



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: FR2003/415-[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, 2003.

While the accounting, auditing and reporting obligations have changed with the introduction of the *Registration and Accountability of Organisations Schedule* (the RAO Schedule) which generally came into operation on 12 May 2003, Part IX, Division 11 of the Act continues to apply in relation to a financial year of an organisation that ends on 30 June, 2003. The corresponding obligations set out in the RAO Schedule apply to each financial year of an organisation that starts on or after 1 July 2003.

Now that the financial year for 30 June, 2003 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.

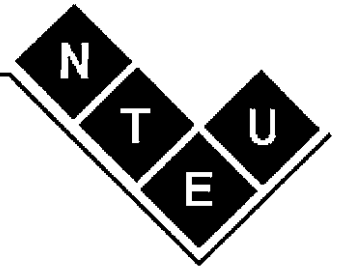
Please note that a branch of an organisation may be exempted from the obligations arising under Part IX, Division 11 in respect of a financial year by satisfying a Registrar that the branch did not have any financial affairs during the financial year. An application under subsection 271A(1) of the Act must be made within 90 days (unless extended by a Registrar) after the end of the financial year.

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
28 July, 2003

National
Tertiary
Education
Industry
Union



University of Ballarat Branch
ABN 38 579 396 344 011

4th December 2003

Australian Industrial Registry
GPO BOX 1994S
MELBOURNE,
3001

Dear Registry,

**Re: National Tertiary Education Industry Union – University of Ballarat
Branch – Financial statements for the year ended 30 June 2003**

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, appearing to read 'Judy Swan', is written over a light blue horizontal line.

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 2002 to 30 June 2003 were distributed to all members of the branch free of charge on Thursday 13th November 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 2002 to 30 June 2003 presented to a meeting of members of the Branch on Wednesday 26th November 2003; and
3. the information contained in the accounts and statements is correct.

Signed:



Judy Swan
Secretary

Date: 4/12/03

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

**FINANCIAL REPORT
FOR THE YEAR ENDED
30TH JUNE 2003**

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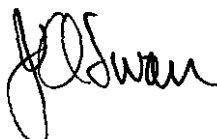
**NATIONAL TERTIARY EDUCATION UNION
UNIVERSITY OF BALLARAT BRANCH**

**ACCOUNTING OFFICER'S CERTIFICATE
FOR THE YEAR ENDED 30TH JUNE 2003**

I, Judy Swan, 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 2003 the number of members of the organisation was 229 (2002 221).

In my opinion:

- (i) The accompanying accounts show a true and fair view of the financial affairs of the organisation as at 30th June 2003.
- (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.



Judy Swan
Branch Accounting Officer

12th September 2003

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

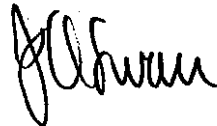
**COMMITTEE OF MANAGEMENT'S CERTIFICATE
FOR THE YEAR ENDED 30TH JUNE 2003**

We, Stephen Carey 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 2003;
- (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 2003 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 2002 and the Auditor's report therein



Stephen Carey
Branch Committee Member
12 September 2003



Judy Swan
Branch Secretary
12th September 2003

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

**BALANCE SHEET
AS AT 30TH JUNE 2003**

	Note	2003 \$	2002 \$
CURRENT ASSETS			
Cash	2	22,294	27,763
		22,294	27,763
NON-CURRENT ASSETS			
Plant and equipment	3	-	250
		-	250
TOTAL ASSETS		22,294	28,013
CURRENT LIABILITIES			
Creditors and accruals	4	1,200	1,100
Provisions	5	4,531	2,634
		5,731	3,734
TOTAL LIABILITIES		5,731	3,734
NET ASSETS		16,563	24,279
MEMBERS' FUNDS			
Reserves	6	2,308	2,308
Retained Profits		14,255	21,971
		16,563	24,279
TOTAL MEMBERS' FUNDS		16,563	24,279

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 2003

	2003	2002
	\$	\$
Loss from Ordinary Activities	(7,716)	(2,796)
Retained Profits at the beginning of the financial year	21,971	24,767
Retained Profits at the end of the financial year	<u>14,255</u>	<u>21,971</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 2003**

	2003	2002
	\$	\$
INCOME		
Membership Subscriptions	80,062	76,601
Less: NTEU Affiliation Fees to National Office & Victorian Division	(64,071)	(62,826)
Net Branch Income from Membership Subscriptions	15,991	13,775
Interest	917	588
Other	1,366	275
NET BRANCH INCOME	18,274	14,638
EXPENDITURE		
Audit	1,250	1,100
Bank Charges	405	422
Depreciation	250	471
Meetings & Conferences	140	-
Other	143	154
Payroll Tax	421	564
Photocopier Expenses	134	64
Printing & Publicity	-	90
Provision for Annual Leave	760	507
Provision for Long Service Leave	1,138	-
Salaries – Employees	13,304	12,045
Stationery	91	105
Superannuation	1,506	961
Telephone	306	224
Travel	-	151
Training	-	441
Workcover	135	135
ORDINARY BRANCH EXPENDITURE	19,983	17,434
LOSS FROM TRADING ACTIVITIES	(1,709)	(2,796)
Superannuation Payment resulting from new EBA for staff	6,007	-
LOSS FROM ORDINARY ACTIVITIES	(7,716)	(2,796)

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2003**

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 2003**

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 2003**

	2003	2002
	\$	\$
2. CASH		
Cheque Account	22,294	8,477
Interest Bearing Deposit	-	19,286
	<u>22,294</u>	<u>27,763</u>
3. PLANT & EQUIPMENT		
Office Equipment – at Cost	6,112	6,112
Less Accumulated Depreciation	(6,112)	(5,862)
	<u>-</u>	<u>250</u>
4. CREDITORS & ACCRUALS		
Sundry Creditors & Accruals	1,200	1,100
	<u>1,200</u>	<u>1,100</u>
5. PROVISIONS		
Annual Leave	3,393	2,634
Long Service Leave	1,138	-
	<u>4,531</u>	<u>2,634</u>
6. RESERVES		
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 8 of the National Tertiary Education Union – University of Ballarat Branch for the year ended 30th June 2003. 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



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

19/12 September 2003



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1st Floor
586 Burke Road
Camberwell Vic 3124

Tel 03 9882 0566
Fax 03 9882 0436

Email synergy@lock-wood.com.au



AUSTRALIAN INDUSTRIAL REGISTRY

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Fax: (03) 9654 6672

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

Dear Ms. Swan,

**Re: Financial documents for year ended 30 June 2003
FR 2003/415**

Reference is made to the financial documents of the University of Ballarat Branch of the National Tertiary Education Industry Union for the year ended 30 June 2003 which were lodged in the Industrial Registry on 8 December 2003.

The financial documents have been filed.

Yours sincerely,

Larry Powell
Statutory Services Branch

17 December 2003