



Australian Government
Australian Industrial Registry

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Telephone: (03) 8661 7993
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Mr J Doyle
Branch Secretary
National Tertiary Education Industry Union
Griffith University Branch
Room – 1.05 Sewell Building N12
Nathan Campus
Griffith University
170 Kessels Road
NATHAN QLD 4111

Dear Mr. Doyle

**Re: Schedule 1B of the Workplace Relations Act 1996 (the RAO Schedule)
Financial reports for year ended 30 June 2004 - FR 2004/485**

Reference is made to the financial reports of the Griffith University Branch of the National Tertiary Education Industry Union for the year ended 30 June 2004. The documents were lodged in the Industrial Registry on 29 November 2006.

I direct your attention to the following comments concerning the above reports and the financial reporting obligations under Schedule 1B of the Workplace Relations Act 1996 (the RAO Schedule). Please note that these matters are generally advised for assistance in the future preparation of financial reports, With the exception of the comments concerning item 1, no further action is required in respect of the subject documents.

1. Supply of financial documents to members and presentation to meeting

I note that the financial report was provided to members on 12 April 2005. I also note that the financial report was presented to a meeting of the committee of management of the reporting unit on 26 April 2005.

As you know section 266 of the RAO Schedule makes provision for the methods by which a reporting unit may satisfy its obligation to present the full report to members. The purpose of the financial reporting provisions generally is to ensure disclosure to members and, to offer those members an opportunity to raise any matter that concerns them regarding material disclosed in that information. The vehicle for members to achieve this is either at a general meeting of members or at a meeting of the committee of management. The latter option is only available if the precondition in subsection 266(3), that is the 5% rule, is satisfied. The rules of the reporting unit do not make such provision.

In these circumstances, the relevant documents are required to be presented to a general meeting of members, or at a series of meetings at different locations (this alternative is only available if the rules make provision for such meetings).

2. Designated Officer's Certificate

Section 268 of the RAO Schedule requires a certificate by a prescribed designated officer that the documents lodged are copies of the documents provided to members and presented to a meeting in accordance with s266. I note there is no statement that the financial documents lodged are copies of those provided to members.

3. Auditor's Report

(a) Auditor's Qualifications

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

(b) Auditor's Opinion

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

"In our opinion the general purpose financial report is presented fairly in accordance with applicable Australian Accounting Standards and the requirements imposed by Part 3 of Chapter 8 of Schedule 1 of the Workplace Relations Act 1996."

4. Committee of Management Statement

(a) Date of resolution

Item 18 of the Industrial Registrar's Reporting Guidelines requires that the Committee of Management's statement must be made in accordance with such resolution as is passed by the Committee of Management. Such statement must also specify the date of passage of the resolution. I note that the date of the resolution was not provided.

(b) Signatory

Please note that under reporting Guideline 18(d) for the purposes of section 253 of the RAO Schedule this Statement need only be signed by a designated officer.

(c) Consistency with other reporting units

There appears to be no information in the statement addressing Item 17(e)(iv) of the Industrial Registrar's Reporting Guidelines. This item relates to the keeping of financial records in a consistent manner to each of the other reporting units of the organisation.

It should be noted that the Committee of Management Statement must address all the requirements stipulated in the Industrial Registrar's Guidelines.

(d) Dating and signing of documents

It is noted that the Committee of Management Statement is undated.

All documents should be dated as a matter of course.

5. Notice to Members

There should be included in the full set of financial documents a notice drawing attention to provisions of the Act that prescribed information is available to members on request and which sets out a copy of subsections 272(1), (2) and (3) - refer subsection 272(5) of Schedule 1B and regulation 161(f). I note that not all of subsection (1) has been reproduced.

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

Electronic Lodgment

I encourage you to take advantage of the electronic lodgement service provided by the Registry for future lodgements. You may register as a user and then lodge your documents via the Electronic Lodgement page of the AIRC website at www.airc.gov.au. Alternatively, you may send an email with the documents attached to riateam3@air.gov.au

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

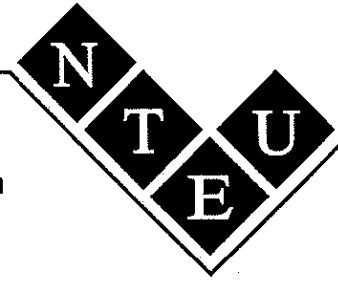
Yours sincerely,

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

Larry Powell
Statutory Services Branch

6 December 2006

**National
Tertiary
Education
Industry
Union**

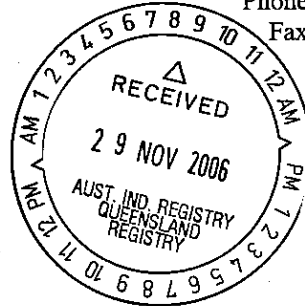


28 November 2006

Griffith University Branch

Room -1.05 Sewell Building N12
Nathan Campus
Griffith University
170 Kessels Rd
Nathan Qld 4111
Phone 07 3735 7635
Fax 07 3735 7964

The Registrar
Australian Industrial Relations Commission
PO Box 5713
Central Plaza
Brisbane Qld 4001



Dear Sir

Please find enclosed the financial statements, operating report and secretary certificate of the Griffith University Branch of the NTEU for the year ending 30th June 2004.

We apologise once again for the late lodgement of these statements and hope that this satisfies the requirements of the Workplace Relations Act 1995.

Please contact Maggie May, Griffith Branch Organiser if you have any questions regarding this submission.

Yours faithfully

A handwritten signature in black ink, appearing to be 'John Doyle'.

John Doyle
Secretary

Griffith University Branch of the National Tertiary Education Union



Operating Report for the year ended 30th June, 2004

Principal Activities

The principal activities of the Branch during the financial year were:

- (a) recruitment of members of the Griffith University Branch of the NTEU.
- (b) Providing industrial advice and services to those members
- (c) Representing members in negotiations with Management of the Griffith University.
- (d) Conduct of meetings of committee of management and members of the Branch.

Result of those Activities

Membership Growth
Communication with membership via e.mail, hard copy mail and website
Regular publications to members
Settlement and implementation of new Enterprise Agreements for Academic and General Staff of the University.

Significant Changes in the Nature of these Activities

There were no significant changes in the nature of the Branch's principal activities during the financial year under review.

Significant Changes in the Branch's Financial Affairs

There were no matters or circumstances which arose during the year ended 30th June, 2004 which significantly affected the financial affairs of the Branch.

Details of the Right of Members to Resign

Members may resign from the Branch in accordance with Rule 11 Resignation from Membership

Details (Including Position Held) of any Officer or Member of the Branch who is:

NATIONAL TERTIARY EDUCATION INDUSTRY UNION

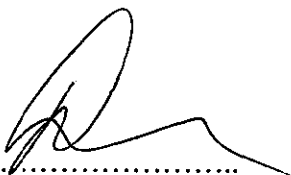
GRIFFITH UNIVERSITY BRANCH

SECRETARY'S CERTIFICATE

I, John 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 30th June, 2004 were distributed to members free of charge on the 12th April, 2005.
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 26th April, 2005
3. The information contained in the accounts and statements is correct.

Signed:


.....

Date

..... 17. 11. 06



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

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

30 JUNE 2004

THE NATIONAL TERTIARY EDUCATION UNION
GRIFFITH UNIVERSITY BRANCH
STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 30 JUNE 2004

	2004	2003
	\$	\$
INCOME		
Membership Fees	397,078	351,535
Interest Received	1,551	934
Other Income	55	2,829
Grant – NTEU National Recruitment	5,000	-
Administration Fee –GUFSA	1,145	1,200
Donations – Campaigns	<u>728</u>	<u>-</u>
	405,557	356,498
EXPENDITURE		
Audit Fees	2,779	1,680
Bank Charges	368	292
Capitation - NTEU (Qld) Division	174,419	156,309
- NTEU - National	131,627	116,728
Campaign Expenses	850	-
Conference and Meeting Expenses	6,255	3,105
Depreciation	2,520	1,642
Labour Day	754	-
Insurance	238	-
NTEU National Defence Fund	21,032	17,231
Payroll Tax	2,941	2,243
General Office Expenses	3,046	3,352
Postage, Printing and Stationary	1,015	1,847
Recruitment	-	168
Wages – Employees	53,035	45,063
Superannuation – Employees	8,873	7,336
Telephone and Fax	2,217	2,659
Provisions for Annual Leave and Long Service Leave	111	3,468
Loss – Office Equipment	3,751	-
Travel Expenses	533	549
Workcover	<u>159</u>	<u>134</u>
	<u>416,523</u>	<u>363,806</u>
Excess (Deficiency) of Income over Expenditure	<u>(10,966)</u>	<u>(7,308)</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 2004

	Note	2004 \$	2003 \$
CURRENT ASSETS			
Cash on Hand		100	100
Cash at Bank		(3,977)	8,685
Term Deposits		35,175	33,628
Receivables	2	<u>106</u>	<u>73</u>
		31,404	42,486
INVESTMENTS			
Shares – Uni Credit Union		10	10
NON-CURRENT ASSETS			
Plant and Equipment at Cost		18,326	16,421
Accumulated Depreciation		<u>(16,707)</u>	<u>(14,187)</u>
		1,619	2,234
Total Assets		<u>33,033</u>	<u>44,730</u>
CURRENT LIABILITIES			
Trade Creditors and Accruals		-	844
Provision for Employee Entitlements		<u>8,621</u>	<u>8,508</u>
Total Liabilities		<u>8,621</u>	<u>9,352</u>
NET ASSETS		<u>24,412</u>	<u>35,378</u>
MEMBERS EQUITY			
Obtained Earnings			
Balance at 1 July 2003		35,378	42,686
Excess (Deficiency) of Income over Expenditure		<u>(10,966)</u>	<u>(7,308)</u>
Balance at 30 June 2004		<u>24,412</u>	<u>35,378</u>

THE NATIONAL TERTIARY EDUCATION UNION
GRIFFITH UNIVERSITY BRANCH
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 June 2004

	Note	2004 \$	2003 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from members		443,654	351,535
Payments to suppliers & employees		(454,417)	(386,574)
Interest received		<u>1,551</u>	<u>934</u>
NET CASH PROVIDED BY OPERATING ACTIVITIES	3(b)	<u>(9,212)</u>	<u>(34,105)</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
Payment for Office Equipment		1,903	-
Payment for investments		1,547	-
Reduction in investments		<u>-</u>	<u>4,077</u>
NET CASH USED IN INVESTING ACTIVITIES		<u>3,450</u>	<u>4,077</u>
Net increase (decrease) in Cash Held		(12,662)	(30,028)
Cash at the beginning of the financial period		<u>8,785</u>	<u>38,813</u>
Cash at the end of the financial period	3(a)	<u>(3,877)</u>	<u>8,785</u>

THE NATIONAL TERTIARY EDUCATION UNION
GRIFFITH UNIVERSITY BRANCH
NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2004

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

(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.

(d) Employee Benefits

Provision is made for the company's liability for employee entitlements arising from services rendered by employees to balance date. Employee entitlements expected to be settled within one year together with entitlements arising from wages and salaries, annual leave and sick leave which will be settled after one year, have been measured at their nominal amount. Other employee entitlements payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those entitlements.

Contributions are made by the union to an employee superannuation fund and are charged as expenses when incurred.

(e) Comparative Figures

Where necessary, comparative figures have been adjusted to conform with the changes in presentation in the current year.

(f) 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.

THE NATIONAL TERTIARY EDUCATION UNION
GRIFFITH UNIVERSITY BRANCH
NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2004
(Continued)

2. RECEIVABLES

	2004	2003
	\$	\$
Net GST receivable	<u>106</u>	<u>73</u>
	<u>106</u>	<u>73</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:

	2004	2003
	\$	\$
Petty Cash	100	100
Cash at Bank	<u>(3977)</u>	<u>8,685</u>
	<u>(3877)</u>	<u>8,785</u>

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

	2004	2003
	\$	\$
Operating surplus/(deficit)	(10,966)	(7,308)
Non-Cash Flows in Operating Surplus		
Depreciation	2,520	1,642
Changes in Assets and Liabilities		
Increase/(Decrease) in creditors	(844)	(31,909)
Increase/(Decrease) in provisions	111	3,468
Decrease/(Increase) in other receivables	<u>(33)</u>	<u>2</u>
Net Cash Provided by Operating Activities	<u>(9,212)</u>	<u>(34,105)</u>

4. NOTICE REQUIRED UNDER SECTION 272 OF THE WORKPLACE RELATIONS ACT 1996

In accordance with the requirements of the Workplace Relations Act 1996, the attention of members is drawn to the provisions of Sub Section (1), (2) and (3) of section 272 which reads as follows:

- (1) A member of a reporting unit, or a Registrar, may apply to the reporting unit for specified prescribed information in relation to the reporting unit.
- (2) The application must be in writing and must specify the period within which, and the manner in which the information is to be made available. The period must not be less than 14 days after the application is given to the reporting unit.
- (3) A reporting unit must comply with an application made under subsection (1)

THE NATIONAL TERTIARY EDUCATION UNION
GRIFFITH UNIVERSITY BRANCH
NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2004
(Continued)

5. SEGMENT REPORTING

The entity operates as a Union for Academic General Research and Language Instruction Staff employed by Griffith University in South East Queensland.

6. UNION DETAILS

The principal place of business of the union is:

National Tertiary Education Union
Griffith University Branch

Griffith University
Nathan Campus
Brisbane Qld

NATIONAL TERTIARY EDUCATION UNION
GRIFFITH UNIVERSITY BRANCH
CERTIFICATE OF COMMITTEE OF MANAGEMENT
FOR THE YEAR ENDED 30 JUNE 2004

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

- (A) The Financial Statements and Notes comply with 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; and
- (E) During the financial year ended 30 June 2004 and since the end of that year:
 - (i) Meetings of the committee of management were held in accordance with the rules of the Branch; and
 - (ii) The financial affairs of the reporting unit have been managed in accordance with the rules of the Branch including the rules of a branch concerned; and
 - (iii) The financial records of the reporting unit have been kept and maintained in accordance with schedule 1B of the Workplace Relations Act 1996 and the Regulations; and
 - (iv) The information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of schedule 1B of the Workplace Relations Act 1996 has been furnished to the member or Registrar; and
 - (v) There has been compliance with any order for inspection of financial records made by the Commission under section 273 of the schedule 1B of the Workplace Relations Act 1996.

Margaret Lee

 Margaret Lee

John Doyle

 JOHN DOYLE
 , 2005

NATIONAL TERTIARY EDUCATION UNION
GRIFFITH UNIVERSITY BRANCH
INDEPENDENT AUDIT REPORT
FOR THE YEAR ENDED 30 JUNE 2004

To the members of the National Tertiary Education Union Griffith University Branch

Scope

We have audited the financial accounts of the National Tertiary Education Union Griffith University Branch for the year ended 30 June 2004 as set out on pages 2 to 8. The Union's Committee of Management and Accounting Officer are responsible for the preparation and presentation of the financial accounts 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 members of the Union.

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 aspects, 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 and the results of its operations.

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

Audit Opinion

We have received all the information and explanations we required for the purposes of our audit.

In our opinion:

- (i) There were kept by the Union in respect of the year under review, satisfactory accounting records detailing the sources and nature of the income of the Union (including income from members) and the nature and purposes of expenditure; and
- (ii) The attached accounts and statement, including the Certificates of the Committee of Management, are prepared in accordance with Section 253 of the Workplace Relations Act, 1996. The accounts set out on pages 2 to 8 have been prepared from the accounting records of the Union and are properly drawn up so as to give a true and fair view of:
 - (a) The financial position of the Union as at 30 June, 2004 and;
 - (b) The Financial Performance the Union for the year ended on that date; and

are in accordance with Statements of Accounting Concepts and applicable Accounting Standards.

.....
Morris & Batzloff
 MORRIS & BATZLOFF
 Chartered Accountants

.....
N. J. Hoare
 Norman J Hoare
 Registered Company Auditor 12/4/2005