477	9,517
Interest Bearing Deposit	19,286	18,720
	-----	-----
	27,763	28,237
	=====	=====
<b>3. RECEIVABLES</b>		
Affiliation Fees Receivable	-	1,967
	-----	-----
	-	1,967
	=====	=====
<b>4. PLANT &amp; EQUIPMENT</b>		
Office Equipment – at Cost	6,112	6,112
Less Accumulated Depreciation	(5,862)	(5,391)
	-----	-----
	250	721
	=====	=====
<b>5. CREDITORS &amp; ACCRUALS</b>		
Sundry Creditors & Accruals	1,100	1,723
	-----	-----
	1,100	1,723
	=====	=====

**NATIONAL TERTIARY EDUCATION UNION  
UNIVERSITY OF BALLARAT BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30TH JUNE 2002**

	200 \$	2001 \$
<b>6. PROVISIONS</b>		
Annual Leave	2,634	2,127
	-----	-----
	<u>2,634</u>	<u>2,127</u>
<b>7. RESERVES</b>		
Asset Revaluation Reserve	2,308	2,308
	-----	-----
	<u>2,308</u>	<u>2,308</u>

**INDEPENDENT AUDIT REPORT****TO THE MEMBERS OF****NATIONAL TERTIARY EDUCATION UNION  
UNIVERSITY OF BALLARAT BRANCH****Scope**

We have audited the financial report, being a special purpose financial report set out on pages 1 to 9 of the National Tertiary Education Union – University of Ballarat Branch for the year ended 30<sup>th</sup> June 2002. The Branch Committee is responsible for the financial report and has determined that the accounting policies used and described in Note 1 to the financial statements which form part of the financial report are appropriate to the needs of the Workplace Relations Act and the needs of the members. We have conducted an independent audit of this financial report in order to express an opinion on it to the members of the National Tertiary Education Union – University of Ballarat Branch. No opinion is expressed as to whether the accounting policies used are appropriate to the needs of the members.

The financial report has been prepared for the purpose of fulfilling the requirements of the Workplace Relations Act. We disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

Our audit has been conducted in accordance with Australian Auditing Standards. Our procedures include examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, 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 Union'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.

**Opinion**

(a) In our opinion:

(i) there were kept by the organisation in relation to the year satisfactory accounting records, including:

(A) the sources and nature of the income of the organisation (including income from members); and

PO Box 1300  
1st Floor  
586 Burke Road  
Camberwell Vic 3124

**INDEPENDENT AUDIT REPORT**

**TO THE MEMBERS OF**

**NATIONAL TERTIARY EDUCATION UNION  
UNIVERSITY OF BALLARAT BRANCH**

(B) records of the nature and purposes of the expenditure of the organisation;  
and

(ii) the accounts and statements prepared under section 273 in relation to the year  
were properly drawn up so as to give a true and fair view of:-

(A) the financial affairs of the organisation as at the end of the year; and

(B) the income and expenditure, and any surplus or deficit, of the  
organisation for the year; and

(b) all the information and explanations that under subsection (2), officers or employees  
of the organisation were required to provide were provided;

and there were no deficiencies, failures or shortcomings in relation to any matters  
referred to in paragraphs (a) or (b).

*Lockwood Wehrens*

LOCKWOOD WEHRENS  
Chartered Accountants

*A. Wehrens*

ANDREW WEHRENS  
Registered Company Auditor

Camberwell *16/9* September 2002



PO Box 1300  
1st Floor  
586 Burke Road  
Camberwell Vic 3124

Tel 03 9882 0566  
Fax 03 9882 0436

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## AUSTRALIAN INDUSTRIAL REGISTRY

Level 36, Nauru House  
80 Collins Street, Melbourne, VIC 3000  
GPO Box 1994S, Melbourne, VIC 3001  
Telephone: (03) 8661 7777  
Fax: (03) 9655 0401

Ms Judy Swan  
Secretary  
University of Ballarat Branch  
National Tertiary Education Union  
PO Box 663  
BALLARAT VIC 3353

Dear Ms Swan,

**RE: Financial Returns for Financial Years ended 30 June 2001 - FR2001/695  
and 30 June 2002 FR2002/434**

I refer to the lodgement of financial documents for the years ended 30 June 2001 and 2002. The documents were received in this office on 15 November 2002.

While the documents have been filed, the following matters are drawn to your attention to assist in the preparation of future financial documents.

### 1. Certificates not dated

It is noted that the accounting officer's certificate and committee of management certificate are both undated for both financial years. All certificates should be dated as a matter of course to ensure that the auditor considers both the accounting officer's certificate and the committee of management certificate for each financial year.

### 2. Legislative Timescale Provisions

Section 279(6) of the *Workplace Relations Act 1996* requires that the financial documents be presented to the stipulated meeting **no less than 8 days after circulation** and no more than 84 days after the auditor's report. Your certificate indicates that the documents for both financial years were presented to a Branch meeting of members less than 8 days after circulation.

### 3. Late lodgement of financial documents for year ended 30 June 2001

Should similar circumstances arise in the future, an extension of time pursuant to s.279(3) of the *Workplace Relations Act 1996* should be sought from the Industrial Registrar as soon as it is known that the prescribed time limits may not be met.

Should you wish to discuss this letter I may be contacted on 03-8661 7776.

Yours sincerely,

Sylvia van Riet  
Statutory Services Branch

18 November 2002