



Australian Government
Australian Industrial Registry

Level 5
11 Exhibition Street, Melbourne, VIC 3000
GPO Box 1994, Melbourne, VIC 3001
Telephone: (03) 8661 7993
Fax: (03) 9655 0410

Ms. C. Game
Division Secretary
National Tertiary Education Industry Union
New South Wales Division
Level 1, 55 Holt Street
SURRY HILLS NSW 2010

Dear Ms. Game,

**Re: Financial reports for year ended 30 June 2003 and 30 June 2004
FR 2003/422 and 2004/478**

I acknowledge receipt of the financial reports of the Charles Sturt University Branch of the National Tertiary Education Industry Union for the years ended 30 June 2003 and 30 June 2004. The documents were lodged in the Industrial Registry on 8 August 2007.

The financial reports have been filed.

I direct your attention to the following comments concerning the financial report for the year ended 30 June 2004 and the financial reporting obligations under Schedule 1 of the Workplace Relations Act 1996 (the RAO Schedule). Please note that these matters are generally advised for assistance in the future preparation of financial reports. No further action is required in respect of the subject documents.

1. Auditor's Report

(a) Auditor's Qualifications

It is not clear from the Report whether or not the Auditor is an approved auditor. In this regard I draw your attention to the definition of approved auditor in regulation 4 of the Workplace Relations (Registration and Accountability of Organisations) Regulations 2003. In all likelihood the Auditor is such a person however, it is our preference that this is made explicit in the Report. I recommend you draw this comment to the attention of your Auditors

(b) Auditor's Opinion

The opinion of the auditor made under the auditor's report is expressed in terms previously required under the Workplace Relations Act 1996. Subsection 257(5) of the RAO Schedule now sets out the matters upon which an auditor is required to make an opinion. The following wording would satisfy the requirements of the Schedule:

"In our opinion the general purpose financial report presents fairly in accordance with applicable Australian Accounting Standards and other mandatory professional reporting requirements in Australia and the requirements of the RAO Schedule."

2. Notice to members

I note that the notice to members provides the provisions of section 274 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.

It should be noted that the Industrial Registrar attaches importance to reporting units both fully satisfying the obligations under Schedule 1 and to those obligations being discharged within the requisite timeframes. Your reporting unit should therefore ensure that future financial returns fully satisfy those obligations

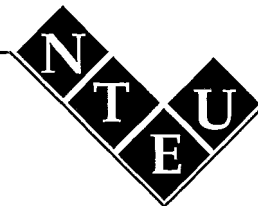
Should you wish to discuss this letter or if you require further information on the financial reporting requirements of the Act, I may be contacted on (03) 8661 7993 or by email at larry.powell@air.gov.au.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'L Powell', written in a cursive style.

Larry Powell
Statutory Services Branch

22 August 2007



3rd August 2007

Larry Powell
Statutory Services Officer
Industrial Registrar
GPO Box 1994
MELBOURNE VIC 3001

Dear Larry

Please find enclosed the 2003 and 2004 annual financial reports for the Charles Sturt University of the NTEU.

Thank you for your assistance.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Chris Game', with a stylized flourish at the end.

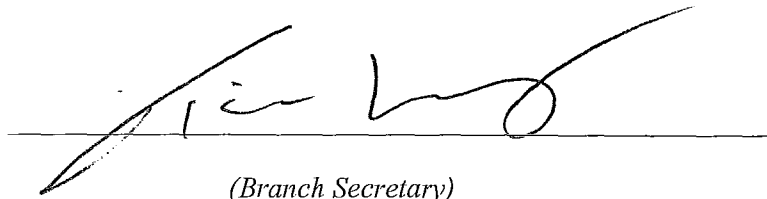
Chris Game
State Secretary
NTEU - NSW



Secretary's certificate

I, David Tien, Branch Secretary of the Charles Sturt University Branch of the National Tertiary Education Union am authorised under the Rules of the Branch to certify that:

1. the Auditor's Report and Financial Accounts and Statements for 30 June 2003, were published in the email advise of the union on 27th June 2007, being a full distribution member list that is available to members of the Branch free of charge, and
2. the enclosed documents are copies of the financial statements, auditor's report, the certificates of the accounting officer and of the Committee of Management presented to a meeting of the members of the Branch on 19th to 25th July on the Bathurst, Orange , Albury and Wagga Campuses of Charles Sturt University.



(Branch Secretary)

Signed at Sam this 3 day of Aug 2007.

NTEU Charles Sturt University Branch



National Tertiary Education Union
Charles Sturt University Branch

Annual Financial Report
30 June 2003



Committee of Management's certificate

We, Kevin Poynter and David Tien, being two members of the Executive of the Charles Sturt University Branch of the National Tertiary Education Union, do state on behalf of the Executive and in accordance with a resolution passed by the Executive, that:

1. in the opinion of the Executive, the attached accounts show a true and fair view of the financial affairs of the Branch as at 30 June 2003;
2. in the opinion of the Executive, meetings of the Executive were held during the year ended 30 June 2003 in accordance with the rules of the organisation;
3. to the knowledge of any member of the Executive, there has been no instances where the 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 Industrial Relations Act 1988, as amended) or copies of those records or documents, or copies of the rules of the Branch, have not be furnished, or made available, to members in accordance with the requirements of the Industrial Relations Act 1988, as amended, the Regulations thereto, or the rules of the Branch; and that
4. the organisation has complied with Section 279(1) of the Industrial Relations Act 1988, as amended, in relation to the financial accounts in respect of the year ended 30 June 2003.

Kevin Poynter

(Member of Committee)

David Tien

(Member of Committee)

Signed at 2.00pm this 7th day of May 2007.



Accounting officer's certificate

I, Kevin Pountner, being the Officer responsible for keeping the accounting records of the National Tertiary Education Union – Charles Sturt University Branch, certify that as at 30 June 2003 the number of members 434.

In my opinion,

1. the attached accounts show a true and fair view of the financial affairs of the organisation as at 30 June 2003;
2. a record has been kept of all monies paid by, or collected from, members 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 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 regards 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 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)

Signed at 2.00 pm this 7th day of May 2007.



Statement of financial performance

For the year ended 30 June 2003

	Note	2003 \$	2002 \$
<i>Revenue from Ordinary Activities:</i>			
Membership subscriptions		210,850	193,953
Interest		3,567	1,008
Transfers from sub-branches		-	15,543
Other		341	850
Total Revenue	2	214,758	211,354
<i>Expenses from Ordinary Activities:</i>			
Audit fees		3,000	680
Bank charges		78	186
Gifts & prizes		600	620
Depreciation		389	556
Donations		545	-
NTEU membership fees - Federal		79,244	77,735
NTEU membership fees - State		88,011	83,481
Payroll tax		898	14,662
Salaries & entitlements		15,348	13,358
Travel, accommodation & conferences		4,376	1,300
Other		1,990	2,118
Total Expenses	3	194,479	194,696
Net Profit/(Loss) Attributable to the Entity	9	20,279	16,658

The Statement of Financial Performance should be read in conjunction with the notes to and forming part of the financial statements as set out on pages 6 to 13.



Statement of financial position As at 30 June 2003

	Note	2003 \$	2002 \$
Current assets			
Cash assets	4	68,123	28,889
Investments	5	45,469	43,460
Other assets	6	5,305	3,258
Total current assets		118,897	75,607
Non-current assets			
Property, plant & equipment	7	908	1,298
Other assets	6	6,798	11,741
Total non-current assets		7,706	13,039
TOTAL ASSETS		126,603	88,646
Current liabilities			
Payables & accrued expenses	8	17,678	-
Total current liabilities		17,678	-
TOTAL LIABILITIES		17,678	-
NET ASSETS		108,925	88,646
Equity			
Retained profits	9	108,925	88,646
TOTAL EQUITY		108,925	88,646

The Statement of Financial Position should be read in conjunction with the notes to and forming part of the financial statements as set out on pages 6 to 13.



Statement of cash flows

For the year ended 30 June 2003

	Note	2003 \$	2002 \$
Cash flows from operating activities			
Cash receipts in the course of operations		232,037	251,116
Cash payments in the course of operations		(197,258)	(213,614)
Interest received		3,206	1,008
Net cash provided by operating activities	15(ii)	<u>37,985</u>	<u>38,510</u>
Cash flows from investing activities			
Payments to NTEU (NSW) as solidarity loan		-	(15,000)
Principal reduction on solidarity loan		3,258	-
Net cash provided by investing activities		<u>3,258</u>	<u>(15,000)</u>
Net increase/(decrease) in cash held		41,243	23,510
Cash at the beginning of the financial year		72,349	48,839
Cash at the end of the financial year	15(i)	<u><u>113,592</u></u>	<u><u>72,349</u></u>

The Statement of Cash Flows is to be read in conjunction with the notes to and forming part of the financial statements set out on pages 6 to 13.



Notes to and forming part of the financial statements For the year ended 30 June 2003

1. Statement of Significant Accounting Policies

The significant policies which have been adopted in the preparation of this financial report are:

a) Basis of preparation

In the opinion of the Committee of Management, the Union is not a reporting entity. The financial statements of the Union have been drawn up as a special purpose financial report for distribution to the members and for the purpose of fulfilling the requirements of the Workplace Relations Act 1996.

The financial statements have been prepared in accordance with the requirements of the Workplace Relations Act 1996, all applicable Accounting Standards and Urgent Issues Group Consensus Views and other authoritative pronouncements of the Australian Accounting Standards Board that have a material effect with the following exceptions:

- AASB 1005 *Financial Reporting by Segments*
- AASB 1017 *Related Party Disclosures*
- AASB 1033 *Presentation & Disclosure of Financial Instruments*
- AASB 1028 *Employee Benefits*

The financial report has been prepared on the basis of historical costs and does not take into account changing money values or, except where stated, current valuations of non-current assets.

b) Property, plant & equipment

Depreciation & amortisation

Items of property, plant and equipment are depreciated/amortised over their estimated useful lives from the date of acquisition. All property, plant and equipment are depreciated/amortised using the straight-line method or the diminishing value method.

c) Revenue recognition

Membership fees revenue

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

Interest income

Interest revenue is recognised as it accrues, taking into account the effective yield on the financial asset.

Asset sales

The gross proceeds of non-current asset sales are recognised as revenue at the date control passes to the buyer, usually when an unconditional contract of sale is signed.

The gain or loss on disposal is calculated as the difference between the carrying amount of the asset at the time of disposal and the net proceeds on disposal (including incidental costs).



Notes to and forming part of the financial statements For the year ended 30 June 2003 (continued)

d) Provision for employee benefits

Wages, salaries and annual leave

Liabilities for employee benefits for wages, salaries and annual leave represent present obligations resulting from employees' services provided to reporting date, calculated at undiscounted amounts based on remuneration wage and salary rates that the entity expects to pay as at reporting date including related on-costs.

Long service leave

A liability is recognised for long service leave when an employee attains five years of service.

e) Financial assets and liabilities

Investments

Investments are recognised at cost. Interest revenues are recognised as they accrue.

Receivables

Receivables are non-interest bearing and are recorded at the lower of cost and realisable value which approximates net fair value.

Payables

Payables are non-interest bearing and are recognised as amounts to be paid in the future for goods or services received. The carrying amount of payables approximates net fair value.

f) Income tax

Under the Income Tax Assessment Act (1936) and Income Tax Assessment Act (1997) the Union is not subject to Income tax.

g) Payroll Tax

The 2002 amount recorded in the accounts relates to previously unrecorded and unrecognised liability for payroll tax. This is an unusually large amount due to it being for a number of prior years liability incurred.



Notes to and forming part of the financial statements For the year ended 30 June 2003 (continued)

h) Goods and services tax

Revenues, expenses and assets are recognised net of the amount of goods and services tax (GST), except where the amount of GST incurred is not recoverable from the Australian Tax Office (ATO). In these circumstances the GST is recognised as part of the cost of acquisition or as part of the item of the expense.

Receivables and payables are stated with the amount of GST included.

The net amount of GST recoverable from, or payable to, the ATO is included as a current asset or liability in the statement of financial position.

Cash flows are included in the statement of cash flows on a gross basis. The GST components of cash flows arising from investing and financing activities which are recoverable from, or payable to, the ATO are classified as operating cash flows.

i) Recoverable amount of non-current assets valued on cost basis

The carrying amounts of non-current assets valued on the cost basis are reviewed to determine whether they are in excess of their recoverable amounts at balance date. If the carrying amount of the non-current assets exceeds its recoverable amount, the asset is written down to the lower amount. The write-down is expensed in the reporting period in which it occurs.

j) Segment reporting

Individual business segments are identified on the basis of grouping individual products or services subject to similar risks and returns. The only business segment for the entity identified is the delivery of health service programs in regional Victoria.

k) Comparatives

Where necessary comparative figures have been adjusted to conform to reporting requirements in the current year.

l) Going concern basis of preparation

The financial report has been prepared on a going concern basis which contemplates continuity of normal business activities and the realisation of assets and settlement of liabilities in the ordinary course of business. The value attributed to the Union's assets represents true and fair values on the basis that the Union is a going concern.



Notes to and forming part of the financial statements For the year ended 30 June 2003 (continued)

	Note	2003 \$	2002 \$
2. Revenue			
Revenue from Ordinary Activities			
Membership subscriptions		210,850	193,953
Interest		3,567	1,008
Recouped recruitment fees		306	850
Transfer in from Wagga Wagga Sub-branch		-	4,909
Transfer in from Mitchell Sub-branch		-	10,634
Other		35	-
		<u>214,758</u>	<u>211,354</u>
3. Operating Profit/(Loss)			
Operating profit/(loss) has been arrived at after charging the following items:			
Depreciation & amortisation of property, plant & equipment		389	556
Auditors remuneration	13	<u>3,000</u>	<u>680</u>
4. Cash Assets			
Cash on hand		30	30
Cash at bank	- NAB	56,112	17,362
	- St George	11,981	11,497
		<u>68,123</u>	<u>28,889</u>
5. Investments			
Term deposits	- St George	22,747	21,326
	- NAB	12,461	11,830
	- Barrie O'Keefe Memorial Prize	10,261	10,304
		<u>45,469</u>	<u>43,460</u>



Notes to and forming part of the financial statements For the year ended 30 June 2003 (continued)

	Note	2003 \$	2002 \$
6. Other Assets			
<i>Current Assets</i>			
Accrued interest		361	-
Loan – Solidarity Fund		4,944	3,258
		<u>5,305</u>	<u>3,258</u>
<i>Non - Current Assets</i>			
Loan – Solidarity Fund		6,798	11,741
		<u>6,798</u>	<u>11,741</u>
7. Property, Plant & Equipment			
Office equipment at cost			
<i>At cost</i>		1,963	1,963
<i>Accumulated depreciation</i>		(1,054)	(665)
		<u>909</u>	<u>1,298</u>
Total Property, Plant & Equipment			
		<u>909</u>	<u>1,298</u>
Reconciliations			
Reconciliations of the carrying amounts for each class of property, plant & equipment are set out below:			
<i>Office Equipment</i>			
Carrying amount at beginning of year		1,298	1,854
Depreciation		(389)	(556)
Carrying amount at year end		<u>909</u>	<u>1,298</u>
Total Property, Plant & Equipment			
		<u>909</u>	<u>1,298</u>



Notes to and forming part of the financial statements For the year ended 30 June 2003 (continued)

	Note	2003 \$	2002 \$
8. Payables & Accrued Expenses			
Trade payables		14,274	-
Other payables and accruals		3,404	-
		<u>17,678</u>	<u>-</u>

9. Retained Profits

Retained profits at beginning of year		88,646	71,988
Net profit/(loss) attributable to the entity		20,279	16,658
Retained profits at end of year		<u>108,925</u>	<u>88,646</u>

10. Committee of Management Remuneration

Members of the Committee of Management received no remuneration for services provided to National Tertiary Education Union – Charles Sturt University Branch. They are reimbursed certain travel expenses incurred in the normal course of business.

11. Contingent Liability

There were no contingent liabilities as at 30 June 2003.

12. Superannuation

The Branch contributes to employees superannuation plans in accordance with the Superannuation Guarantee Contribution legislation.

13. Auditors' Remuneration

Amounts received or due and receivable by the Auditors for :

Audit Services - KPMG		3,000	680
Other Services		-	-
		<u>3,000</u>	<u>680</u>



Notes to and forming part of the financial statements For the year ended 30 June 2003 (continued)

14. Commitments

(a) Non-Cancellable Operating Lease Expense Commitments

Nil.

(b) Capital Commitments

Nil.

(c) Expenditure Commitments

No funds were committed at 30 June 2003.

15. Notes to the Statement of cash flows

(i) Reconciliation of Cash

For the purposes of the Statement of cash flows, cash includes cash on hand and short term deposits at call. Cash at the end of the financial year as shown in the Statement of cash flows is reconciled to the related items in the statement of financial position as follows:

	Note	2003 \$	2002 \$
Cash assets	4	68,123	28,889
Investments	5	45,469	43,460
		<u>113,592</u>	<u>72,349</u>
(ii) Reconciliation of Operating Profit/(Loss) to Net Cash Provided by Operating Activities			
Operating profit/(loss) from ordinary activities		20,279	16,658
Add/(less) non-cash items:			
Depreciation & amortisation		389	556
Net cash provided by operating activities before changes in assets and liabilities		<u>20,668</u>	<u>17,214</u>
Change in assets and liabilities during the financial period			
(Increase)/decrease in receivables		-	21,374
(Increase)/decrease in accrued revenue		(361)	-
Increase/(decrease) in provisions		-	-
Increase/(decrease) in payables & accrued expenses		17,678	(78)
Net cash provided by operating activities		<u><u>37,985</u></u>	<u><u>38,510</u></u>



Notes to and forming part of the financial statements For the year ended 30 June 2003 (continued)

16. Subsequent Events

There has not arisen in the interval between the end of the financial year and the date of this report any item, transaction or event of a material and unusual nature likely, in the opinion of the Committee of Management, to affect significantly the operations of the organisation, the results of those operations, or the state of affairs of the organisation in subsequent financial years.



Chartered Accountants
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Albury NSW 2640

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Independent Auditor's Report to the Members of National Tertiary Education Union – Charles Sturt University Branch

Scope

We have audited the financial report of National Tertiary Education Union – Charles Sturt University Branch for the year ended 30 June 2003, being a special purpose financial report consisting of the statement of financial performance, statement of financial position, statement of cash flows and accompanying notes 1 to 16. The Committee of Management are responsible for the financial report and have determined that the accounting policies used and described in Note 1(a) to the financial statements are appropriate to meet the requirements of the Workplace Relations Act 1996 and the needs of the members. We have conducted an independent audit of the financial report in order to express an opinion on it to the members of Union. No opinion is expressed whether the accounting policies used, and described in Note 1(a), are appropriate to the needs of the members.

The financial report has been prepared for distribution to members for the purpose of fulfilling the requirements of the Workplace Relations Act 1996. 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 included 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 basis of accounting described in Note 1(a) to the financial statements, 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. These policies do not require the application of all accounting standards nor 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:

- (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
 - (B) records of the nature and purpose of the expenditure of the organisation.

- (i) the financial report 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.
- (ii) all the information and explanations that under subsection 273(2) of the Workplace Relations Act 1996, as amended, officers or employees of the organisation were required to provide were provided.



KPMG



Timothy S Frazer
Partner

Dated at Albury this 7th day of May 2007.