



AUSTRALIAN INDUSTRIAL REGISTRY

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Phone: (03) 8661 7764
Fax: (03) 9654 6672

Mr. John May
President
National Tertiary Education Industry Union
Edith Cowan University NTEU Office
Building 8, Room 513
Edith Cowan University
Pearson Street
CHURCHLANDS WA 6018

Dear Mr. May,

**Re: Schedule 1B of the Workplace Relations Act 1996 (the RAO Schedule)
Financial Reports for year ended 30 June 2004
FR2004/481**

I have received the financial documents for the Edith Cowan University Branch of the abovenamed organisation for the year ended 30 June 2004 lodged in the Melbourne Industrial Registry on 15 November 2004.

The documents have been filed.

The following matters are referred for your assistance when preparing financial returns:

No further action is required in respect of the subject documents. However, it would be appreciated if the same matter is not repeated for the next financial year.

1. Auditor's Report

Subsection 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."

2. Operating Report

(a) Right of members to resign:

Subsection 254(2)(c) requires the operating report to “give details” of the right of members to resign from the reporting unit under section 174 of the RAO Schedule. The requirement may be met by the inclusion of a statement that a member has the right to resign and a reference to the relevant rule, which makes such provision. Alternatively, the complete text of the relevant resignation rule may be reproduced in the report. It would appear in this case that rule 11 of the organisation’s Rules is applicable.

(b) Trustees of superannuation entities:

The report must give details (including details of the position held) of any officer or member of the reporting unit who is:

- (i) a trustee of a superannuation entity or an exempt public sector superannuation scheme; or
- (ii) a director of a company that is a trustee of a superannuation entity or an exempt public sector superannuation scheme; and

where a criterion for the officer or member being the trustee or director is that the officer or member is an officer or member of a registered organisation

The name and contact details of a superannuation fund is not sufficient for the purposes of subsection 254(2)(d) of Schedule 1B.

(c) **Membership of Committee of Management:**

The operating report is required to contain the name of each person who has been a member of the committee of management of the reporting unit at any time during the reporting period, and the period for which he or she held such a position (regulation 159(c) of the RAO Regulations).

The operating report lodged provided details of the membership of the committee of management for the period 1 October 2002 - 30 September 2004. I note that Note 11 of the notes to the financial documents provides further details in relation to the membership of the committee of management during the financial year. In order to fully comply with the abovementioned regulation, details of membership of the committee at the beginning of the financial year and any changes made to the composition of the committee during the financial year should be set out in the operating report itself.

3. Committee of Management's Statement

Paragraph 17 of the Industrial Registrar's Reporting guidelines, as made under section 255 of the RAO Schedule states:

"The committee of management statement must include declarations by the committee of management as to whether in the opinion of the committee of management:

.....
(e)(iv) where the organisation consists of 2 or more reporting units, 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 the organisation;

.....
(vi) there has been compliance with any order for inspection of financial records made by the Commission under section 273 of the RAO Schedule."

The Committee of Management's Statement has repeated the wording as provided in paragraphs 17(e)(iv) and (vi). Such statement should indicate whether or not the financial records have been kept in a consistent manner to each of the other reporting units of the organisation and whether any order for inspection of financial records made by the Commission under s273 of the RAO Schedule has been complied with.

In relation to paragraph 17(e)(iv) I suggest, if the records have been kept in a consistent manner to each of the organisation's reporting units, that the words "where the organisation consists of 2 or more reporting units" be deleted.

In relation to paragraph 17(e)(vi) I suggest, if the reporting unit has complied with any order as specified in that paragraph, that the paragraph be worded as follows:

"there has been compliance with an order made by the Commission under section 273 of the RAO Schedule."

Further, if there has been no such order, a statement similar to the following should be made:

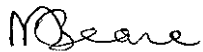
"no orders have been made by the Commission under section 273 of the RAO Schedule during the period."

Future Committee of Management's statements should include all required information.

4. **General Purpose Financial Report (GPFR)**

Notes to Accounts

I note that the notes to the accounts provide the provisions of section 274 of the Industrial Relations Act 1988. 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.



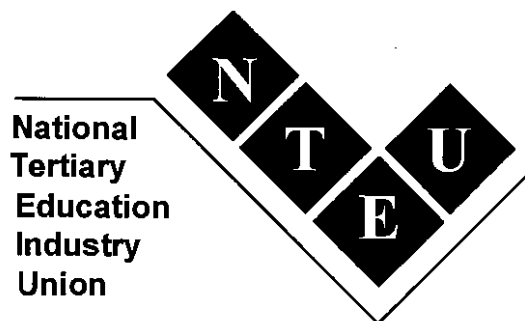
Marylyn Beare
Statutory Services Branch

16 December 2004

EDITH COWAN UNIVERSITY BRANCH

Room 513/Building 8, 100 Joondalup Drive, Joondalup WA 6027
Telephone: (08) 6304 5969 Facsimile: (08) 6304 5822

Email Address: nteu@ecu.edu.au



8 November 2004

The Industrial Registrar
Australian Industrial Registry
Level 35, Nauru House
80 Collins Street
MELBOURNE VIC 3000

Dear Sir or Madam

Industrial Returns for the National Tertiary Education Industry Union (Edith Cowan University Branch) for the year ending 30 June 2004.

Please find enclosed:

- General Purpose Financial Report.
- Auditor's Report.
- Operating Report.
- Secretary's Certificate signed by Dr Alan Needham, Secretary of the Branch.
- Committee of Management Certificate signed by the President, John May.
- Newsletter (supplying members with a copy of the audited financial statements) and advising them that the financial statements will be presented at the Annual General Meeting (held on 3 November 2004).
- Notice advising members of Section 274 of the Workplace Relations Act 1996.

The meeting held on 3 November 2004 was the Annual General Meeting of Members of the ECU Branch and I confirm that the financial documents were provided to members at that meeting. I also confirm that copies of the financial statements (including reports listed above), were emailed to all members on 8 October 2004. Members who were on leave or do not have an email address were sent hard copies mailed to their home address on 8 October 2004.

Yours sincerely

John May
President, NTEU (ECU Branch)

Encl.

COPY

**NATIONAL TERTIARY EDUCATION
INDUSTRY UNION**

EDITH COWAN UNIVERSITY BRANCH

**FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2004**

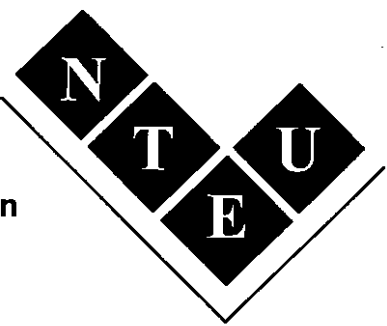
<u>PAGE</u>	<u>CONTENTS</u>
01-02	Operating Report
03	Certificate of Secretary
04	Committee of Management Statement
05	Statement of Financial Performance
06	Statement of Financial Position
07	Statement of Cash Flows
08-14	Notes to the Financial Statements
15	Auditor's Report
16	Statement of Income and Expenditure

EDITH COWAN UNIVERSITY BRANCH

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Telephone: (08) 6304 5969 Facsimile: (08) 6304 5822

Email Address: nteu@ecu.edu.au

**National
Tertiary
Education
Industry
Union**



NATIONAL TERTIARY EDUCATION INDUSTRY UNION **(EDITH COWAN UNIVERSITY BRANCH)**

OPERATING REPORT YEAR ENDED 30 JUNE 2004

2003/2004 Highlights

For the whole of the twelve months, the Edith Cowan Branch on behalf of its members was engaged in enterprise bargaining with Management.

As a result, provisional Agreements* were reached which will result in a number of significant benefits in the conditions of service of all academic and general staff at Edith Cowan University, including a 15% salary increase over the three year period commencing on 1 July 2003.

* These Agreements have yet to be voted on by staff as required by the Workplace Relations Act.

Number of Members

Four Hundred and Forty Two (442)

Three Hundred and Sixty (360) Academic Staff

Eighty Two General Staff (82)

Number of Employees

One (1) – 30 hours per week

Significant Changes

1. Employment of one (1) staff member from 5 January 2004 to manage the administration of the Branch office. This staff member had previously been employed by the Academic Staff Association of Edith Cowan University (Inc.). All leave entitlements were transferred and honoured by the NTEU (ECU Branch).
2. At the Annual General Meeting of the Academic Staff Association of Edith Cowan University (Inc.) held on 12 November 2003, it was agreed to increase the annual membership fee from 0.85% to 0.95% of members gross salary.

Superannuation Trustees

UniSuper

Level 37, 385 Bourke Street, Melbourne Vic 3000

Phone: 1800 331 685

Website: www.unisuper.com.au

Principal Activities of the Branch

1. Industrial advice to members by Industrial Officer employed by the NTEU WA Division.
2. Consultation with members regarding Enterprise Bargaining (Round 4).
3. Consultation with Academic Staff Joint Consultative Committee on Enterprise Bargaining (Round 4) and academic matters in general.
4. Consultation with General Staff Joint Consultative Committee on Enterprise Bargaining (Round 4) and general staff matters in general.
5. Negotiation with university management on Enterprise Bargaining (Round 4).
6. Consultation with members and university management regarding university policies and procedures.
7. Union representation on university working parties.
8. Provision of services to members (e.g. legal service).
9. Supervision of branch administration, finance and industrial officer activities.
10. Branch Committee meetings held approximately every six weeks.
11. NTEU national participation in conferences, national strike action, national meetings.
12. Recruitment of new members.
13. Workshop for School Delegates.

Right of Members to Resign

The Rules of the NTEU are on the National Office website (<http://www.nteu.org.au>) which can be accessed by members either directly or through the Edith Cowan University Branch website (<http://nteu.org.au/bd/ecu>). These Rules clearly state that members have the right to resign at all times and specify how this may be done.

Membership of the Committee of Management

1 October 2002 – 30 September 2004

President

Mr John May

Vice-President (Academic)

Dr Ute Mueller

Vice-President (General)

Ms Naomi Yellowlees

Secretary

Dr Alan Needham

Ordinary Committee Member (Academic)

A/Prof Lyn Bloom

Ordinary Committee Members (7)

Dr Ian Bennett

Ms Kerry Evans

Dr Lorna Kaino

Ms Carmen Lawson

Mr Norman Leslie

Dr Moira O'Connor

Dr David Wiles

Signed: _____

John May (President, NTEU ECU Branch)

Dated: _____


10/09/2004

NATIONAL TERTIARY EDUCATION INDUSTRY UNION
EDITH COWAN UNIVERSITY BRANCH

CERTIFICATE OF SECRETARY OR OTHER AUTHORISED OFFICER
s268 of Schedule 1B *Workplace Relations Act 1996*

I, Alan Dennis Needham, being the Secretary of the Edith Cowan University Branch of the National Tertiary Education Industry Union certify:

- that the documents lodged herewith are copies of the full report, referred to in s268 of the RAO Schedule; and
- that the full report, was provided to members on 8 October 2004; and
- that the full report was presented to a general meeting of members of the reporting unit on 3 November 2004; in accordance with section 266 of the RAO Schedule.

Signature: 
Alan Needham (Secretary, NTEU ECU Branch)

Date: 8-11-04

NATIONAL TERTIARY EDUCATION INDUSTRY UNION
EDITH COWAN UNIVERSITY BRANCH

COMMITTEE OF MANAGEMENT STATEMENT

On 10 September 2004 the Committee of Management of the National Tertiary Education Industry Union – Edith Cowan University Branch (NTEU-ECU) passed the following resolution in relation to the General Purpose Financial Report (GPFR) of the reporting unit for the financial year ended 30 June 2004:


The Committee of Management declares 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 the 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 the organisation including the rules of a branch concerned; and
 - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations; and
 - (iv) where the organisation consists of 2 or more reporting units, 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 the organisation; and
 - (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; and
 - (vi) there has been compliance with any order for inspection of financial records made by the Commission under section 273 of the RAO Schedule.

For the Committee of Management, John Weller May, *per section 243 of the RAO Schedule*]

Title of Office held: President

Signature:



Date:

10.9.04.

NATIONAL TERTIARY EDUCATION INDUSTRY UNION
EDITH COWAN UNIVERSITY BRANCH

STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 30 JUNE 2004

	Note	2004	2003
Revenue from ordinary activities	2	249,584	202,380
NTEU - WA State Division Capitation and Levies		(68,400)	(54,172)
NTEU – National Office Capitation and Levies		(89,064)	(76,785)
Academic Staff Association of Edith Cowan University (ASA-ECU)		-	(20,250)
Depreciation expense		(1,131)	-
Secretarial Services ASA-ECU		(21,077)	(19,397)
Industrial Officer Wage Subsidy		(1,910)	(5,997)
Time Release for President		(5,000)	(4,121)
Telephone expense		(3,732)	(1,177)
WA Division NTEU Payroll Tax Liability	3	(14,080)	-
WA Division NTEU Staff Leave Liability	3	(10,006)	-
NTEU - National Office Employee benefits expense		(27,172)	-
Other expenses from ordinary activities		(14,191)	(4,328)
Surplus/(Deficit) from ordinary activities		<u>(6,179)</u>	<u>16,153</u>
Total changes in equity		<u>(6,179)</u>	<u>16,153</u>

The accompanying notes form part of these financial statements

NATIONAL TERTIARY EDUCATION INDUSTRY UNION
EDITH COWAN UNIVERSITY BRANCH

STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2004

	Note	2004	2003
CURRENT ASSETS			
Cash assets	4	6,371	22,125
TOTAL CURRENT ASSETS		6,371	22,125
 NON CURRENT ASSETS			
Property, plant and equipment	5	9,575	-
TOTAL NON-CURRENT ASSETS		9,575	-
 TOTAL ASSETS			
		15,946	22,125
 NET ASSETS			
		\$15,946	\$22,125
 EQUITY			
Accumulated Surplus	6	15,946	22,125
TOTAL EQUITY		\$15,946	\$22,125

The accompanying notes form part of these financial statements.

NATIONAL TERTIARY EDUCATION INDUSTRY UNION
EDITH COWAN UNIVERSITY BRANCH

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2004

	Note	2004	2003
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from members		237,209	204,479
Contributions from ASA-ECU		30,000	15,000
Sundry receipts		2,857	-
Payments to suppliers and employees		(275,244)	(203,415)
Interest received		130	89
Net cash provided by operating activities	7(b)	(5,048)	16,153
CASH FLOWS FROM INVESTING ACTIVITIES			
Fixed asset purchases		(10,706)	-
Net cash provided by (used in) investing activities		(10,706)	-
Net increase in cash held		(15,754)	16,153
Cash at the beginning of the financial year		22,125	5,972
Cash at the end of the financial year	7(a)	6,371	22,125

The accompanying notes form part of these financial statements.

NATIONAL TERTIARY EDUCATION INDUSTRY UNION

EDITH COWAN UNIVERSITY BRANCH

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004

Note 1: Statement of Significant Accounting Policies

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

The financial report has been prepared on an accrual basis and is based on historic costs and does not take into account changing money values. The preparation of the financial report on an accruals basis is a change in accounting policy from prior years.

The accounts have been prepared on a going concern basis. The ability for the union to continue as a going concern is dependent on receiving membership dues.

The following is a summary of the material accounting policies adopted by the National Tertiary Education Industry Union – Edith Cowan University Branch (NTEU-ECU) in the preparation of this financial report.

(a) Property, Plant and Equipment

Each class of property, plant and equipment are carried at cost or fair value less, where applicable, any accumulated depreciation

Plant and Equipment

Plant and equipment are measured on a cost basis.

The carrying amount of plant and equipment is reviewed annually by the entity to ensure it is not in excess of the recoverable amount from those assets. The recoverable amount is assessed on the basis of the expected net cash flows which will be received from the assets' employment and subsequent disposal. The expected net cash flows have not been discounted to present values in determining recoverable amounts.

Depreciation

The depreciable amount of all fixed assets are depreciated on a straight line basis over the useful lives of the assets to the association commencing from the time the asset is held ready for use.

The depreciation rates used for each class of depreciable asset are:

Class of Fixed Asset	Depreciation Rate
Office equipment	33%

(b) Income Tax

The union is exempt from income tax

NATIONAL TERTIARY EDUCATION INDUSTRY UNION

EDITH COWAN UNIVERSITY BRANCH

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004

Note 1: Statement of Significant Accounting Policies (cont'd)

- (c) Revenue
Membership income and interest income is brought to account when received.
- (d) Cash
For the purposes of the Statement of Cash Flows, cash includes cash on hand, at banks and on deposit.
- (e) Goods and Services Tax (GST)
Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Tax Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the Statement of Financial Position are shown inclusive of GST.
- (f) Comparatives
Where necessary, comparative information has been reclassified to achieve consistency in disclosure with current financial year information and other disclosures.
- (g) Adoption of Australian Equivalents to International Financial Reporting Standards
Australia is currently preparing for the introduction of International Financial Reporting Standards (IFRS) effective for financial years commencing 1 January 2005. This requires the production of accounting data for future comparative purposes at the end of the current financial year.

The committee are assessing the significance of these changes and preparing for their implementation. The committee is of the opinion there are no key differences in the entity's accounting policies from the adoption of IFRS.

NATIONAL TERTIARY EDUCATION INDUSTRY UNION

EDITH COWAN UNIVERSITY BRANCH

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004

	2004	2003
	\$	\$
Note 2: Revenue		
Operating activities		
- members subscriptions	190,688	172,062
- general staff subscriptions	25,909	15,229
- sundry income	2,857	-
- contributions from ASA-ECU	30,000	15,000
	<u>249,454</u>	<u>202,291</u>
Non-operating activities		
- interest received	130	89
Total Revenue	<u>249,584</u>	<u>202,380</u>

Note 3: Profit from Ordinary Activities

Profit from ordinary activities has been determined after:

(a) Expenses

Remuneration of auditor		
- audit or review services	850	800
- other services	-	-
Total remuneration	<u>850</u>	<u>800</u>
Depreciation of property, plant & equipment	<u>1,131</u>	<u>-</u>

(b) Significant Revenues and Expenses

The following revenue and expense items are relevant in explaining the financial performance:

WA Division NTEU Payroll Tax Liability	14,080	-
WA Division NTEU Staff Leave Liability	10,006	-

Note 4: Cash Assets

Cash at Bank	6,271	22,025
Petty Cash	100	100
	<u>6,371</u>	<u>22,125</u>

NATIONAL TERTIARY EDUCATION INDUSTRY UNION

EDITH COWAN UNIVERSITY BRANCH

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004

	2004	2003
	\$	\$
Note 5: Property, Plant and Equipment		
Office Equipment- at cost	10,706	-
Less accumulated depreciation	(1,131)	-
	<u>9,575</u>	<u>-</u>
Note 6: Accumulated Surplus		
Accumulated surplus at the beginning of the financial year	22,125	5,972
Net surplus/(deficit) attributable to the entity	(6,179)	16,153
Accumulated surplus at the end of the financial year	<u>15,946</u>	<u>22,125</u>
Note 7: Cash Flow Information		
(a) Reconciliation of Cash		
Cash at Bank	6,271	22,025
Cash on hand	100	100
	<u>6,371</u>	<u>22,125</u>
(b) Reconciliation of Net Cash provided by operating activities to the surplus/(deficit) from Ordinary Activities		
Surplus/(deficit) from ordinary activities	(6,179)	16,153
Non-cash flows in surplus/(deficit) from ordinary activities:		
Depreciation	1,131	-
Net cash provided by (used in) operating activities	<u>(5,048)</u>	<u>16,153</u>

NATIONAL TERTIARY EDUCATION INDUSTRY UNION
EDITH COWAN UNIVERSITY BRANCH

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004

2004 2003
 \$ \$

Note 8: Financial Instruments

(a) Interest Rate Risk

The entities' 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 financial liabilities, is as follows:

	Weighted Average Effective Interest Rate		Floating Interest Rate		Fixed Interest Rate Maturing			
	2004	2003	2004	2003	Within 1 year		1 to 5 years	
	%	%	\$	\$	\$	\$	\$	\$
FINANCIAL ASSETS								
Cash	.10	.10	6,371	22,125	-	-	-	-
TOTAL FINANCIAL ASSETS	.10	.10	6,371	22,125	-	-	-	-
FINANCIAL LIABILITIES	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-

(b) Credit Risk

The maximum exposure to credit risk, excluding the value of any collateral or other security, at balance date to recognised financial assets is the carrying amount, net of any provisions for doubtful debts, as disclosed in the statement of financial position and notes to the financial statements.

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

(c) Net Fair Values

Methods and assumptions used in determining net fair value

For all assets and other liabilities the net fair value approximates their carrying value. No financial assets and financial liabilities are readily traded on organised markets in standardised form

The aggregate net fair values and carrying amounts of financial assets and financial liabilities are disclosed in the statement of financial position and in the notes to the financial statements.

Note 9: Segment Reporting

The entity operates in one geographical and business segment, being a union for the benefit of members of Edith Cowan University in Australia.

Note 10: Entity Details

Principal place of business of the entity is:

NTEU –ECU Branch
 Room 513/Building 8
 100 Joondalup Drive
 JOONDALUP WA 6027

NATIONAL TERTIARY EDUCATION INDUSTRY UNION
EDITH COWAN UNIVERSITY BRANCH

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004

2004	2003
\$	\$

Note 11: Related Parties

The names of the members of the committee during the financial year were:

John May (President), Dr Ute Mueller (Vice-President – Academic), Naomi Yellowlees (Vice-President-General), Dr Alan Needham (Secretary), A/Prof Lyn Bloom, Dr Ian Bennett, Ms Kerry Evans, Dr Lorna Kaino, Ms Carmen Lawson, Mr Norman Leslie, Dr Moira O'Connor, Dr David Wiles, Mr Brian Farrell (till August 2003), Mr Paul Sacco (till December 2003).

Other Related Party Transactions

(a) NTEU-WA State Division and NTEU National Office

The NTEU-ECU branch has transactions with both the NTEU-WA State Division (WA Division) and NTEU National Office, all of these transactions are on normal commercial terms and conditions.

From 1 July to 30 November 2003, the entire amount of general staff fees collected by NTEU-ECU was paid to the WA Division. These fees totalled \$10,404 (2003 \$15,229). From 1 December 2003 to 30 June 2004, the WA Division portion of the general staff capitation fees was paid to the WA Division. The WA Division portion of academic staff capitation fees was also paid to the WA Division for the full year. The total capitation paid to the WA Division for both academic staff and general staff is \$57,996 (2003 \$38,943). The proportions payable are determined by the WA Division. One off payments of \$24,086 (2003 nil) were paid to the WA Division to assist in paying a payroll tax liability and staff leave liability were also made during the financial year

Capitation fees and defence fund levy paid to the NTEU National Office totalled \$89,064 (2003 \$76,785). These amounts are determined by the NTEU National Office.

From the 5 January 2004 the NTEU-ECU employed the Branch Executive Officer and subsequently also employed a casual employee. All costs incurred in employing NTEU-ECU staff including wages and salaries, superannuation and payroll tax are paid by the NTEU National Office and are reimbursed by the NTEU-ECU Branch. These costs totalled \$27,172 during the financial year (2003 nil). The estimated annual leave liability for the Executive Officer as at 30 June 2004 is \$1,869; this amount is not provided for in the financial statements. The estimated present value of the long service leave liability is \$1,841; this amount is also not provided for in the financial statements.

At balance date no amount is payable or receivable from either the WA Division or the NTEU National Office.

(b) Academic Staff Association of Edith Cowan University (ASA-ECU)

Transactions with ASA-ECU are on normal commercial terms and conditions.

Prior to 3 January 2004 the Executive Officer was employed by ASA-ECU. The actual costs incurred in employing the executive officer for this period were reimbursed by NTEU-ECU. These costs totalled \$21,077 during the financial year (2003 \$19,397).

NTEU-ECU also received \$30,000 (2003 \$15,000) from ASA-ECU to assist in the payment of the one off WA Division payments per Note 3(b) and above.

In 2003 the NTEU-ECU paid dues of \$20,250 to ASA-ECU, in 2004 no amount was paid.

The committee of NTEU-ECU has also resolved to reimburse and indemnify to the extent necessary ASA-ECU against all reasonable future costs associated with servicing the members of the ASA-ECU.

At balance date no amount is payable or receivable from ASA-ECU.

NATIONAL TERTIARY EDUCATION INDUSTRY UNION
EDITH COWAN UNIVERSITY BRANCH

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004

2004	2003
\$	\$

Note 12: Reporting guidelines

In accordance with section 255 of the Workplace Relations Act 1996, as amended the following information is provided:

- a) no amount was paid in 2003 or 2004 to Edith Cowan University as consideration for the employer making payroll deductions of membership subscriptions;
- b) no amount was paid in 2003 or 2004 for legal costs or expenses related to litigation or other legal matters.

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

EDITH COWAN UNIVERSITY BRANCH

SCOPE

We have audited the attached financial report of the National Tertiary Education Industry Union – Edith Cowan Branch (NTEU-ECU) comprising of the Committee of Management Statement, Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows and Notes to and forming part of the Financial Statements of the NTEU-ECU for the year ended 30 June 2004. The NTEU-ECU Committee of Management is responsible for the financial report. We have conducted an independent audit of the financial report in order to express an opinion on it to the members.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance whether the financial report is free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of accounting policies and 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 Accounting Standards, the Workplace Relations Act 1996, as amended, and other mandatory professional reporting requirements in Australia 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.

The audit opinion expressed in this report has been formed on the above basis.

AUDIT OPINION

In our opinion the financial report of NTEU-ECU presents a true and fair view in accordance with applicable Accounting Standards, the Workplace Relations Act 1996, as amended and other mandatory professional reporting requirements in Australia the financial position of NTEU-ECU as at 30 June 2004 and the results of its operations and its cash flows for the year then ended.

PRIESTLEY & MORRIS
Chartered Accountants

Priestley + Morris

.....
C THOMSON ACA
PARTNER

Date: 23, 9, 2004

Address: Perth, W.A

NATIONAL TERTIARY EDUCATION INDUSTRY UNION
EDITH COWAN UNIVERSITY BRANCH

STATEMENT OF INCOME & EXPENDITURE
FOR THE YEAR ENDED 30 JUNE 2004

	2004	2003
INCOME		
Membership Dues	190,688.14	172,062.16
General Staff Subscriptions	25,908.77	15,229.01
NTEU WA Division General Staff Dues	(10,404.30)	(15,229.01)
Capitation paid to Nat Office	(73,927.80)	(65,127.95)
Defence Fund paid to Nat Office	(15,135.49)	(11,656.69)
Capitation Paid to WA Division	(57,996.07)	(38,943.25)
Dues paid to ASA of ECU	-	(20,249.99)
Interest	130.08	89.17
Sundry	2,856.74	-
Contributions from ASA of ECU	30,000.00	15,000.00
TOTAL INCOME	92,120.07	51,173.45
EXPENDITURE		
Audit	850.00	800.00
Bank Charges	157.30	95.00
Conferences	1,162.62	-
Depreciation	1,130.99	-
Entertainment & Hospitality	96.90	447.83
Equipment	-	16.36
Gifts	60.00	200.00
Insurance Premiums	1,116.42	-
Industrial Action Expenses	616.04	-
Industrial Officer Wage Subsidy	1,909.95	5,996.76
IT Software	1,221.32	-
Meeting & conferences	742.18	135.61
Parking	167.73	-
Petty Cash	834.22	490.20
Photocopying	101.47	-
Postage & Couriers	258.30	-
Payroll Tax	1,450.44	-
Recruitment	170.00	-
Secretarial Services ASA of ECU	21,077.26	19,396.70
Stationery / Office Supplies	1,796.24	586.46
Sundry Expenses	2,610.69	393.74
Telephone	3,731.69	1,177.43
Time Release for President	5,000.00	4,120.54
Travelling	560.10	1,163.53
Unions WA Levy	1,669.23	-
WA Division Payroll Tax Liability	14,080.00	-
WA Division Staff Leave Liability	10,006.00	-
Wages & Salaries	22,262.72	-
Employer Superannuation Contributions	3,459.03	-
TOTAL EXPENDITURE	98,298.84	35,020.16
NET SURPLUS (DEFICIT)	\$(6,178.77)	16,153.29

To be read in conjunction with the attached compilation report of Priestleys Chartered Accountants.

NTEU-News

National Tertiary Education Industry Union (ECU Branch)
ECU Joondalup Campus, Room 513, Building 8, 100 Joondalup Drive, Joondalup WA 6027

8 October 2004

Office Manager: Phone: 6304 5969 Fax: 6304 5822 Email: nteu@ecu.edu.au
Industrial Officer: Phone: 6304 5967 Fax: 6304 5822 Email: j.mcculloch@ecu.edu.au

Notice of Meeting

National Tertiary Education Industry Union
(ECU Branch)

Annual General Meeting

Time: 12.45 pm

Date: Wednesday, 3 November 2004

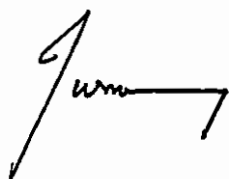
Venue: 7.102, Joondalup Campus
1.6, Bunbury Campus

- telephone link up with Bunbury
- a light lunch will be provided at Joondalup and Bunbury
- bus provided from Mount Lawley to Joondalup and return

A copy of the audited accounts for the NTEU (ECU Branch) for the year ending 30 June 2004 has been emailed to you today, 8 October 2004.

Also attached is an extract from the Workplace Relations Act 1996, "**Section 274: Information to be provided to members or registrar**" for your information.

A copy of the Minutes of the AGM held on 12 November 2003 will be available at the AGM or earlier, on request, from the Office Manager (Gladys Bain).



John May
President, NTEU (ECU Branch)

NOTICE TO MEMBERS OF THE NTEU (ECU BRANCH)

FINANCIAL STATEMENTS FOR YEAR ENDING 30 JUNE 2004

SECTION 274: INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

274(1) Application For Information

A member of an organization, or a Registrar, may apply to the organization for specified prescribed information in relation to the organization.

274(2) Provision of Information

An organization shall, on application made under subsection (1) by a member of the organization or a Registrar, make the specified information available to the member or Registrar in such manner, and within such time, as is prescribed.

274(3) Function of Registrar

A Registrar may only make an application under subsection (1) at the request of a member of the organization concerned, and the Registrar shall provide to a member information received because of an application made at the request of the member.

274(4) Notice in Accounts

Accounts prepared under section 273 shall include a notice drawing attention to subsections (1), (2) and (3) and setting out those subsections.

SECTION 273: ORGANISATION TO PREPARE ACCOUNTS ETC.

273(1) Prescription

As soon as practicable after the end of each financial year, an organization:

- (a) shall cause to be prepared from the accounting records kept by the organization under subsection 272(1) in relation to the financial year, such accounts and other statements, in relation to the financial year, as are prescribed; and
- (b) shall include in the accounts (other than accounts prepared in relation to the first financial year of the organization to which this Division applies) the relevant figures from the accounts prepared by the organization, under this subsection, in relation to the preceding financial year.

273(2) Certificates

The regulations may provide for the giving of certificates in, or in relation to, accounts or other statements prepared under subsection (1).

SECTION 272: ORGANISATION TO KEEP PROPER ACCOUNTING RECORDS

272(1) Prescription An organization shall:

- (a) keep such accounting records as correctly record and explain the transactions and financial position of the organization, including such records as are prescribed;
- (b) keep its accounting records in such a manner as will enable accounts and statements to be prepared from them under section 273; and
- (c) keep its accounting records in such a manner as will enable the accounts of the organization to be conveniently and properly audited under this Division.

272(2) Cash or accrual basis

Accounting records of an organization may, so far as they relate to the income and expenditure of the organization, be kept on a cash basis or accrual basis, at the option of the organization.

NTEU-News

National Tertiary Education Industry Union (ECU Branch)
ECU Joondalup Campus, Room 513, Building 8, 100 Joondalup Drive, Joondalup WA 6027

8 October 2004

Office Manager:
Industrial Officer:

Phone: 6304 5969
Phone: 6304 5967

Fax: 6304 5822
Fax: 6304 5822

Email: nteu@ecu.edu.au
Email: j.mcculloch@ecu.edu.au

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(ECU Branch)

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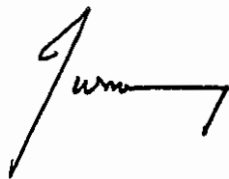
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Dr. Karen Anderson
136 Lawrence Street
bedford wa 6052

Mr Llandis Barratt-Pugh
5 Chancellor Street
claremont wa 6010

Dr. Caroline Barratt-Pugh
5 Chancellor Street
CLAREMONT WA 6010

Dr. Ian Bennett
88 Butler Street
WILLAGEE WA 6156

Dr Amine Bermak
10 Manito Court
JOONDALUP WA 6027

Ms. Lynda Blum
c/- 32 Mooro Drive
MT CLAREMONT WA 6010

Dr. Lynne Cohen
3 Malcolm Court
Noranda wa 6062

Mr. Malcolm Crosbie
37 Golding Street
DIANNELLA WA 6059

Dr. Adeline Dinham
7 Clarence Street
MOUNT LAWLEY WA 6050

Ms. Dayle Foreman
2/23 Upper Esplanade
BUNBURY WA 6230

Miss Beatrice Franke
12 Belaring Place
KENWICK WA 6107

Dr. Raymond Freund
60 Harris Street
BICTON WA 6157

Ms. Ute Geoft
54 Littorina Avenue
HEATHRIDGE WA 6027

Dr. Christopher Griffin
205 Huntriss Road
DOUBLEVIEW WA 6018

Dr. Alan Hancock
71 Monaco Avenue
NORTHLAKE WA 6163

Dr. Michael Harvey
13 Willow Road
WOODLANDS WA 6018

Ms. Gillian Jones
166 McDonald Street
joondanna wa 6060

Dr. Beate Josephi
19 North Street
MOUNT LAWLEY WA 6050

Dr. Lorna Kaino
55 Hastie Street
BUNBURY WA 6230

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KALAMUNDA WA 6076

Ms. Terry Kessar
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MENORA WA 6050

- Dr. Annette Koenders
1100 Bushlands Road
Hovea WA 6071

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WANNEROO WA 6065

Dr. Moira O'Connor
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SOUTH FREMANTLE WA 6162

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INGLEWOOD WA 6052

Mrs Megan Paull
9 Wisdom Place
WINTHROP WA 6150

A/Prof. Robyn Quin
31 Connolly Street
WEMBLEY WA 6014

Ms. Elaine Rabbitt
PO Box 544
BROOME WA 6725

A/Prof. Judith Rivalland
40 Shenton Road
CLAREMONT WA 6010

Ms. Robyn Robertson
65 Scaphella Avenue
MULLALOO WA 6027

Ms. Elizabeth Rose
5 Mosman Tce
MOSMAN PARK WA 6012

A./Prof. Clifton Smith
Unit 1/24 Jupiter Street
CARLISLE WA 6101

Mr. Serge Walberg
68 Hepburn Way
BALGA WA 6061

Mrs. Tania Edwards
5 Wedge Way
MERRIWA WA 6030

Ms. Helen Flavell
9/9 Gibbon Street
MOSMAN PARK WA 6012

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Unit 1/22 Ewen Street
SCARBOROUGH WA 6019

Miss Gemma Griffiths
Unit 2/2 Shaw Road
INNALOO WA 6018

Ms. Paula Heikkinen
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CLARKSON WA 6030

Ms Marica Ilich
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KINGSLEY WA 6026

Mr. Ian Morris
39 Salisbury Street
St James wa 6102

Mr. John Poland
57 Sulman Road
wembley downs wa 6019

Mr. Peter Quayle
PO Box 299
GUILDFORD WA 6935

Ms. Kay Saunders
19 Jasper Way
EDGEWATER WA 6027