



Australian Government
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

Mr Jeremy Smith
President
National Tertiary Education Industry Union
University of Ballarat Branch
PO Box 663
BALLARAT VIC 3353

Dear Mr Smith

**RE: Schedule 1B of the Workplace Relations Act 1996 (the RAO Schedule)
Financial Reports for year ended 30 June 2004 - FR2004/472**

I acknowledge receipt of the financial reports of the National Tertiary Education Industry Union - University of Ballarat Branch for the year ended 30 June 2004. The documents were lodged in the Industrial Registry on 9 December 2004.

The documents have been filed.

The following matters are referred for assistance when preparing future financial documents; no further action is requested in respect of these.

1. General Purpose Financial Report

(a) Information to be provided to members or Registrar

I note that the notes to the accounts provide the provisions of the now superseded provisions of the Workplace Relations Act 1996. The accounts should set out the provisions of subsections 272(1), (2) and (3) of the RAO Schedule. Would you please ensure those subsections are copied into the GPFR in the next financial report of the Branch.

2. Auditor's Report

Subsections 257(5) of the RAO Schedule now sets out the matters upon which an auditor is required to make an opinion on whether the GPFR is presented fairly in accordance with applicable Australian Accounting Standards and other requirements of the RAO Schedule. The following wording would satisfy the requirements:

"In our opinion the general purpose financial report is presented fairly in accordance with applicable Australian Accounting Standards and the requirements imposed by Part 3 of Chapter 8 of Schedule 1B of the Workplace Relations Act 1996."

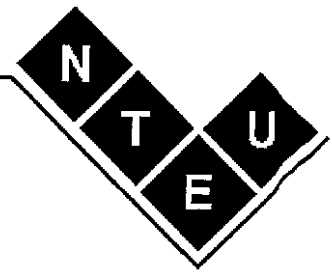
Should you wish to discuss this letter, I may be contacted on (03) 8661 7764 (Monday and Tuesday) or by email : dimitra.doukas@air.gov.au.

Yours sincerely

Dimitra Doukas
Statutory Services Branch

14 December 2004

National
Tertiary
Education
Industry
Union



University of Ballarat Branch
ABN 38 579 396 344

Tuesday 7th December 2004

Australian Industrial Registry
GPO BOX 1994S
MELBOURNE
3001

Dear Registry

**Re: National Tertiary Education Industry Union – University of Ballarat
Branch – Financial Return for the year ending 30 June 2004**

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 reports and 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 or email nteu@ballarat.edu.au

Yours sincerely

A handwritten signature in black ink, appearing to read 'Jeremy Smith', is written over a series of diagonal lines that cross out the text below it.

Jeremy Smith
President
University of Ballarat Branch
NTEIU

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

GENERAL PURPOSE FINANCIAL REPORT

FOR THE YEAR ENDED

30th JUNE 2004

Full Report

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

CERTIFICATE OF SECRETARY OR OTHER AUTHORISED OFFICER

I, Dr. Jeremy Smith, being the Branch President of National Tertiary Education Industry Union – University of Ballarat Branch (the reporting unit) 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 17/11 2004; and
- that the full report was presented to a meeting of the Committee of Management of the reporting unit on 7/12 2004, in accordance with section 266 of the RAO Schedule.

Signature: _____

Date: _____

7/12

2004

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

OPERATING REPORT FOR THE YEAR ENDED 30th JUNE 2004

Principal Activities

The principal activities of the Branch 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 Branch'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 Branch.

Significant Changes in the Nature of Principal Activities

There were no significant changes in the nature of the Branch's principal activities during the financial year.

Significant Changes in the Branch's Financial Affairs

No matters or circumstances arose during the reporting year which significantly affected the financial affairs of the Branch.

Trustee or Director of a Trustee Company of a Superannuation Entity or an Exempt Public Sector Superannuation Scheme

No officer of the Branch was a Trustee or Director of a Trustee Company of a Superannuation Entity or an Exempt Public Sector Superannuation Scheme.

Number of Members

The number of persons who, at the end of the financial year, were recorded on the Register of Members was 240.

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

OPERATING REPORT FOR THE YEAR ENDED 30th JUNE 2004 (Continued)

Number of Employees

The number of persons who were, at the end of the financial year, employees of the Branch was 0.34 (being 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 Branch at the beginning of the financial year were:

Branch President	Not Filled
Vice-President (Academic)	Mr. Stafford MCKNIGHT
Vice-President (General)	Ms. Debbie LORD
Branch Secretary	Ms. Judy SWAN
Ordinary Committee Member	Dr. Stephen CAREY
Ordinary Committee Member	Dr. Karen DEAN
Ordinary Committee Member	Ms. Margaret HEHIR
Ordinary Committee Member	Not Filled
Ordinary Committee Member	Dr Angus McLACHLAN
Ordinary Committee Member	Ms Vicki RICHARDSON
Ordinary Committee Member	Not Filled
Ordinary Committee Member (Academic Staff)	Dr. Steven McEACHERN
Ordinary Committee Member (General Staff)	Not Filled
Ordinary Committee Member (Indigenous)	Not Filled

There were two changes to the composition of the Committee of Management during the financial year. Ms Margaret Hehir, Ordinary Committee Member, resigned from the Committee during the financial year. Dr Jeremy Smith filled the vacant position as Ordinary Committee Member, by appointment by the Branch Committee. He did not serve for more than three quarters of the original term of office.

Name JEREMY SMITH

Title BRANCH PRESIDENT

Signature 

Date: 16 / 11 / 2004

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

OPERATING REPORT FOR THE YEAR ENDED 30th JUNE 2004 (Continued)

Manner of Resignation – s254(2)(c)

Members may resign from the Branch 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.

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

OPERATING REPORT FOR THE YEAR ENDED 30th JUNE 2004 (Continued)

- 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.
- 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.

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

COMMITTEE OF MANAGEMENT STATEMENT

On NOVEMBER 16 2004, the Committee of Management of National Tertiary Education Industry Union – University of Ballarat Branch (the reporting unit) passed the following resolution in relation to the General Purpose Financial Report (GPFR) of the reporting unit for the year ended 30th June 2004:

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 this 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 National Tertiary Education Industry Union, including the rules concerning Branches of that union;
 - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of National Tertiary Education Industry Union, including the rules concerning Branches 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 National Tertiary Education Industry Union;

NATIONAL TERTIARY EDUCATION INDUSTRY UNION
UNIVERSITY OF BALLARAT BRANCH

COMMITTEE OF MANAGEMENT STATEMENT (Continued)

- (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;
- (vi) No orders for the inspection of financial records have been made by the Commission under section 273 of the RAO Schedule.

For the Committee of Management: JEREMY SMITH

Title of Office Held: BRANCH PRESIDENT

Signature: ~~JEREMY SMITH~~ _____

Date: NOVEMBER 16 2004

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
UNIVERSITY OF BALLARAT BRANCH
PROFIT & LOSS STATEMENT
FOR THE YEAR ENDED 30th JUNE 2004**

	2004	2003
	\$	\$
Loss from Ordinary Activities	(436)	(7,716)
Retained Profits at the beginning of the financial year	14,255	21,971
Retained Profits at the end of the financial year	<u>13,819</u>	<u>14,255</u>

The accompanying notes form part of these accounts.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
UNIVERSITY OF BALLARAT BRANCH
BALANCE SHEET
AS AT 30th JUNE 2004**

	Note	2004 \$	2003 \$
CURRENT ASSETS			
Cash	2	21,034	22,294
TOTAL CURRENT ASSETS		<u>21,034</u>	<u>22,294</u>
NON CURRENT ASSETS			
Plant & Equipment	3	1,512	-
TOTAL NON-CURRENT ASSETS		<u>1,512</u>	<u>-</u>
TOTAL ASSETS		<u>22,546</u>	<u>22,294</u>
CURRENT LIABILITIES			
Payables	4	1,250	1,200
Employee Provisions	5	5,169	4,531
TOTAL CURRENT LIABILITIES		<u>6,419</u>	<u>5,731</u>
TOTAL LIABILITIES		<u>6,419</u>	<u>5,731</u>
NET ASSETS		<u>16,127</u>	<u>16,563</u>
MEMBERS' FUNDS			
Reserves	6	2,308	2,308
Retained Profits		13,819	14,255
TOTAL MEMBERS' FUNDS		<u>16,127</u>	<u>16,563</u>

The accompanying notes form part of these accounts.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
UNIVERSITY OF BALLARAT BRANCH
DETAILED STATEMENT OF INCOME AND EXPENDITURE
FOR THE YEAR ENDED 30th JUNE 2004**

	2004	2003
	\$	\$
INCOME		
Gross Member Subscriptions	87,233	80,062
Less : Capitation Fees National Office	36,430	33,065
Capitation Fees Victorian Division	33,491	31,006
Net Member Subscriptions	17,312	15,991
Interest Received	193	917
Other Income	7,160	1,366
BRANCH INCOME	24,665	18,274
EXPENDITURE		
Audit	1,300	1,250
Bank Charges	347	405
Campaigns / Newsletters	196	-
Depreciation	378	250
Employee Provisions	638	1,898
General Office Expenses	181	143
Meetings & Conferences	160	140
Payroll Tax	1,358	421
Photocopier Expenses	182	134
Printing & Stationery	115	91
Salaries & Wages - Employees	16,037	13,304
Superannuation	3,181	1,506
Telephone	170	306
Training	723	-
Workcover	135	135
ORDINARY BRANCH EXPENDITURE	25,101	19,983
LOSS FROM TRADING ACTIVITIES	(436)	(1,709)
Superannuation Payment resulting from new EBA for staff	-	6,007
LOSS FROM ORDINARY ACTIVITIES	(436)	(7,716)

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

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

	2004	2003
	\$	\$
	Inflows (Outflows)	Inflows (Outflows)
Cash flows from Operating Activities		
Receipts from members	87,233	80,062
Interest received	193	917
Other income	7,160	1,366
Payments to suppliers & employees	(93,956)	(87,814)
	-----	-----
Net cash provided by / (used in) operating activities – Note B	630	(5,469)
	-----	-----
Cash flows from Investing Activities		
Purchases of fixed assets	(1,890)	-
	-----	-----
Net cash (used in) investing activities	(1,890)	-
	-----	-----
Cash flows from Financing Activities	-	-
	-----	-----
Net increase / (decrease) in cash held	(1,260)	(5,469)
Cash at the beginning of the financial year	22,294	27,763
	-----	-----
Cash at the end of the financial year – Note A	21,034	22,294
	=====	=====

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

**STATEMENT OF CASH FLOWS (Continued)
FOR THE YEAR ENDED 30th JUNE 2004**

	2004	2003
	\$	\$
 Note A Reconciliation of Cash		
<p>For the purposes of the statement of cash flows, cash includes cash on hand and in banks and investments in money markets. Cash at the end of the financial year is shown in the statement of cash flows is reconciled to the related items in the balance sheet as follows:</p>		
Cash at Bank	21,034	22,294
	<u>21,034</u>	<u>22,294</u>
 Note B Reconciliation of net cash provided by operating activities to loss from ordinary activities		
Loss from ordinary activities	(436)	(7,716)
Non-cash flows in profit from ordinary activities:		
Depreciation	378	250
Changes in Assets & Liabilities:		
Increase / (decrease) in payables	50	100
Increase / (decrease) in provisions	638	1,897
	<u>630</u>	<u>(5,469)</u>

The association has no credit stand-by or financing facilities in place.
There were no non-cash financing or investing activities during the period.

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED
30th JUNE 2004**

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

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

The financial report covers the National Tertiary Education Industry Union – University of Ballarat Branch as an individual entity. The National Tertiary Education Industry Union – University of Ballarat Branch is a trade union, recognised by the Australian Industrial Registry and domiciled in Australia.

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 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.

(a) Fixed Assets

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

Depreciation rates used for each class of assets are:

Class of asset	Depreciation Rate
Office Furniture and Equipment	20 – 33%

(b) Revenue

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

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30th JUNE 2004**

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)

(c) 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.

(d) Leases

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.

(e) 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, as amended.

(f) 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 an organisation or a 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.

(g) Economic Dependency

The Branch is not economically dependent on any other reporting units of the organisation. However it did receive an operating grant from the NTEU Victorian Division in 2004.

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30th JUNE 2004**

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)

(h) Segment Reporting

The reporting entity operates in one business and geographical segment being the provision of trade union services to its members in Victoria.

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

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

2. CASH ASSETS

Cash at Bank

—
—
—

3. PLANT AND EQUIPMENT

Office Furniture and Equipment- at cost
Less : Accumulated Depreciation

—
—

4. PAYABLES

Sundry Creditors And Accruals

—
—

5. EMPLOYEE PROVISIONS

Annual Leave
Long Service Leave

—
—

6. RESERVES

Asset Revaluation Reserve

—
—

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30th JUNE 2004**

	2004 \$	2003 \$
2. CASH ASSETS		
Cash at Bank	<u>21,034</u>	<u>22,294</u>
	<u>21,034</u>	<u>22,294</u>
3. PLANT AND EQUIPMENT		
Office Furniture and Equipment- at cost	5,102	6,112
Less : Accumulated Depreciation	(3,590)	(6,112)
	<u>1,512</u>	<u>-</u>
4. PAYABLES		
Sundry Creditors And Accruals	1,250	1,200
	<u>1,250</u>	<u>1,200</u>
5. EMPLOYEE PROVISIONS		
Annual Leave	3,776	3,393
Long Service Leave	1,393	1,138
	<u>5,169</u>	<u>4,531</u>
6. RESERVES		
Asset Revaluation Reserve	2,308	2,308
	<u>2,308</u>	<u>2,308</u>

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30th JUNE 2004**

7. FINANCIAL INSTRUMENTS

(a) Interest Rate Risk

The reporting entity'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 Average Effective Interest Rate		Floating Interest Rate	
	2004	2003	2004	2003
Financial Assets				
Cash at bank	1.65%	1.25%	\$21,034	\$22,294

No financial assets are subject to a fixed interest rate.

(b) Credit Risk

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

(c) 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.

8. UNION DETAILS

The registered office of the union is:

University of Ballarat
Branch NTEU Office
University of Ballarat, Gear Avenue
BALLARAT Vic 3353

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

Scope

The financial report and trustees' responsibility

The financial report comprises the profit and loss statement, balance sheet, detailed statement of income and expenditure statement, statement of cash flows and accompanying notes to the financial statements and the committee of management statement for the National Tertiary Education Industry Union – University of Ballarat Branch for the year ended 30th June 2004.

The trustees of the union are responsible for the preparation and true and fair presentation of the financial report in accordance with the Workplace Relations Act 1996. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the financial report.

Audit Approach

We conducted an independent audit in order to express an opinion to the members of the associations. Our audit was conducted in accordance with Australian Auditing Standards, in order to provide reasonable assurance as to whether the financial report is free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgment, selective testing, the inherent limitations of internal control, and the availability of persuasive rather than conclusive evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

We performed procedures to assess whether in all material respects the financial report presents 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 associations' financial position, and of their performance as represented by the results of their operations and their cash flows. These policies do not require the application of all Accounting Standards and other mandatory professional reporting requirements in Australia. No opinion is expressed as to whether the accounting policies used and described in Note 1, are appropriate for the needs of the members.



