



## 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. J. Doyle  
Branch Secretary  
National Tertiary Education Industry Union  
Griffith University Branch  
Room1.05, University House  
Griffith University  
Kessels Road  
NATHAN QLD 4111

Dear Mr. Doyle,

**Re: Financial statements for year ended 30 June 2003  
FR2003/430**

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 2003. The documents were lodged in the Industrial Registry on 24 June 2004.

The financial documents have been filed.

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

### 1. 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.

### 2. 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 2004 are lodged within the time scale provisions.

The Registration and Accountability of Organisations Schedule (Schedule 1B to the Workplace Relations Act 1996) alters 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. You may wish to refer to section 269 of Schedule 1B which provides for reduced reporting requirements if a reporting unit has substantial common membership with a State registered body.

**Electronic lodgment**

I encourage you to take advantage of the electronic lodgment service provided by the Registry for future lodgments. You may register as a user and then lodge your documents via the Electronic Lodgment page of the AIRC website at [www.airc.gov.au](http://www.airc.gov.au). Alternatively, you may send an email with the documents attached to: [RIATeam3@air.gov.au](mailto:RIATeam3@air.gov.au). Please note that the Rules of the Commission allow for electronic signatures to be used, other than for statutory declarations (see subrule 74A(1)). Where documents are lodged electronically, there will be no need to forward hard copies of the documents.

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.

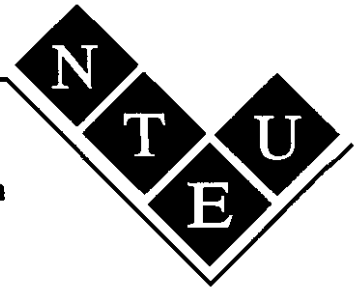
Yours sincerely,

A handwritten signature in black ink, appearing to read 'L Powell'.

Larry Powell  
Statutory Services Branch

8 July 2004

**National  
Tertiary  
Education  
Industry  
Union**



**Griffith University Branch**

-1.05 Sewell Bldg  
Griffith University, Q 4111  
Tel: (07) 3875 7635  
Fax: (07) 3875 7964  
Email: n.maxton@mailbox.gu.edu.au  
Website: www.nteu.org.au

2<sup>nd</sup> June, 2004

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 30<sup>th</sup> June, 2003

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**

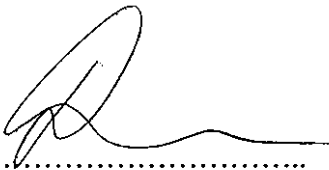
**GRIFFITH UNIVERSITY BRANCH**

**SECRETARY'S CERTIFICATE**

I, John Patrick Doyle, 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 30<sup>th</sup> June, 2003 were distributed to members free of charge on the 30<sup>th</sup> April, 2004
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 18<sup>th</sup> May, 2004
3. The information contained in the accounts and statements is correct.

Signed:



.....

Date

02-06-04  
.....



# THE NATIONAL TERTIARY EDUCATION UNION

## GRIFFITH UNIVERSITY BRANCH

### STATEMENT OF FINANCIAL PERFORMANCE

#### FOR THE YEAR ENDED 30 JUNE 2003

|  | 2003           | 2002            |
|--|----------------|-----------------|
|  | \$             | \$              |
| <b><u>INCOME</u></b>                               |                |                 |
| Membership Fees                                    | 351,535        | 294,721         |
| Interest Received                                  | 934            | 1536            |
| Other Income                                       | 4,029          | 3,655           |
|  | <u>356,498</u> | <u>299,912</u>  |
| <b><u>EXPENDITURE</u></b>                          |                |                 |
| Audit Fees   | 1,680          | 2,798           |
| Bank Charges                                       | 292            | -               |
| Capitation - Divisional                            | 156,309        | 118,851         |
| - National   | 116,728        | 108,437         |
| - Other  | -              | 400             |
| Conference and AGM                                 | 793            | 4,628           |
| Depreciation                                       | 1,642          | 1,938           |
| Meeting Expenses                                   | 2,312          | -               |
| National Defence Fund                              | 17,231         | 14,429          |
| Payroll Tax  | 2,243          | 1,607           |
| General Office Systems                             | 3,352          | 2,041           |
| Postage, Printing and Stationary                   | 1,847          | 1,089           |
| Recruitment  | 168            | -               |
| Wages – Employees                                  | 45,063         | 31,243          |
| Superannuation – Employees                         | 7,336          | 4,519           |
| Telephone and Fax                                  | 2,659          | 1,991           |
| Provisions for Annual Leave and Long Service Leave | 3,468          | -               |
| Membership Fee Reversal Prior Year                 | -              | 21,971          |
| Travel Expenses                                    | 549            | -               |
| Workcover  | 134            | -               |
|  | <u>363,806</u> | <u>315,942</u>  |
| Excess (Deficiency) of Income over Expenditure     | <u>(7,308)</u> | <u>(16,030)</u> |

The above should be read in conjunction with the attached notes

**THE NATIONAL TERTIARY EDUCATION UNION****GRIFFITH UNIVERSITY BRANCH****STATEMENT OF FINANCIAL POSITION****FOR THE YEAR ENDED 30 JUNE 2003**

|  | <b><u>NOTE</u></b> | <b><u>2003</u></b> | <b><u>2002</u></b> |
|--|--------------------|--------------------|--------------------|
|  |                    | <b><u>\$</u></b>   | <b><u>\$</u></b>   |
| <b><u>CURRENT ASSETS</u></b>                   |                    |                    |                    |
| Cash on Hand                                   |                    | 100                | 70                 |
| Cash at Bank                                   |                    | 8,685              | 38,743             |
| Term Deposits                                  |                    | 33,628             | 37,705             |
| Receivables                                    | 2                  | 73                 | 75                 |
|  |                    | <u>42,486</u>      | <u>76,593</u>      |
| <b><u>INVESTMENTS</u></b>                      |                    |                    |                    |
| Shares – Uni Credit Union                      |                    | 10                 | 10                 |
| <b><u>NON-CURRENT ASSETS</u></b>               |                    |                    |                    |
| Plant and Equipment at Cost                    |                    | 16,421             | 16,421             |
| Accumulated Depreciation                       |                    | (14,187)           | (12,545)           |
|  |                    | <u>2,234</u>       | <u>3,876</u>       |
| Total Assets                                   |                    | <u>44,730</u>      | <u>80,479</u>      |
| <b><u>CURRENT LIABILITIES</u></b>              |                    |                    |                    |
| Trade Creditors and Accruals                   |                    | 844                | 32,753             |
| Provision for Employee Entitlements            |                    | 8,508              | 5,040              |
| Total Liabilities                              |                    | <u>9,352</u>       | <u>37,793</u>      |
| NET ASSETS                                     |                    | <u>35,378</u>      | <u>42,686</u>      |
| <b><u>MEMBERS EQUITY</u></b>                   |                    |                    |                    |
| <b><u>OBTAINED EARNINGS</u></b>                |                    |                    |                    |
| Balance at 1 July 2003                         |                    | 42,686             | 58,716             |
| Excess (Deficiency) of Income over Expenditure |                    | (7,308)            | (16,030)           |
| Balance at 30 June 2003                        |                    | <u>35,378</u>      | <u>42,686</u>      |

The above should be read in conjunction with the attached notes

**THE NATIONAL TERTIARY EDUCATION UNION****GRIFFITH UNIVERSITY BRANCH****STATEMENT OF CASH FLOWS****FOR THE YEAR ENDED 30 June 2003**

|   | <u>NOTE</u> | <u>2003</u>     | <u>2002</u>     |
|---|-------------|-----------------|-----------------|
|   |             | \$              | \$              |
| <b>CASH FLOWS FROM OPERATING ACTIVITIES</b>   |             |                 |                 |
| Receipts from members                         |             | 351,535         | 330,141         |
| Payments to suppliers & employees             |             | (386,574)       | (365,292)       |
| Interest received                             |             | 934             | 2,448           |
| NET CASH PROVIDED BY OPERATING ACTIVITIES     | 3(b)        | <u>(34,105)</u> | <u>(32,703)</u> |
| <b>CASH FLOWS FROM INVESTING ACTIVITIES</b>   |             |                 |                 |
| Payment for investments                       |             | -               | (9,422)         |
| Reduction in investments                      |             | 4,077           | -               |
| NET CASH USED IN INVESTING ACTIVITIES         |             | <u>4,077</u>    | <u>(9,422)</u>  |
| Net increase (decrease) in Cash Held          |             | (30,028)        | (42,125)        |
| Cash at the beginning of the financial period |             | 38,813          | 80,938          |
| Cash at the end of the financial period       | 3(a)        | <u>8,785</u>    | <u>38,813</u>   |

The above should be read in conjunction with the attached notes



**THE NATIONAL TERTIARY EDUCATION UNION**  
**GRIFFITH UNIVERSITY BRANCH**  
**NOTES TO AND FORMING PART OF THE ACCOUNTS**  
**FOR THE YEAR ENDED 30 JUNE 2003**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The general purpose financial report has been prepared in accordance with Australian Standards, other mandatory professional reporting requirements and The Workplace Relations Act 1996.

The accounts are prepared in accordance with the historical cost convention. The accounting policies adopted are consistent with those of the previous year.

**(a) Income Tax**

The association is exempt from income tax under section 50 – 15 of the Income Tax Assessment Act, 1997. The ongoing applicability of this ruling is at the discretion of the Australian Taxation Office.

**(b) Depreciation**

Depreciation is calculated on a straight line basis so as to write off the full net cost of each depreciable non-current asset over its expected useful life

**THE NATIONAL TERTIARY EDUCATION UNION**  
**GRIFFITH UNIVERSITY BRANCH**  
**NOTES TO AND FORMING PART OF THE ACCOUNTS**  
**FOR THE YEAR ENDED 30 JUNE 2003**

(Continued)

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

|  | <b>2003</b>     | <b>2002</b>     |
|--|-----------------|-----------------|
|  | <b>\$</b>       | <b>\$</b>       |
| Operating surplus/(deficit)                | (7,308)         | (16,030)        |
| <b>Non-Cash Flows in Operating Surplus</b> |                 |                 |
| Depreciation                               | 1,642           | 1,937           |
| <b>Changes in Assets and Liabilities</b>   |                 |                 |
| Decrease/(Increase) in trade receivables   | -               | 23,971          |
| Increase/(Decrease) in creditors           | (31,909)        | (43,623)        |
| Increase/(Decrease) in provisions          | 3,468           | -               |
| Decrease/(Increase) in other receivables   | 2               | 1,042           |
| Net Cash Provided by Operating Activities  | <u>(34,105)</u> | <u>(32,703)</u> |

**(c) Cash**

For purposes of the statement of cash flows, cash includes deposits at call which are readily convertible to cash on hand and are used in the cash management function on a day to day basis, net of outstanding bank overdrafts.

**2. RECEIVABLES**

|                    | <b>2003</b> | <b>2002</b> |
|--------------------|-------------|-------------|
|                    | \$          | \$          |
| Net GST receivable | 73          | 75          |
|                    | <u>73</u>   | <u>75</u>   |

**3. 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:

|              | <b>2003</b>  | <b>2002</b>   |
|--------------|--------------|---------------|
|              | \$           | \$            |
| Petty Cash   | 100          | 70            |
| Cash at Bank | 8,685        | 38,743        |
|              | <u>8,785</u> | <u>38,813</u> |

**THE NATIONAL TERTIARY EDUCATION UNION**

**GRIFFITH UNIVERSITY BRANCH**

**CERTIFICATION BY ACCOUNTING OFFICER OF UNION**

I, Margaret Lee, being the Officer responsible for keeping the accounting records of the branch, hereby certify that the attached financial statements are a just and true account of The National Tertiary Education Union Griffith University Branch as at close of the financial year on the 30<sup>th</sup> day of June, 2003 showing fully the assets and liabilities of the branch as at that date.

I certify that 761 persons were members of the branch at the end of the financial year to which the attached accounts relate.

I am of the opinion that in respect of the financial year to which this statement relates –

- 1 The financial statements show a true and fair view of the financial affairs of the branch as at 30 June 2003;
- 2 A record has been kept of all moneys paid, by, or collected from, members of the branch and all moneys paid or collected have been credited to the bank account or accounts to which those moneys are to be credited, in accordance with the rules of the Union.
- 3 Before any expenditure was incurred by the branch, approval of the incurring of the expenditure was obtained in accordance with the rules of the branch.
- 4 No payment was made out of a fund referred to in subparagraph 107 (b) (xiii) or (xv) of the regulations for a purpose other than the purpose for which the fund was operated.

- 5 All loans or other financial benefits granted to persons holding office in the Union were authorised in accordance with the rules of the branch; and
  
- 6 The register of members of the branch was maintained in accordance with the Workplace Relations Act 1996 as amended.

*Margaret Lee*

Margaret Lee

Date.....*20-4-04*.....

**THE NATIONAL TERTIARY EDUCATION UNION**

**GRIFFITH UNIVERSITY BRANCH**

**CERTIFICATION BY ACCOUNTING OFFICER OF UNION**

We, Margaret Lee and John Doyle, being two Members of the Committee of Management of the National Tertiary Education Union Griffith University Branch, so state on behalf of the Committee of Management and in accordance with a resolution passed by the committee of Management that:

In the opinion of the Committee of Mangement:

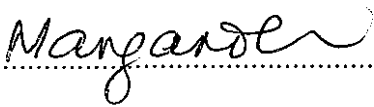
- 1 The attached financial statements of the Union show a true and fair view of the financial affairs of the branch as at 30 June, 2003;
- 2 during the year meetings of the Committee of Mangement were held in accordance with the rules of the branch.

To the knowledge of all the members of the Committee, there have been no instances during the year when records of the branch or other documents (not being documents containing information made available to a member of the branch under section 274(2) of the Workplace Relations Act 1996), or copies of those records or documents, or copies of the rules of the branch, have not been furnished or made available to members of the branch in accordance with the Workplace Regulations Act 1996, as amended, and Regulation or rules of the branch.

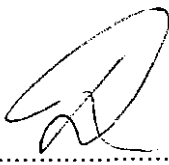
Further, in relation to the report to the prepared in accordance with section 276 of the Workplace Relations Act 1996 by the auditor of the branch in respect of the financial year immediately preceding the financial year to which the financial statements relate and in

relation to any accounts and statements prepared in accordance with subsection 273(1) of the Act, the branch has complied with subsections 279(1) and 279(6) of the Act.

In accordance with a resolution by the Committee of Management

  
.....

Margaret Lee

  
.....

John Doyle

Date..... 20/4/04 .....

**THE NATIONAL TERTIARY EDUCATION UNION**

**GRIFFITH UNIVERSITY BRANCH**

**CERTIFICATION BY AUDITORS**

Independent Audit Report to the Committee of Management

**SCOPE**

We have inspected and audited the accounting records of the National Tertiary Education Union Griffith University Branch in respect of the financial year ended 30 June 2003 as set out in pages 2 – 8. The Committee of Management is responsible for the preparation and presentation of the financial statements and the information they contain. We have conducted an independent audit of these financial accounts in order to express an opinion on them to the Committee of Management.

Our audit has been conducted in accordance with Australian Auditing Standards, to provide reasonable assurance as to whether the financial accounts are free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial accounts, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial accounts are presented fairly in accordance with Australian accounting concepts and standards and statutory requirements so as to present a view of the National Tertiary Education Union Griffith University Branch which is consistent with our understanding of its financial position, 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 –



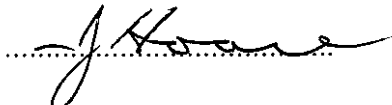
(a) Satisfactory accounting records were kept by the branch in relation to the year including:

- (i) records of the sources and nature of the income of the branch (including income from members; and
- (ii) records of the nature and purpose of the expenditure of the branch.

(b) The financial statements are set out on pages 2 to 8 which have been prepared in accordance with section 273(1) of the Workplace Relations Act 1996 as amended and applicable Australian Accounting Standards, are properly drawn up so to give true and fair view of:

- (i) the financial affairs of the branch as at 30 June 2003; and
- (ii) the deficiency of income over expenditure and cash flows of the branch for the year ended 30 June 2003.

(c) We have received all information and explanations from the officers or employees of the branch required for the purpose of our audit in accordance with section 276(2) of the Act.



Norman J Hoare

Registered Company Auditor

Morris & Batzloff

Chartered Accountants

Date *23rd April 2004*

96 Lytton Road, East Brisbane

**THE NATIONAL TERTIARY EDUCATION UNION**

**GRIFFITH UNIVERSITY BRANCH**

**NOTICE TO MEMBERS AND/OR REGISTRAR**

**NOTICE TO MEMBERS AND/OR REGISTRAR**

Workplace Relations Act 1996

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- Section 274(1): A member of an organization, or a Registrar, may apply to the organization for specified prescribed information in relation to the organization.
- Section 274(2): 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.
- Section 274(3): 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.