



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

Ms. M. Lee
Branch Secretary
National Tertiary Education Industry Union
Griffith University Branch
Room 1.05, University House
Griffith University
Kessels Road
NATHAN QLD 4111

Dear Ms. Lee,

**Re: Financial statements for year ended 30 June 2002
FR2002/449**

Thank you for forwarding additional documentation in relation to the financial documents of the Griffith University Branch of the National Tertiary Education Industry Union for the year ended 30 June 2002; this has been placed with the documents previously lodged.

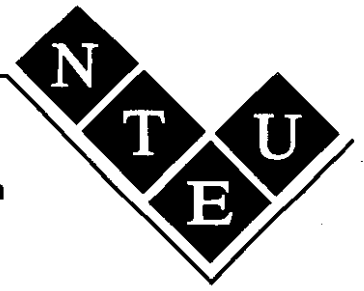
The financial documents for the year ended 30 June 2002 have been filed.

Yours sincerely,

Larry Powell
Statutory Services Branch

12 September 2003

**National
Tertiary
Education
Industry
Union**



2nd September, 2003

Griffith University Branch

-1.06, University House
Griffith University, Q 4111
Tel: (07) 3875 7635
Fax: (07) 3875 7964
Email: n.maxton@mailbox.gu.edu.au
Website: www.nfeu.org.au

Larry Powell
Statutory Services Branch,
Australian Industrial Registry
GPO Box 1994S
MELBOURNE VIC. 3001.

Dear Mr. Powell,

Re: Financial statements for the year ended 30 June 2002 - FR2002/449

I am pleased to advise that members have been supplied with a copy of the signed auditor's report, committee of management certificate and accounting officer's certificate, together with a copy of the audited accounts 7 days prior to the accounts being presented to the last Branch Executive Committee meeting on 2nd September.

I note your correspondence dated 5 August 2003 and confirm the presentation of these documents in accordance with subsection 279(6).

Yours Sincerely,


Margaret Lee
Branch Secretary



AUSTRALIAN INDUSTRIAL REGISTRY

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7777
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Ms. M. Lee
Branch Secretary
National Tertiary Education Industry Union
Griffith University Branch
Room1.05, University House
Griffith University
Kessels Road
NATHAN QLD 4111

Dear Ms. Lee,

**Re: Financial statements for year ended 30 June 2002
FR2002/449**

Reference is made to the financial documents of the Griffith University Branch of the National Tertiary Education Industry Union for the year ended 30 June 2002. The documents were lodged in the Industrial Registry on 28 July 2003.

The following matter concerning the financial reporting requirements of the Workplace Relations Act 1996, requires your further attention; your written response to this matter is requested by Monday, 18 August 2003.

1. Timescale Provisions

Financial documents should be prepared, audited, supplied to members, presented to a meeting and lodged with the Registrar within certain timescale requirements; these requirements are summarised for your assistance in the attachment.

From the information available, the timing of these various steps would seem to be at variance with the requirements of the legislation.

Subsection 279(6) provides that members should be supplied with a copy of the signed auditor's report, committee of management certificate and accounting officer's certificate, together with a copy of the audited accounts at least 7 days before the meeting at which the report, certificates and accounts are to be presented. Subsection 279(6) also provides that once the report, certificates and accounts have been supplied to members they are to be presented to either a meeting of members or a meeting of the committee of management.

Given that the auditor's report is dated 24 June 2003 and the committee of management certificate is dated 3 June 2003, it would appear that the Branch Committee of Management meeting held on 3 June 2003 was not sufficient for the purposes of section 279(6). The meeting may have been sufficient for the purposes of regulation 109(2)(a).

Would you please confirm that the documents have been presented to a meeting in accordance with subsection 279(6).

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

2. Auditor's Report

The accounting records of the Branch were not audited within six months of the end of the financial year - refer section 276(1) of the Workplace Relations Act 1996 and regulation 113 of the Workplace Relations Regulations.

Such records should be audited within the required time.

It is noted that this matter was brought to the branch's attention with its financial documents for the period ending 30 June 2001 - refer to our letter of 24 April 2002.

3. Accounting Officer's Certificate

It is noted that the accounting officer's certificate is undated.

All certificates should be dated as a matter of course.

4. Timescale provisions

I note that the financial statements of the Branch have been lodged outside the time scales prescribed by the Workplace Relations Act 1996. Would you please ensure that financial statements for year ended 30 June 2003 are lodged within the abovementioned time scale provisions.

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.

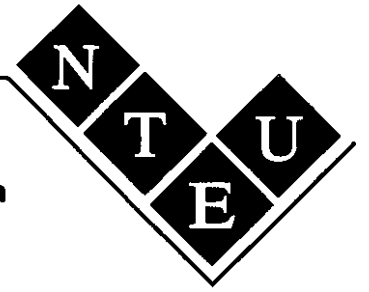
Yours sincerely,



Larry Powell
Statutory Services Branch

5 August 2003

National
Tertiary
Education
Industry
Union



Griffith University Branch

-1.06, University House
Griffith University, Q 4111
Tel: (07) 3875 7635
Fax: (07) 3875 7964
Email: n.maxton@mailbox.gu.edu.au
Website: www.nteu.org.au

23rd July, 2003

Larry Powell
Statutory Services Branch,
Australian Industrial Registry
GPO Box 1994S
MELBOURNE VIC. 3001.

Dear Mr. Powell,

RE: Outstanding Financial Documents – Workplace Relations Act 1996 FR2002/449

On behalf of the Griffith University Branch of the NTEU I am pleased to submit the following documents in respect to the financial year ended 30th June, 2002.

Copies of the Auditor's Report, Audited Statements and Accounts, Certificate by the Accounting Officer and the Certificate by the Committee of Management accompanied by the Secretary's Certificate are enclosed.

I trust that this information is lodged in accordance with your requirements.

Yours Sincerely,

Narelle Maxton
Executive Officer.



NATIONAL TERTIARY EDUCATION INDUSTRY UNION

GRIFFITH UNIVERSITY BRANCH

SECRETARY'S CERTIFICATE

I, Margaret Ellen Lee, Branch Secretary of the Griffith University Branch of the National Tertiary Education Industry Union certify that:

1. The audited accounts, the certificates of the Accounting Officer and of the Branch Committee in respect to the financial year ending 30th June, 2002 were distributed to members free of charge on the 21st July, 2003.
2. The enclosed documents are copies of the Auditors Report, Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows, etc and Certificates of the Accounting Officer and of the Branch Committee presented to a meeting of the committee of management held 3rd June, 2003
3. The information contained in the accounts and statements is correct.

Signed: Margaret

Date 22/7/03

**Griffith University Branch
of The National Tertiary
Education Industry Union**

Financial Report

For the Year Ended 30 June, 2002

**GRIFFITH UNIVERSITY BRANCH OF THE NATIONAL
TERTIARY EDUCATION INDUSTRY UNION**

30 JUNE 2002

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2. Statement of Financial Position
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**GRIFFITH UNIVERSITY BRANCH OF THE NATIONAL
TERTIARY EDUCATION INDUSTRY UNION**

1.

STATEMENT OF FINANCIAL PERFORMANCE

For The Year Ended 30 June 2002

		2002	2001
		\$	\$
INCOME			
Revenue from ordinary activities	2	299,912	303,404
		-----	-----
		299,912	303,404
		-----	-----
EXPENDITURE			
Depreciation	3	1,938	1,693
Employee benefits expense	3	35,762	37,646
Other expense from ordinary activities	3	256,271	247,660
Error: Membership Fee Reversal	13	21,971	-
		-----	-----
		315,942	286,999
		-----	-----
Profit from ordinary activities before income tax expense	10	(16,030)	16,405
		-----	-----
Income tax expense relating to ordinary expenses		-	-
		-----	-----
Total changes in equity other than those resulting from transactions with owners as owners	10	(16,030)	16,405
		=====	=====

The accompanying notes are to be read in conjunction with these financial statements.

**GRIFFITH UNIVERSITY BRANCH OF THE NATIONAL
TERTIARY EDUCATION INDUSTRY UNION**

2.

STATEMENT OF FINANCIAL POSITION

As At 30 June 2002

		2002	2001
		\$	\$
CURRENT ASSETS			
Petty Cash	4	70	70
Bank	4	38,743	80,868
Receivables	5	75	25,013
Investments	7	37,705	28,281
		-----	-----
TOTAL CURRENT ASSETS		76,593	134,232
		-----	-----
NON-CURRENT ASSETS			
Property Plant & Equipment	6	3,876	5,814
Investments	7	10	10
		-----	-----
TOTAL NON-CURRENT ASSETS		3,886	5,824
		-----	-----
TOTAL ASSETS		80,479	140,056
		-----	-----
CURRENT LIABILITIES			
Payables	8	32,753	76,300
Provisions	9	5,040	5,040
		-----	-----
TOTAL LIABILITIES		37,793	81,340
		-----	-----
NET ASSETS		42,686	58,716
		=====	=====
EQUITY			
Retained Profits	10	42,686	58,716
		-----	-----
		42,686	58,716
		=====	=====

The accompanying notes are to be read in conjunction with these financial statements.

**GRIFFITH UNIVERSITY BRANCH OF THE NATIONAL
TERTIARY EDUCATION INDUSTRY UNION**

3.

STATEMENT OF CASH FLOWS

For The Year Ended 30 June 2002

	Note	2002 \$	2001 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from members		330,141	332,710
Payments to creditors		(365,292)	(260,976)
Interest received		2,448	1,574
Other Income		-	1,729
		-----	-----
NET CASH PROVIDED BY OPERATING ACTIVITIES	4(b)	(32,703)	75,037
		-----	-----
 CASH FLOWS FROM INVESTING ACTIVITIES			
Payment for Investments		(9,422)	-
Payment for Equipment		-	(4,833)
		-----	-----
NET CASH USED IN INVESTING ACTIVITIES		(9,422)	(4,833)
		-----	-----
Net Increase/(Decrease) in Cash Held		(42,125)	70,204
Cash at the Beginning of the financial period		80,938	10,734
		-----	-----
Cash at the End of the financial period	4(a)	<u>38,813</u>	<u>80,938</u>

The accompanying notes are to be read in conjunction with these financial statements.

NOTES TO THE FINANCIAL STATEMENTS AT 30 JUNE 2002

NOTE 1: SIGNIFICANT ACCOUNTING POLICIES

The financial report is a general purpose financial report that has been prepared in accordance with applicable 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.

The financial report has been prepared on an historical cost basis, and except where stated, does not take into account changing money values or except where stated current valuation of non current assets. Cost is based on the fair values of the consideration given in exchange for assets.

The following is a summary of the material accounting policies adopted by the Union in the preparation of the financial report. The accounting policies have been consistently applied unless otherwise stated.

The financial report covers NTEU, which is a union domiciled in Australia.

(a) Taxation

Tax effect accounting has not been applied as the association is exempt from tax under 50.15 of the Income Tax Assessment Act, 1997.

(b) Property, Plant and Equipment

Property, plant and equipment are measured on the cost basis less any accumulated depreciation or amortisation. The carrying amount of property, plant and equipment is reviewed annually by the committee of management 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 their present values in determining recoverable amounts.

The depreciable amount of all property, plant and equipment, including capitalised lease assets, is depreciated on a straight line basis over their useful lives commencing from the time the asset is held ready for use.

The gain or loss on disposal of all property, plant and equipment is determined as the difference between the carrying amount of the asset at the time of disposal and the proceeds of disposal, and is included in the results of the group in the year of disposal.

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

Class of Property, Plant & Equipment	Depreciation Rate
Office Equipment	33%

NOTES TO THE FINANCIAL STATEMENTS AT 30 JUNE 2002

NOTE 1: SIGNIFICANT ACCOUNTING POLICIES (cont'd)

(c) **Net Fair Value**

The carrying amounts of cash, cash equivalents and non-interest bearing monetary financial assets and liabilities approximate net fair value.

(d) **Cash**

For the purposes of statement of cash flows, cash includes cash on hand, at call deposits with banks or financial institutions, and money market assets maturing within less than two months and net of bank overdrafts.

(e) **Employee Benefits**

Expenses are recognised when it is probable that consumption or loss of service potential has occurred and they are capable of being measured reliably.

Liabilities are only recognised where it is probable that settlement will be required and can be measured reliably.

Annual leave and other employee entitlements which are expected to be settled within twelve months are calculated using the nominal basis of measurement. This method uses current remuneration methods and does not discount cash flows to present values.

(f) **Investments**

All investments are included in the Statement of Financial Position at cost. The carrying amount of investments is reviewed annually by directors to ensure it is not in excess of the recoverable amount of these investments.

(g) **Comparative Figures**

Where required by accounting standards, comparative information has been adjusted to conform with presentation changes of the current financial year.

(h) **Revenue Recognition**

Revenue from the rendering of a service is recognised upon the delivery of the service to the client. Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial assets. Other revenue includes interest income on short-term deposits.

All revenue is stated net of the amount of goods and services tax (GST).

NOTES TO THE FINANCIAL STATEMENTS AT 30 JUNE 2002

NOTE 1: SIGNIFICANT ACCOUNTING POLICIES (cont'd)

(i) Early Adoption of New Accounting Standard

Accounting Standard AAS38 "Revaluation of Non-Current Assets" as revised in July 2001, applies to reporting periods ending on or after 30 September 2001. The Committee of Management have elected to apply the Accounting Standard to the annual reporting period ending 30 June 2002.

All measurement principles and disclosures of this standard have been applied in the preparation of the financial report, for the financial period ended 30 June 2002.

(j) GST

All elements in the statement of financial performance are stated exclusive of GST. Receivables and payables in the statement of financial position are stated inclusive of GST. For the purposes of the statement of cash flows, GST received and GST paid are recorded on a gross basis and are included in receipts from customers and payments to suppliers respectively.

**GRIFFITH UNIVERSITY BRANCH OF THE NATIONAL
TERTIARY EDUCATION INDUSTRY UNION**

4/4

NOTES TO THE FINANCIAL STATEMENTS AT 30 JUNE 2002

	2002	2001
	\$	\$
NOTE 2: REVENUE FROM ORDINARY ACTIVITIES		
(a) Operating Revenue		
Membership Fees	294,721	299,604
Sundry	3,475	1,728
	298,196	301,332
(b) Non Operating Revenue		
Interest – Other persons	1,536	2,072
	1,536	2,072
Total Revenue from Ordinary Activities	299,732	303,404

NOTE 3: EXPENSES

Profit from ordinary activities has been determined after:

(a) Expenses		
Remuneration of Auditor		
- Audit	1,500	1,186
- Other Services	1,298	-
Capitation – Divisional	118,851	110,282
Capitation – National	108,437	119,319
Wages	31,243	27,426
Superannuation	4,519	5,180
Annual Leave Provision	-	5,040
Payroll Tax	1,607	5,339
Recruitment	-	4,465
Depreciation	1,938	1,693
Conference & AGM	4,628	253
National Defence Fund	14,429	-
NTEU – Supplementary Dues & Donations	400	-
Printing & Stationery	1,089	1,664
Telephone & Fax	1,991	1,068
Sundry	2,041	4,084
Error: Membership Fee Reversal	21,971	-
	315,942	286,999

NOTES TO THE FINANCIAL STATEMENTS AT 30 JUNE 2002

NOTE 4: NOTES TO STATEMENT OF CASH FLOWS

(a) Reconciliation of Cash

Cash at the end of the reporting period as shown in the Statement of Cash Flows is reconciled to the related items in the Statement of Financial Position as follows:-

	2002	2001
	\$	\$
Petty Cash	70	70
Bank	38,743	80,868
	<u> </u>	<u> </u>
Cash	<u>38,813</u>	<u>80,938</u>

(b) Reconciliation of Net Cash Provided by Operating Activities to Operating Surplus

Operating surplus/(deficit)	(16,030)	16,405
Non-Cash Flows in Operating Surplus		
Depreciation	1,937	1,693
Changes in Assets and Liabilities		
Decrease/(Increase) in trade receivables	23,971	4,668
Increase/(Decrease) in creditors	(43,623)	47,231
Increase/(Decrease) in provisions	-	5,040
Decrease/(Increase) in other receivables	1,042	-
	<u> </u>	<u> </u>
Net Cash Provided by Operating Activities	<u>(32,703)</u>	<u>75,037</u>

**GRIFFITH UNIVERSITY BRANCH OF THE NATIONAL
TERTIARY EDUCATION INDUSTRY UNION**

4/6

NOTES TO THE FINANCIAL STATEMENTS AT 30 JUNE 2002

	2002	2001
	\$	\$
NOTE 5: RECEIVABLES		
Trade Debtors	-	23,971
Interest Receivable	-	912
GST Receivable	75	130
	-----	-----
	<u>75</u>	<u>25,013</u>
 NOTE 6: PROPERTY, PLANT AND EQUIPMENT		
Office Equipment	16,421	16,421
Less: Accumulated Depreciation	(12,545)	(10,607)
	-----	-----
	<u>3,876</u>	<u>5,814</u>

Movements in plant and equipment during the financial year were as follows:

	Office Equipment
Opening Balance	5,814
Additions	-
Disposals	-
Depreciation	(1,938)
Closing Balance	<u>3,876</u>

NOTE 7: INVESTMENTS

Current		
Term Deposits	37,705	28,281
	-----	-----
 Non-Current		
Shares	10	10
	-----	-----

NOTE 8: PAYABLES

Current		
Trade Creditors	32,753	76,300
	-----	-----

**GRIFFITH UNIVERSITY BRANCH OF THE NATIONAL
TERTIARY EDUCATION INDUSTRY UNION**

4/7

NOTES TO THE FINANCIAL STATEMENTS AT 30 JUNE 2002

	2002	2001
	\$	\$
NOTE 9: PROVISIONS		
CURRENT		
Employee Entitlements	5,040	5,040
	<u>5,040</u>	<u>5,040</u>
Number of employees at year end	1	1
NOTE 10: EQUITY		
Balance at Beginning of the year	58,716	42,311
Loss from Ordinary Activities after Income Tax	(16,030)	16,405
Balance at the End of the year	<u>42,686</u>	<u>58,716</u>

NOTES TO THE FINANCIAL STATEMENTS AT 30 JUNE 2002

NOTE 11: FINANCIAL INSTRUMENTS

(a) Interest Rate Risk:

The union'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 financial liabilities, is as follows:

	Weighted Average Effective Rate		Floating Interest Rate		Non Interest Bearing	
	2002 %	2001 %	2002 %	2001 \$	2002 \$	2001 \$
Financial Assets:						
Cash	1.50%	1.50%	5,906	5,906	-	-
Investments	6.50%	6.50%	38,743	28,291	-	-
Accounts Receivable	-	-	-	-	75	25,013
Financial Liabilities:						
Accounts Payable	-	-	-	-	32,753	81,340

(b) Net Fair Values

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.

NOTES TO THE FINANCIAL STATEMENTS AT 30 JUNE 2002

NOTE 12: COMMITTEE OF MANAGEMENT

Executive committee members receive no remuneration in that capacity.

Branch Committee

Branch President	Mr Stephen Stockwell (Resigned 03.01.02) Ms Shaunnagh Dorsett (Appointed 03.01.02)
Branch Secretary	Ms Shaunnagh Dorsett (Resigned 03.01.02) Dr Tony Van Fossen (Appointed 03.01.02)
Branch Vice President - Academic	Ms Margaret Lee
Branch Vice President – General	Mr John Doyle
Committee Members:	Assoc Prof David Burch Ms Sharon Clifford Dr Tony Van Fossen (Resigned 03.01.02) Dr Rod Edwards Ms Amanda Clarke Mr Charles Zuber Dr Sally Rickson Dr Stephen Cronin Ms Maureen Newton Mr Stephen Stockwell (Appointed 03.01.02)

NOTES TO THE FINANCIAL STATEMENTS AT 30 JUNE 2002

NOTE 13: ERROR: MEMBERSHIP FEE REVERSAL

For the financial year ending 30 June 2001, membership fees of \$21,971 were incorrectly taken up as both an outstanding deposit in the bank account and as a receivable. This resulted in an overstatement of Membership Fees, Cash, and Receivables by \$21,971 for the financial year ending 30 June 2001.

The error was identified in the preparation of the Financial Report for the financial year ending 30 June 2002 and has been corrected in the Statement of Financial Performance for 30 June 2002, as required by the Accounting Standards. Additional disclosure is provided below to provide information as to the actual results of the Union for the financial years ending 30 June 2001 and 2002 had the error not occurred.

STATEMENT OF FINANCIAL PERFORMANCE

For The Year Ended 30 June 2002

		2002 \$	2001 \$
INCOME			
Revenue from ordinary activities	2	299,732	281,613
		-----	-----
		299,732	281,613
		-----	-----
EXPENDITURE			
Depreciation	3	1,938	1,693
Employee benefits expense	3	35,762	37,646
Other expense from ordinary activities	3	256,271	247,660
		-----	-----
		293,971	286,999
		-----	-----
Profit from ordinary activities before income tax expense	10	5,761	(5,386)
		-----	-----
Income tax expense relating to ordinary expenses		-	-
		-----	-----
Total changes in equity other than those resulting from transactions with owners as owners	10	5,761	(5,386)
		=====	=====

NOTES TO THE FINANCIAL STATEMENTS AT 30 JUNE 2002

NOTE 13: ERROR: MEMBERSHIP FEE REVERSAL (CONTINUED)

STATEMENT OF FINANCIAL POSITION

As At 30 June 2002

		2002	2001
		\$	\$
CURRENT ASSETS			
Petty Cash	4	70	70
Bank	4	38,743	56,897
Receivables	5	75	25,013
Investments	7	37,705	28,281
		-----	-----
TOTAL CURRENT ASSETS		76,593	110,261
		-----	-----
NON-CURRENT ASSETS			
Property Plant & Equipment	6	3,876	5,814
Investments	7	10	10
		-----	-----
TOTAL NON-CURRENT ASSETS		3,886	5,824
		-----	-----
TOTAL ASSETS		80,479	116,085
		-----	-----
CURRENT LIABILITIES			
Payables	8	32,753	74,121
Provisions	9	5,040	5,040
		-----	-----
TOTAL LIABILITIES		37,793	79,160
		-----	-----
NET ASSETS		42,686	36,925
		=====	=====
EQUITY			
Retained Profits	10	42,686	36,925
		-----	-----
		42,686	36,925
		=====	=====

NOTES TO THE FINANCIAL STATEMENTS AT 30 JUNE 2002

NOTE 13: ERROR: MEMBERSHIP FEE REVERSAL (CONTINUED)

	2002	2001
	\$	\$
NOTE 2: REVENUE FROM ORDINARY ACTIVITIES		
(c) Operating Revenue		
Membership Fees	294,721	277,813
Sundry	3,475	1,728
	298,196	279,541
(d) Non Operating Revenue		
Interest – Other persons	1,536	2,072
	1,536	2,072
Total Revenue from Ordinary Activities	299,732	281,613

NOTE 10: EQUITY

Balance at Beginning of the year	36,925	42,311
Loss from Ordinary Activities after Income Tax	5,761	(5,386)
	42,686	36,925
Balance at the End of the year	42,686	36,925

CERTIFICATE BY ACCOUNTING OFFICER

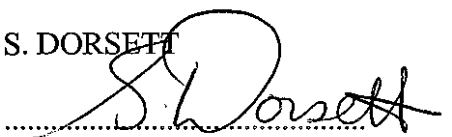
Shaunnagh Dorsett.
I, ~~Stephen Stockwell~~, being the Officer responsible for keeping the accounting records of the Griffith University Branch, certify that as at 30 June 2002 the number of members of the Griffith University Branch was 716.

In my opinion:-

- (1) The accompanying financial report shows a true and fair view of the financial affairs of the Griffith University Branch as at 30 June 2002.
- (2) The accompanying audit report, financial statements and Certificate of Committee of Management are copies of the documents presented to a meeting in accordance with Section 279(6) of the Workplace Relations Act 1996.
- (3) A record has been kept of all moneys paid by or collected from members of the Griffith University Branch and all moneys so paid or collected have been credited to the bank account to which those moneys are to be credited in accordance with the rules of the Griffith University Branch.
- (4) Before any expenditure was incurred by the Griffith University Branch approval of the incurring of the expenditure was obtained in accordance with the rules of the Griffith University Branch.
- (5) No payments were made out of funds or accounts operated by the Griffith University Branch in respect of compulsory levies raised by the Griffith University Branch or voluntary contributions collected from members of the Griffith University Branch or other funds, the operation of which is required by the rules of the Griffith University Branch for a purpose other than the purpose for which the fund was operated.
- (6) No loans or other financial benefits other than remuneration in respect of their full time employment with the Griffith University Branch were made to persons holding office in the Griffith University Branch.
- (7) The register of members of the Griffith University Branch was maintained in accordance with the Workplace Relations Act 1996 as amended.

BRISBANE:

S. DORSETT



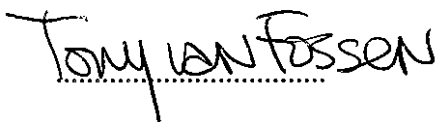
ACCOUNTING OFFICER

CERTIFICATE OF COMMITTEE OF MANAGEMENT


We, Shaunnagh Dorsett and ^{Tony Van Fossen}~~Stephen Stockwell~~, being two members of the Committee of Management of the Griffith University Branch do state on behalf of the Griffith University Branch and in accordance with a resolution passed by the Branch that:-

- i) In the opinion of the Committee of Management, the accompanying financial report shows a true and fair view of the financial affairs of the Griffith University Branch as at 30 June 2002.
- ii) In the opinion of the Committee of Management, meetings of the Committee were held during the year ended 30 June 2002 in accordance with the rules of the Griffith University Branch.
- iii) To the knowledge of any member of the Committee, there have been, during the financial year to which the accounts relate, no instances where records of the organisation or other documents (not being documents containing information made available to a member of the organisation under subsection 274(2) of the Workplace Relations Act 1996), or copies of those records or other documents or copies of the rules of the organisation, have not been furnished, or made available, to members of the organisation in accordance with the Workplace Relations Act 1996, the Regulations or the rules of the Griffith University Branch.
- iv) The Branch has complied with sub-sections 279(1) and (6) of the Act in relation to the financial accounts in respect of the previous financial period and the auditors' report thereon.

Dated: 3RD June 2003



Tony Van Fossen



S. Dorsett

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE
GRIFFITH UNIVERSITY BRANCH OF THE NATIONAL TERTIARY
EDUCATION INDUSTRY UNION**

Scope

We have audited the Financial Report of the Griffith University Branch of the National Tertiary Education Industry Union for the financial year ended 30 June 2002 being the Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows, Notes to the Financial Statements, Certificate by Accounting Officer and Certificate of Committee of Management. The Committee of Management is responsible for the preparation and presentation of the financial report and the information it contains. We have performed an audit of this Financial Report in order to express an opinion on them to the members of the Union.

Our audit has been planned and performed in accordance with Australian Auditing Standards, to provide a reasonable level of assurance as to 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 Australian Accounting Standards, other mandatory professional reporting requirements (Urgent Issues Group Consensus Views) and statutory requirements so as to present a view of the Union which is consistent with our understanding of its operations.

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

Audit Opinion

In our opinion:-

1. Satisfactory accounting records have been kept, including:-
 - a) records of the sources and nature of income of the Union (including income from members);
and
 - b) records of the nature and purposes of the expenditure of Union.
2. The financial report for the year ended 30 June 2002 prepared in accordance with Section 273 of the Workplace Relations Act 1996, were properly drawn up:-
 - a) so as to give a true and fair view of:
 - i) the financial affairs of the Union at the end of that period; and
 - ii) the income and expenditure and surplus of the Union for that period; and

- b) in accordance with Australian Accounting Standards and other mandatory professional reporting requirements.
3. We have received all the information and explanations which to the best of our knowledge and belief were necessary for the purpose of our audit.

BDO Kendalls
Chartered Accountants

BDO Kendalls
.....

T. F. Cronin
.....

T.F. Cronin
Partner

Registered Company Auditor

Brisbane: *24.6.2003*

PRESCRIBED INFORMATION NOTICE

Information to be provided to members of Registrar (s274 Workplace Relations Act 1996):

- (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 a member 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 subsection (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 member.



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

Mr. A. Van Hossen
Branch Secretary
National Tertiary Education Industry Union
Griffith University Branch
Room 1.05, University House
Griffith University
Kessels Road
NATHAN QLD 4111

Dear Mr. Van Hossen,

**Re: Outstanding Financial Documents - Workplace Relations Act 1996
FR2002/449**

There is no record of lodgement in the Industrial Registry of the auditor's report, accounts and statements of the abovenamed body, prepared in accordance with the *Workplace Relations Act 1996* ('the Act'), for the year ended **30 June 2002**.

An organisation registered under the Act or a branch of such an organisation is required after the end of its financial year to prepare accounts and statements, obtain an audit report, provide copies of the auditor's report, accounts and statements ('the financial documents') to its members, present the financial documents to a meeting of members or committee of management, and lodge copies of such documents in the Industrial Registry. Having in mind the time-scales allowed by the Act to complete each of these steps, lodgement of the financial documents specified above would, in the normal course, be expected before now.

Therefore, I request your written advice by **Friday 27 June 2003** as to when each of the following steps is expected to be completed:-

1. preparation of the accounts and statements
2. making of the audit report
3. provision of copies of the financial documents to the members
4. presentation of the financial documents to a meeting of the members or the committee of management *following provision of copies to the members*
5. lodgement of copies of the financial documents in the Industrial Registry under cover of a certificate by you that the documents so lodged are copies of the documents presented to the meeting referred to in 4 above - such certificate specifying the type of meeting and the date when it was held.

If you wish to discuss this letter you may contact me on (03) 8661 7993.

In reply please quote: FR2002/449

Yours sincerely

Larry Powell
Statutory Services Branch
12 June 2003



18th March, 2003

The Australian Industrial Registry,
GPO Box 1994S
MELBOURNE VIC 3001.

Griffith University Branch

-1.06, University House
Griffith University, Q 4111
Tel: (07) 3875 7635
Fax: (07) 3875 7964
Email: n.maxton@mailbox.gu.edu.au
Website: www.nteu.org.au

Attention Mr Clency Lapierre
Statutory Services Branch

Dear Mr Lapierre

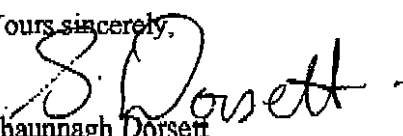
I am responding to your letter of 11th March reminding of the financial reporting requirements in respect to the financial year ended 30th June, 2002.

An audit has been carried out and accounts and statements have been prepared but it is unlikely that all the processes required to be carried out under legislation will be completed by the end of March, 2003

Therefore under the provisions of the Act we wish to apply for an extension of the lodgement deadline until the 30th April, 2003.

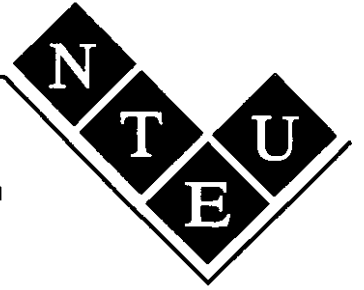
Thanking you,

Yours sincerely,


Shaunnagh Dorsett
Branch President

2002/749.

**National
Tertiary
Education
Industry
Union**



18th March, 2003

The Australian Industrial Registry,
GPO Box 1994S
MELBOURNE VIC 3001.

Griffith University Branch

-1.06, University House
Griffith University, Q 4111
Tel: (07) 3875 7635
Fax: (07) 3875 7964
Email: n.maxton@mailbox.gu.edu.au
Website: www.nteu.org.au

Attention Mr Clency Lapierre
Statutory Services Branch

Dear Mr Lapierre

I am responding to your letter of 11th March reminding of the financial reporting requirements in respect to the financial year ended 30th June, 2002.

An audit has been carried out and accounts and statements have been prepared but it is unlikely that all the processes required to be carried out under legislation will be completed by the end of March, 2003

Therefore under the provisions of the Act we wish to apply for an extension of the lodgement deadline until the 30th April, 2003.

Thanking you,

Yours sincerely,

Shaunnagh Dorsett
Branch President



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

Ms. S. G. Dorsett
Secretary
National Tertiary Education Industry Union
Griffith University Branch NTEU Office
Room 1.05, University House
Kessels Road
NATHAN QLD 4111

Dear Ms. Dorsett,

Re: Financial statements for year ended 30 June 2002 - FR2002/449

This is a courtesy letter to remind you of the financial reporting requirements of Part IX, Division 11 of the Workplace Relations Act 1996 ('the Act') in respect of financial year ended 30 June 2002.

An organisation registered under the Act or a branch of such an organisation is required to carry out the various steps of the financial reporting obligations within certain time-scales.

In relation to financial documents for year ended 30 June 2002, the auditor should have made a report to the branch as required by subsection 276(1) of the Act before 31 December 2002.

If you have not done so already you should consider implementing the following steps:

- provision of copies of the auditor's report, accounts and statements to the members,
- following provision of copies to the members, presentation of the auditor's report, accounts and statements to a meeting of the members or the committee of management
- lodgement of copies of the auditor's report, accounts and statements in the Industrial Registry accompanied by your certificate confirming that the documents so lodged are copies of those presented to the relevant meeting - the certificate should specify the type of meeting and the date when the meeting was held.

In the normal course of events, financial statements for year ended 30 June 2002 should be lodged in the Industrial Registry before 31 March 2003. Please note that the Act provides for extensions of time to be sought and granted in certain circumstances.

If you have already taken steps to have the financial statements lodged in the Industrial Registry before 31 March 2003, please disregard this letter.

I have enclosed for your information a notice describing the financial reporting requirements in more detail, including the time-scales prescribed by the legislation.

Should you wish to discuss this letter please contact me on (03) 8661 7787.

Yours sincerely


Clency Lapiere
Statutory Services Branch

11 March 2003