



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

Dr Grazyna Zadjow
Branch Secretary
National Tertiary Education Industry Union
Deakin University Branch
NTEU Office, Room H304
Burwood Campus, Deakin University
221 Burwood Highway
BURWOOD 3125

Attention: Ms M. Grybas

Dear Dr Zadjow,

Re: Financial statements for year ended 30 June 2003

I have received the financial statements of the Deakin University Branch for year ended 30 June 2003

Non compliance with legislative requirements

I enclose a copy of a letter forwarded to you on 27 March 2003 about deficiencies in financial statements previously lodged in the registry by your branch. Once again, documents lodged are deficient in that it would appear that not all documents were forwarded to members. I refer in particular to the fact that the secretary's certificate makes no mention of the auditor's report and accounts and statements.

Registration and Accountability of Organisations Schedule

You would be aware that the Registration and Accountability of Organisations Schedule (Schedule 1B to the Workplace Relations Act 1996) has altered the arrangements under which organisations are required to provide financial and other information to members and the Industrial Registrar. Future financial returns will be required to meet the requirements of Schedule 1B. Your organisation has been provided with documentation in relation to the new requirements.

Please ensure that future financial documents comply with Schedule 1B.

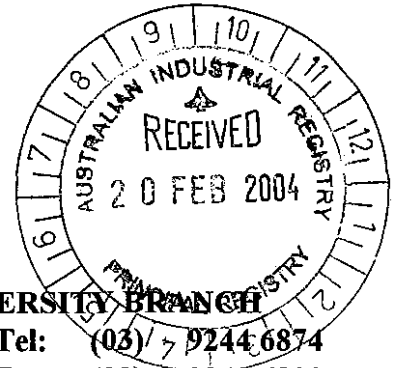
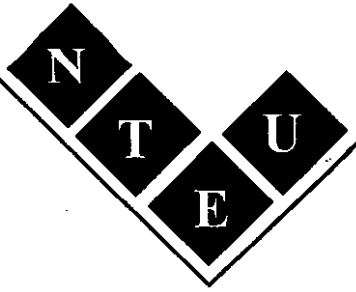
Should you wish to discuss this letter or if you require further information on the financial reporting requirements of the Act, I may be contacted on (03) 8661 7787.

Yours sincerely,

Clency Lapierre
Statutory Services Branch

4 March 2004

National
Tertiary
Education
Union



DEAKIN UNIVERSITY BRANCH

Tel: (03) 9244 6874

Fax: (03) 9244 6322

E-mail grybas@deakin.edu.au

PRESIDENT: Ms Ludmilla Forsyth
SECRETARY: Dr Grazyna Zajdow

17th February 2004

Mr. Clency Lapierre
Statutory Services Branch
Australian Industrial Registry
GPO Box 1994S
MELBOURNE 3001

Dear Mr. Lapierre,

Re Financial returns for year ended 30 June, 2003

Please find enclosed financial documents of the Deakin University branch of the National Tertiary Education Industry Union for the year ended 30 June 2003

I hope that all documents are in order and would be pleased to hear from you if you have any concerns.

Yours sincerely,

MARION GRYBAS
Executive Officer

NTEU Office, Room H304, Burwood Campus, Deakin University,
221 Burwood Highway, Burwood 3125

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
DEAKIN UNIVERSITY BRANCH**

Secretary's Certificate

I, Dr Grazyna Zajdow, Branch Secretary of the Deakin University Branch of the National tertiary Education Industry Union certify that:

- 1. the certificates of the Accounting Officer and the Branch Committee were published in the journal of the Union on 4th December 2003 being a journal that is available to members of the branch free of charge; and**
- 2. the enclosed documents are copies of the certificates of the Accounting Officer and the Branch Committee presented to Executive meeting on 10th December 2003**
- 3. the information contained in the accounts and statements is correct.**

Signed:



Date:

13/02/04

NATIONAL TERTIARY EDUCATION UNION - DEAKIN UNIVERSITY BRANCH

FINANCIAL REPORT FOR THE YEAR ENDED 30TH JUNE 2003

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**NATIONAL TERTIARY EDUCATION
UNION - DEAKIN UNIVERSITY BRANCH**

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

I, Ludmilla Forsyth, being the officer responsible for keeping the accounting records of the National Tertiary Education Union - Deakin University Branch certify that as at 30th June 2003 the number of members of the organisation was 977 (2002: 966).

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.




Ludmilla Forsyth
Acting Accounting Officer
10th December 2003


**NATIONAL TERTIARY EDUCATION
UNION - DEAKIN UNIVERSITY BRANCH**

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

We, Grazyna Zajdow and Michael Wood, being two members of the Branch Executive of the National Tertiary Education Union - Deakin University 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


Michael Wood
President
10th December 2003


Grazyna Zajdow
Secretary
10th December 2003

**NATIONAL TERTIARY EDUCATION
UNION – DEAKIN UNIVERSITY BRANCH**

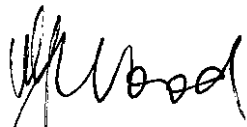
**STATEMENT BY MEMBERS OF THE COMMITTEE OF MANAGEMENT
FOR THE YEAR ENDED 30TH JUNE 2003**

The trustees have determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

In the opinion of the trustees the attached financial statements as set out on pages 1 to 9:

1. Present fairly the financial position of the National Tertiary Education Union – Deakin University Branch as at 30th June 2003 and the result of the association for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that the National Tertiary Education Union – Deakin University Branch will be able to pay its debts as and when they fall due.

This statement is signed for and on behalf of the trustees by:



Michael Wood
President



Grazyna Zajdow
Secretary

Dated 10th December 2003

**NATIONAL TERTIARY EDUCATION
UNION - DEAKIN UNIVERSITY BRANCH**

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

	Note	2003 \$	2002 \$
CURRENT ASSETS			
Cash	2	31,615	15,896
Other	3	445	406
		-----	-----
TOTAL CURRENT ASSETS		32,060	16,302
NON-CURRENT ASSETS			
Plant and equipment	4	2,084	3,068
		-----	-----
TOTAL NON-CURRENT ASSETS		2,084	3,068
		-----	-----
TOTAL ASSETS		34,144	19,370
CURRENT LIABILITIES			
Creditors	5	2,100	2,252
Provisions	6	13,422	11,737
		-----	-----
TOTAL CURRENT LIABILITIES		15,522	13,989
		-----	-----
TOTAL LIABILITIES		15,522	13,989
		-----	-----
NET ASSETS		18,622	5,381
MEMBERS' FUNDS			
Retained Profits		18,622	5,381
		-----	-----
MEMBERS' FUNDS		18,622	5,381
		=====	=====

The accompanying notes form part of this financial report.

**NATIONAL TERTIARY EDUCATION
UNION - DEAKIN UNIVERSITY BRANCH**

**STATEMENT OF INCOME AND EXPENDITURE
FOR THE YEAR ENDED 30TH JUNE 2003**

	2003 \$	2002 \$
Profit / (Loss) from Ordinary Activities	13,241	(4,403)
Retained profits at the beginning of the financial year	5,381	9,784
Retained profits at the end of the financial year	<u>18,622</u>	<u>5,381</u>

The accompanying notes form part of this financial report.

**NATIONAL TERTIARY EDUCATION
UNION - DEAKIN UNIVERSITY BRANCH**

**DETAILED STATEMENT OF INCOME & EXPENDITURE
FOR THE YEAR ENDED 30TH JUNE 2003**

	2003	2002
	\$	\$
INCOME		
Gross Membership Subscriptions	363,848	344,237
Less: Capitation Fees	(278,316)	(274,644)
	-----	-----
Net Membership Subscription	85,532	69,593
Interest Received	442	125
Other Income	129	570
	-----	-----
BRANCH INCOME	86,103	70,288
	-----	-----
EXPENDITURE		
Audit Fees	2,100	2,500
Bank Fees	347	267
Branch Funds	34	215
Conferences	620	1,078
Depreciation	984	1,068
EBA – Campaign	-	(87)
Gifts	141	59
Insurance	446	422
Meeting Expenses	1,440	1,695
Newsletters	1,295	2,545
Office Amenities	2,247	-
Parking Fees	599	470
Professional Development	-	882
Provision for Annual Leave	594	1,051
Provision for Long Service Leave	1,091	787
Repairs & Maintenance	90	617
Salaries and Wages – Employees	47,901	45,790
Stationery	482	2,981
Sundries	67	-
Superannuation	9,535	7,383
Training	590	1,329
Travel and Accommodation	1,632	2,867
University Service Fees	11	185
Workcare Levy	616	587
	-----	-----
BRANCH EXPENDITURE	72,862	74,691
	-----	-----
PROFIT / (LOSS) FROM ORDINARY ACTIVITIES	13,241	(4,403)
	=====	=====

**NATIONAL TERTIARY EDUCATION
UNION - DEAKIN UNIVERSITY 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 report has been prepared in accordance with the requirements of the Workplace Relations Act 1996, and the following applicable Accounting Standards.

AAS 4 Depreciation
AAS 5 Materiality
AAS 8 Events Occurring After Reporting Date
AAS 15 Revenue

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

The report is also prepared on an accruals basis and is based on historic costs and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

The following specific 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 - DEAKIN UNIVERSITY BRANCH**

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

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

(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 although application for exemption has yet to be made.

(d) Leases

Leases of fixed assets, other than operating leases, where substantially all the risks and benefits incidental to the ownership of the asset, but not the legal ownership, are transferred to the association are classified as finance leases. Finance leases are capitalised recording an asset and a liability equal to the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expenses for the period. Lease payments for operating leases are charged as expenses in the periods in which they are incurred.

(e) 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 - DEAKIN UNIVERSITY BRANCH**

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

	2003	2002
	\$	\$
2. CASH		
Cash at Bank	31,615	15,896
	<u>31,615</u>	<u>15,896</u>
3. OTHER		
Prepayments	445	406
	<u>445</u>	<u>406</u>
4. PLANT AND EQUIPMENT		
Office Equipment - at Cost	22,848	22,848
Less Accumulated Depreciation	(20,764)	(19,780)
	<u>2,084</u>	<u>3,068</u>
5. CREDITORS		
Accrued Expenses	2,100	2,100
Sundry Creditors	-	152
	<u>2,100</u>	<u>2,252</u>
6. PROVISIONS		
Annual Leave	6,415	5,821
Long Service Leave	7,007	5,916
	<u>13,422</u>	<u>11,737</u>

**INDEPENDENT AUDIT REPORT
TO THE MEMBERS OF
NATIONAL TERTIARY EDUCATION
UNION – DEAKIN UNIVERSITY BRANCH**

Lockwood Wehrens
ABN 74 135 421 190
Chartered Accountants
Auditors

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 – Deakin University Branch for the year ended 30th June 2003. The Union's Branch Executive is responsible for the financial report and have determined that the accounting policies used are appropriate to meet 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. 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 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 as to 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



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1st Floor
586 Burke Road
Camberwell Vic 3124

**INDEPENDENT AUDIT REPORT
TO THE MEMBERS OF
NATIONAL TERTIARY EDUCATION
UNION – DEAKIN UNIVERSITY 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 10th December 2003



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1st Floor
586 Burke Road
Camberwell Vic 3124

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