



Australian Government
Australian Industrial Registry

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Ms Serena O'Meley
Branch Industrial Organiser
National Tertiary Education Industry Union
La Trobe University Branch
Room 201, Peribolos West
La Trobe University, VIC, 3086

Email: nteu@latrobe.edu.au

Dear Ms O'Meley

Re: Financial Reports for years ended 30 June 2004 [FR2004/489], 30 June 2005 [FR2005/364] and 30 June 2006 [FR2006/285]

Thank you for resubmitting the three financial reports of the National Tertiary Education Industry Union (La Trobe University Branch) for the years ended 30 June 2004, 30 June 2005 and 30 June 2006. The original financial reports were lodged on 14 January 2005 [FR2004/489] and 19 March 2007 [FR2005/364] [FR2006/285], and the three amended financial reports were received in the Registry on 8 August 2007.

The financial reports have now been filed.

If you wish to discuss the above matters please contact Ms Lina Starling of this office on (03) 8661 7921 or by e-mail at lina.starling@air.gov.au

Yours sincerely,

A handwritten signature in black ink that reads 'Iain Stewart'.

Iain Stewart
Manager, Team 3
Statutory Services Branch

9 August 2007


**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
LA TROBE UNIVERSITY BRANCH
GENERAL PURPOSE FINANCIAL REPORT
FOR THE YEAR ENDED
30th JUNE 2004
*Full Report***

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
LA TROBE UNIVERSITY BRANCH**

CERTIFICATE OF SECRETARY OR OTHER AUTHORISED OFFICER

I, Mr Christopher Palmer, being the Branch Secretary of National Tertiary Education Industry Union – La Trobe University Branch (the reporting unit) certify:

- that the documents lodged herewith are copies of the full report referred to in s268 of the RAO Schedule;
- that the full report was provided to members on 5/7 2007; and
- that the full report was presented to a general meeting of the members of the reporting unit on 27/7/ 2007, in accordance with section 266 of the RAO Schedule.

Signature: 

Date: 31/5 | 2007

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
LA TROBE UNIVERSITY BRANCH**

OPERATING REPORT FOR THE YEAR ENDED 30th JUNE 2004

Principal Activities

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

- To improve and protect the salaries and conditions of employment of our members;
- To represent our members in approaches to and discussions with their employer;
- To negotiate collective agreements which improve the conditions of employment of our members;
- To enforce existing industrial agreements on behalf of our members; and
- To promote industrial peace through conciliation and arbitration.

Results of Principal Activities

The Branch's principal activities resulted in the maintenance and improvement of the salaries and conditions of employment of our members, especially for those members covered by collective agreements negotiated by the Branch.

Significant Changes in the Nature of Principal Activities

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

Significant Changes in the Branch's Financial Affairs

No matters or circumstances arose during the reporting year which significantly affected the financial affairs of the Branch.

Trustee or Director of a Trustee Company of a Superannuation Entity or an Exempt Public Sector Superannuation Scheme

No officer or member of the Branch was a Trustee or Director of a Trustee Company of a Superannuation Entity or an Exempt Public Sector Superannuation Scheme because they are an officer or a member of a registered organisation.

Number of Members

The number of persons who, at the end of the financial year, were recorded on the Register of Members was 920 (2003 - 937).

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
LA TROBE UNIVERSITY BRANCH**

OPERATING REPORT FOR THE YEAR ENDED 30th JUNE 2004 (Continued)

Number of Employees

The number of persons who were, at the end of the financial year, employees of the Branch was 1.3 measured on a full-time equivalent basis.

Members of the Committee of Management

The persons who held office as members of the Committee of Management of the Branch at the beginning of the financial year were:

Branch President	Mr Bill Deller
Vice-President (Academic)	Ms Mary Martin
Vice-President (General)	Mr Graham Murray
Branch Secretary	Mr Christopher Palmer
Committee Member	Ms Margaret Botterill
Committee Member	Ms Helen Cook
Committee Member	Ms Jacqueline Joslin
Committee Member	Ms Marilyn Richardson
Committee Member	Ms Tess Flynn *
Committee Member	Ms Rosaria Burchielli *
Committee Member	Ms Lynn Wingrave *
Committee Member	Ms Karen Fletcher *
Committee Member	Mr George Sansbury *
Committee Member	Mr Ardel Shamsullah *

* Elected to the committee during the financial year.

There were no changes to the composition of the Committee of Management during the financial year 1st July 2003 to 30th June 2004 unless mentioned above.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
LA TROBE UNIVERSITY BRANCH**

OPERATING REPORT FOR THE YEAR ENDED 30th JUNE 2004 (Continued)

Manner of Resignation – s254(2)(c)

Members may resign from the organisation in accordance with Rule 11 (Resignation from Membership) which reads as follows:

- 11.1 A member may resign from membership by written notice addressed and delivered to the member's Division Secretary or Branch Secretary provided that:
- (a) Where a written notice of resignation is received by a Division Secretary, he or she shall as soon as practicable forward a copy of the notice of resignation to the appropriate Branch Secretary;
 - (b) Where a written notice of resignation is received by a Branch Secretary, he or she shall as soon as practicable forward a copy of the notice of resignation to the relevant Division Secretary.
- 11.2 A notice of resignation from membership takes effect:
- (a) where the member ceases to be eligible to become a member of the Union
 - (i) on the day on which the notice is received by the Union; or
 - (ii) on the day specified in the notice, which is a day not earlier than the day when the member ceases to be eligible to become a member;whichever is later; or
 - (b) in any other case:
 - (i) at the end of two weeks, or if permitted by law three months after the notice is received by the Union; or
 - (ii) on the day specified in the notice;whichever is later.
- 11.3 Any dues payable but not paid by a former member in relation to a period before the member's resignation took effect, may be sued for and recovered in the name of the Union in a court of competent jurisdiction, as a debt due to the Union.
- 11.4 A notice delivered to the Division Secretary or Branch Secretary shall be taken to have been received by the Union when it was delivered.

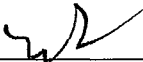
**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
LA TROBE UNIVERSITY BRANCH**

OPERATING REPORT FOR THE YEAR ENDED 30th JUNE 2004 (Continued)

- 11.5 A notice of resignation that has been received by the Union is not invalid because it was not addressed and delivered in accordance with sub-rule 1 of this rule.
- 11.6 A resignation from membership is valid even if it is not effected in accordance with this rule if the member is informed in writing by or on behalf of the Union that the resignation has been accepted.
- 11.7 Cessation of payment of any dues, levies and other amounts by a member does not, of itself, terminate membership of the Union.

Name C. PALMER

Title SECRETARY

Signature 

Date: 21 / 12 / 2007

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
LA TROBE UNIVERSITY BRANCH**

COMMITTEE OF MANAGEMENT STATEMENT

On 31/12/ 2007, the Committee of Management of the National Tertiary Education Industry Union – La Trobe University Branch (the reporting unit) passed the following resolution in relation to the General Purpose Financial Report (GPFR) of the reporting unit for the financial year ended 30th June 2004:

The Committee of Management declares that 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 National Tertiary Education Industry Union, including the Branch rules;
 - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the National Tertiary Education Industry Union, including the rules concerning Branches of that union;
 - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations;
 - (iv) 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 National Tertiary Education Industry Union;
 - (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;

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
LA TROBE UNIVERSITY BRANCH**

COMMITTEE OF MANAGEMENT STATEMENT (Continued)

- (vi) No orders for the inspection of financial records have been made by the Commission under section 273 of the RAO Schedule;
- (f) in relation to the recovery of wages activity:
- (i) there has been no such activity undertaken by the reporting unit.

For the Committee of Management: Mr Christopher Palmer

Title of Office Held: Branch Secretary

Signature: _____ 

Date: 21/5/2007

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
LA TROBE UNIVERSITY BRANCH**

**INCOME STATEMENT
FOR THE YEAR ENDED 30th JUNE 2004**

	2004	2003
	\$	\$
(Loss) from Continuing Operations	(34,269)	(37,438)
Retained Profits at the beginning of the financial year	59,906	97,344
Retained Profits at the end of the financial year	<u>25,637</u>	<u>59,906</u>

The accompanying notes form part of these accounts.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
LA TROBE UNIVERSITY BRANCH**

**BALANCE SHEET
AS AT 30th JUNE 2004**

	Note	2004 \$	2003 \$
CURRENT ASSETS			
Cash and Cash Equivalents	2	21,643	53,865
TOTAL CURRENT ASSETS		21,643	53,865
NON CURRENT ASSETS			
Plant & Equipment	3	5,590	7,460
TOTAL NON-CURRENT ASSETS		5,590	7,460
TOTAL ASSETS		27,233	61,325
 CURRENT LIABILITIES			
Trade and Other Payables	4	1,596	1,419
TOTAL CURRENT LIABILITIES		1,596	1,419
TOTAL LIABILITIES		1,596	1,419
 NET ASSETS		 25,637	 59,906
 MEMBERS' FUNDS			
Retained Profits		25,637	59,906
TOTAL MEMBERS' FUNDS		25,637	59,906

The accompanying notes form part of these accounts.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
LA TROBE UNIVERSITY BRANCH**

**DETAILED INCOME STATEMENT
FOR THE YEAR ENDED 30th JUNE 2004**

	2004	2003
	\$	\$
INCOME		
Gross Member Subscriptions	395,266	358,098
Less : Capitation Fees National Office	(139,677)	(126,479)
National Defence Fees	(28,496)	(23,006)
Capitation Fees Victorian Division	(154,581)	(140,799)
Net Member Subscriptions	72,512	67,814
Interest Received	1,784	3,966
Sundry Income	1,250	-
BRANCH INCOME	75,546	71,780
EXPENDITURE		
Advertising	769	609
Audit	2,250	1,740
Bank Charges	199	227
Computer Expenses	823	-
Conferences	1,460	1,426
Consultancy	1,480	227
Depreciation	1,870	1,654
Donations	1,935	2,910
Entertainment	4,159	338
Fines	-	220
Long Service Leave	-	(732)
Meeting Expenses	45	-
Minor Equipment Purchases	1,367	803
Office Expenses	1,037	734
Parking	-	5
Payroll Tax	2,681	2,893
Postage	489	124
Printing & Stationery	2,648	2,299
Professional Development	2,454	124
Repairs & Maintenance	304	51
Salaries & Wages	69,886	73,802
Staff Amenities	617	659
Subscriptions	-	20
Sundry Expenses	-	755
Superannuation	8,486	13,730
Telephone	1,850	1,621
Temporary Work	375	-
Travelling Expenses	1,506	1,846
Workcover	1,125	1,133
BRANCH EXPENDITURE	109,815	109,218
(LOSS) FROM CONTINUING OPERATIONS	(34,369)	(37,438)

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
LA TROBE UNIVERSITY BRANCH**

**CASH FLOW STATEMENT
FOR THE YEAR ENDED 30th JUNE 2004**

	2004	2003
	\$	\$
	Inflows (Outflows)	Inflows (Outflows)
Cash flows from Operating Activities		
Receipts from members	395,266	358,098
Interest received	1,784	3,966
Sundry Income	1,250	-
Payments to suppliers & employees	(430,522)	(404,136)
	-----	-----
Net cash provided by / (used in) operating activities – Note B	(32,222)	(42,072)
	-----	-----
Cash flows from Investing Activities		
Purchases of fixed assets	-	(2,837)
	-----	-----
Net cash (used in) investing activities	-	(2,837)
	-----	-----
Cash flows from Financing Activities	-	-
	-----	-----
Net increase / (decrease) in cash and cash equivalents held	(32,222)	(44,909)
Cash and cash equivalents at the beginning of the financial year	53,865	98,774
	-----	-----
Cash and cash equivalents at the end of the financial year – Note A	21,643	53,865
	=====	=====

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
LA TROBE UNIVERSITY BRANCH**

**CASH FLOW STATEMENT
FOR THE YEAR ENDED 30th JUNE 2004**

	2004	2003
	\$	\$
Note A Reconciliation of Cash and Cash Equivalents		
For the purposes of the cash flow statement cash and cash equivalents includes cash on hand and in banks and investments in money markets. Cash at the end of the financial year is shown in the cash flow statement is reconciled to the related items in the balance sheet as follows:		
Cash on Hand	-	14
Cash at Bank	21,643	53,851
	21,643	53,865
	21,643	53,865
Note B Reconciliation of net cash provided by operating activities to (loss) from continuing operations		
(Loss) from continuing operations	(34,269)	(37,438)
Non-cash flows in profit from continuing operations:		
Depreciation	1,870	1,654
Changes in Assets & Liabilities:		
Increase / (decrease) in trade and other payables	177	(6,288)
	(32,222)	(42,072)
	(32,222)	(42,072)

The branch has no credit stand-by or financing facilities in place.

There were no non-cash financing or investing activities during the period.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
LA TROBE UNIVERSITY BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED
30th JUNE 2004**

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

This financial report is a general purpose financial report that has been prepared in accordance with Accounting Standards, Urgent Issues Group Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Trustees' accountability requirements under the Union's Rules and the requirements under the Workplace Relations Act 1996.

The financial report covers the National Tertiary Education Industry Union – La Trobe University Branch as an individual entity. The National Tertiary Education Industry Union is a registered organisation registered under the Workplace Relations Act 1996 and domiciled in Australia. The National Tertiary Education Industry Union – La Trobe University Branch is a branch of that organisation.

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

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

(a) Fixed Assets

Depreciation is provided on all fixed assets so as to write off the assets progressively over their estimated economic lives to the Branch. The prime cost method of depreciation is used.

Depreciation rates used for each class of assets are:

Class of asset	Depreciation Rate
Office Furniture and Equipment	10 – 27%

(b) Revenue

Member subscription revenue is recognised when the respective fees have been deducted from the members' wages and salaries.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
LA TROBE UNIVERSITY BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30th JUNE 2004**

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

(c) Provision for Employee Entitlements

The provision relates to annual leave and long service leave and has been calculated on the basis of actual entitlements under appropriate awards, based on current wage rates.

(d) Leases

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

(e) Income Tax

No income tax has been provided, as the Branch is exempt from income tax pursuant to section 50-15 of the Income Tax Assessment Act 1997, as amended.

(f) Information to be provided to members or registrar

In accordance with the requirements of the Workplace Relations Act 1996, as amended, the attention of members is drawn to the provisions of sub-section (1) (2) and (3) of section 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 to be made available to the person making the application.
- (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 sub-section (1).

Note: This sub-section is a civil penalty provision

(g) Economic Dependency

The Branch is not economically dependent on any other reporting units of the organisation.

(h) Segment Reporting

The reporting entity operates in one business and geographical segment being the provision of trade union services to its members in Victoria.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
LA TROBE UNIVERSITY BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30th JUNE 2004**

	2004	2003
	\$	\$
2. CASH AND CASH EQUIVALENTS		
Cash on Hand	-	14
Cash at Bank	21,643	53,851
	21,643	53,865
3. PLANT AND EQUIPMENT		
Office Equipment- at cost	29,789	29,789
Less : Accumulated Depreciation	(24,199)	(22,329)
	5,590	7,460
Movements in Carrying Values		
Opening balance at the beginning of the year	7,460	
Additions	-	
Depreciation	(1,870)	(1,654)
Closing balance at the end of the year	5,590	7,460
4. TRADE AND OTHER PAYABLES		
Sundry Creditors	1,669	1,650
GST Payable	(73)	(231)
	1,596	1,419

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
LA TROBE UNIVERSITY BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30th JUNE 2004**

7. FINANCIAL INSTRUMENTS

(a) Interest Rate Risk

The reporting entity'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 liabilities, is as follows:

	Weighted Average Effective Interest Rate		Floating Interest Rate	
	2004	2003	2004	2003
Financial Assets				
Cash at bank	3.75%	4.82%	\$21,643	\$53,865

No financial assets are subject to a fixed interest rate.

No financial liabilities are subject to any interest rate.

(b) Credit Risk

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

(c) Net Fair Values

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

8. UNION DETAILS

The office of the branch is located at;

Room 201, Peribolos West
La Trobe University, Bundoora Campus
BUNDOORA VIC 3086

INDEPENDENT AUDIT REPORT
TO THE MEMBERS OF
NATIONAL TERTIARY EDUCATION INDUSTRY UNION
LA TROBE UNIVERSITY BRANCH

Scope

The financial report and trustees' responsibility

The general purpose financial report comprises the income statement, balance sheet, detailed income statement, cash flow statement and accompanying notes to the financial statements and the committee of management statement for the National Tertiary Education Industry Union – La Trobe University Branch for the year ended 30th June 2004.

The trustees of the branch are responsible for the preparation and true and fair presentation of the general purpose financial report in accordance with the Workplace Relations Act 1996. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the general purpose financial report.

Audit Approach

We conducted an independent audit in order to express an opinion to the members of the branch. Our audit was conducted in accordance with Australian Auditing Standards, in order to provide reasonable assurance as to whether the financial report is free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgment, selective testing, the inherent limitations of internal control, and the availability of persuasive rather than conclusive evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

We performed procedures to assess whether in all material respects the financial report presents fairly, in accordance with the Workplace Relations Act 1996 including compliance with Accounting Standards and other mandatory financial reporting requirements in Australia, a view which is consistent with our understanding of the branch's financial position, and of its performance as represented by the results of its operations and its cash flows.

We formed our audit opinion on the basis of these procedures, which included:

- examining, on a test basis, information to provide evidence supporting the amounts and disclosures in the financial report, and
- assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made by the committee of management.

INDEPENDENT AUDIT REPORT
TO THE MEMBERS OF
NATIONAL TERTIARY EDUCATION INDUSTRY UNION
LA TROBE UNIVERSITY BRANCH

While we considered the effectiveness of management's internal controls over financial reporting when determining the nature and extent of our procedures, our audit was not designed to provide assurance on internal controls.

Independence

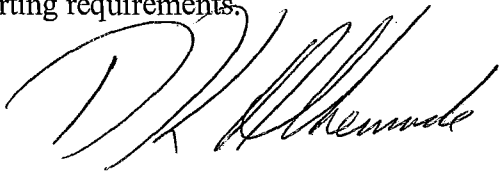
In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements.

Audit Opinion

In our opinion, the general purpose financial report of the National Tertiary Education Industry Union – La Trobe University Branch is presented fairly in accordance with:

- (i) applicable Accounting Standards and the requirements imposed by Part 3 of Chapter 8 of Schedule 1 of the Workplace Relations Act 1996, and
- (ii) other mandatory professional reporting requirements.

CAMPBELL WALLIS MOULE & CO
Certified Practising Accountants
Heidelberg


DONALD ALKEMADE
Member of CPA Australia
Registered Company Auditor

17/04/2007



Australian Government

Australian Industrial Registry

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Melbourne, VIC 3000
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Fax: (03) 9655 0410
Email: iain.stewart@air.gov.au

Mr Jenny Savage
National Finance Manager
National Tertiary Education Industry Union
PO Box 1323
SOUTH MELBOURNE VIC 3205

Dear Ms Savage

**Re: Financial Report for year ended 30 June 2004 – La Trobe University Branch [FR
2004/489]**

The recent lodgment of the abovementioned reporting unit's financial reports for the financial years ended 30 June 2005 and 30 June 2006 reminded me that the financial report for the same reporting unit for the financial year ended 30 June 2004 has not yet been finalised. I have enclosed my last two pieces of correspondence to you in relation to this matter. I would like to finalise this matter as soon as practicable.

I would be pleased if you would contact me on (03) 8661 7787 (Mon-Thurs) to discuss this matter..

Yours sincerely

A handwritten signature in black ink that reads 'Iain Stewart'.

Iain Stewart,
Manager, Team 3
Statutory Services Branch

29 March 2007



Australian Government
Australian Industrial Registry

Level 5
11 Exhibition Street, Melbourne, VIC 3000
GPO Box 1994, Melbourne, VIC 3001
Telephone: (03) 8661 7777
Fax: (03) 9655 0410
Iain.stewart@air.gov.au

Ms Jenny Savage
National Finance Manager
National tertiary Education Industry Union
PO Box 1323
SOUTH MELBOURNER VIC 3205

Dear Ms Savage,

Re: Financial reports for the financial years ended 30 June 2004 [FR 2004/489] and 30 June 2005 [FR2005/364]

I have recently checked our records and found these matters have not been finalised. I enclose correspondence I sent to you earlier this year. I would be pleased to receive your advice as to when the full reports for these two financial years will be lodged in the Registry.

Also, I remind you that reports for the financial year ended 30 June 2006 should be lodged with the Registry by 14 January 2007.

If you wish to discuss this matter I can be contacted on (03) 8661 7787.

Yours sincerely,

Iain Stewart

Iain Stewart
Statutory Services Branch

18 October 2006



Australian Government

Australian Industrial Registry

Level 35
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7777
Fax: (03) 9655 6672
Email: iain.stewart@air.gov.au

Ms Jenny Savage
National Finance Manager
National Tertiary Education Industry Union
PO Box 1323
SOUTH MELBOURNE VIC 3025

Dear Ms Savage

Re: Financial Reports for year ended 30 June 2004 - National Tertiary Education Industry Union - La Trobe University Branch - FR 2004/489

I refer to our telephone conversation yesterday concerning various matters including the above financial report. I confirm the Branch lodged further documentation in the Registry on 14 November 2005. I have enclosed a copy of that documentation. As you will note the documentation with the exception of the Auditor's report is unsigned and undated, the Certificate of Secretary or Other Authorised Officer is incomplete and the audit report is a special purpose financial report.

I understand from our conversation the relevant financial documents for the financial year ended 30 June 2005 are currently with the auditor. Perhaps the Branch, in relation to the financial year ended 30 June 2004, could complete the Committee of Management Statement, assuming the requisite resolution has been passed, forward that with other relevant materials to the auditor and then have the auditor prepare a general purpose financial report. This report and the signed Operating Report could then be presented to a meeting of the same General Meeting held to present the 2005 report to members and re-lodged along with the financial report for 2005.

I would be happy to discuss this matter with you, I can be contacted on (03) 8661 7787.

Yours sincerely

A handwritten signature in black ink that reads 'Iain Stewart'.

Iain Stewart
Statutory Services Branch

29 March 2006

National
Tertiary
Education
Union



La Trobe University Branch

11 November 2005

Australian Industrial Registry
GPO Box 1994S
MELBOURNE VIC 3001

Dear Registrar,

Ref: FR2004/489 – [283-LATR]

Please find attached the National Tertiary Education Union (La Trobe University Branch) Financial Return for the year 2003-2004.

Yours sincerely,

A handwritten signature in cursive script, appearing to read 'S. O'Meley'.

Serena O'Meley
Branch Industrial Organiser

cc: NTEU National Office - Finance Unit

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
LA TROBE UNIVERSITY BRANCH**

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

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
LA TROBE UNIVERSITY BRANCH**

CONTENTS

Certificate of Secretary or Other Authorised Officer

Operating Report

Committee of Management Statement

Statement of Financial Performance

Statement of Financial Position

Notes to the Financial Statements

Auditor's Report

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
LA TROBE UNIVERSITY BRANCH**

CERTIFICATE OF SECRETARY OR OTHER AUTHORISED OFFICER

I, William Deller, being the Branch President of National Tertiary Education Industry Union – La Trobe University Branch (the reporting unit) certify:

- That the documents lodged herewith are copies of the full reports referred to in section 268 of the RAO Schedule;
- That the full report was provided to members on _____ 2004; and
- That the full report was presented to a meeting of the Committee of Management of the reporting unit on _____ 2004, in accordance with section 266 of the RAO Schedule.

Signature: _____

Date: _____

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
LA TROBE UNIVERSITY BRANCH**

OPERATING REPORT FOR THE YEAR ENDED 30 JUNE 2004

Principal Activities

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

- To improve and protect the salaries and conditions of employment of our members;
- To represent our members in approaches to and discussions with their employer;
- To negotiate collective agreements which improve the conditions of employment of our members;
- To enforce existing industrial agreements on behalf of our members; and
- To promote industrial peace through conciliation and arbitration.

Results of Principal Activities

The Branch's principal activities resulted in the maintenance and improvement of the salaries and conditions of employment of our members, especially those members covered by collective agreements negotiated by the Branch.

Significant Changes in the Nature of Principal Activities

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

Significant Changes in the Branch's Financial Affairs

No matters or circumstances arose during the reporting year which significantly affected the financial affairs of the Branch.

Trustee or Director of a Trustee Company of a Superannuation Entity or an Exempt Public Sector Superannuation Scheme

No officer of the Branch was a Trustee or Director of a Trustee Company of a Superannuation Entity or an Exempt Public Sector Superannuation Scheme.

Number of Members

The number of persons who, at the end of the financial year, were recorded on the Register of Members was 920.

Number of Employees

The number of persons who were, at the end of the financial year, employees of the Branch was 1.3 measured on a full time equivalent basis.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
LA TROBE UNIVERSITY BRANCH**

OPERATING REPORT FOR THE YEAR ENDED 30 JUNE 2004

Members of the Committee of Management

The persons who held office as members of the Committee of Management of the Branch at the beginning of the financial year were:

Branch President	Mr. William Deller
Vice-President (Academic)	Ms. Mary Martin
Vice-President (General)	Mr. Graham Murray
Branch Secretary	Mr. Christopher Palmer
Committee Member	Ms. Margaret Botterill
Committee Member	Ms. Helen Cook
Committee Member	Ms. Jacqueline Joslin
Committee Member	Ms. Marilyn Richardson
Committee Member	Ms. Tess Flynn

Note: There was no Resignation from Committee of Management between the commencement of the financial year and the date of this report.

The persons who were elected as members of the Committee of Management of the Branch during the financial year were:

Committee Member (Academic)	Ms. Rosaria Burchielli
Committee Member (General)	Ms. Lynn Wingrave
Committee Member	Ms. Karen Fletcher
Committee Member	Mr. George Sansbury
Committee Member	Mr. Ardel Shamsullah
Committee Member	Ms. Tess Flynn

Name: _____

Title: _____

Signature: _____

Date: _____

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
LA TROBE UNIVERSITY BRANCH**

COMMITTEE OF MANAGEMENT STATEMENT

On _____ 2004, the Committee of Management of National Tertiary Education Industry Union – La Trobe University Branch (the reporting unit) passed the following resolution in relation to the Special Purpose Financial Report of the reporting unit for the year ended 30th June 2004:

The Committee of Management declares that in relation to the Special Purpose Financial Report 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 and financial position of this 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 Special Purpose Financial Report relates and since the end of that year:
 - (i) Meetings of the Committee of Management were held in accordance with the rules of the National Tertiary Education Industry Union, including the rules concerning Branches of that union;
 - (ii) The financial affairs of the reporting unit have been managed in accordance with the rules of National Tertiary Education Industry Union, including the rules concerning Branches of that union;
 - (iii) The financial records of the reporting unit have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations;
 - (iv) 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 National Tertiary Education Industry Union;
 - (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;
 - (vi) No orders for the inspection of financial records have been made by the Commission under section 273 of the RAO Schedule.

For the Committee of Management:
Title of Office Held:

William Deller
Branch President

Signature: _____

Date: _____

National Tertiary Education Industry Union – La Trobe University Branch
Statement of Financial Performance
For the Year ended 30 June 2004

	2004 \$	2003 \$
INCOME		
Members' Subscriptions	395,266	358,098
Interest Received	1,784	3,966
Miscellaneous Income	1,250	-
TOTAL INCOME	398,300	362,064
EXPENDITURE		
Advertising	769	609
Audit Fees	2,250	1,740
Bank Charges	199	227
Computer Expenses	823	-
Conferences	1,460	1,426
Consultancy Fees	1,480	227
Depreciation	1,870	1,654
Donations	1,935	2,910
Entertainment - Tax Deductible	4,159	338
Fines	-	220
Insurance - Workcover	1,125	1,133
Long Service Leave	-	(732)
Meeting Expenses	45	-
Minor Equipment Purchases	1,367	803
Office Expenses	1,037	734
NTEU Federal Capitation Fees	139,677	126,479
NTEU Victorian Capitation Fees	154,581	140,799
National Defence Fees	28,496	23,006
Parking	-	5
Payroll Tax	2,681	2,893
Postage	489	124
Printing & Stationery	2,648	2,299
Professional Development	2,454	124
Repairs & Maintenance	304	51
Salaries & Wages	69,886	73,802
Staff Amenities	617	659
Subscriptions & Publications	-	20
Superannuation Contributions	8,486	13,730
Telephone	1,850	1,621
Temporary Work	375	-
Travelling Expenses - Local	1,506	1,846
TOTAL EXPENSES	432,569	399,502
OPERATING LOSS BEFORE INCOME TAX	(34,269)	(37,438)

National Tertiary Education Industry Union – La Trobe University Branch
Statement of Financial Position
As at 30 June 2004

	2004	2003
	\$	\$
MEMBERS' FUNDS		
Members' Funds	25,637	59,906
TOTAL MEMBERS' FUNDS	<u>25,637</u>	<u>59,906</u>
Represented By:		
CURRENT ASSETS		
Petty Cash	-	14
LTU Credit Union Call Deposit	9,553	436
LTU Credit Union Term Deposit	12,090	53,415
	<u>21,643</u>	<u>53,865</u>
NON CURRENT ASSETS		
Office Equipment at Cost	29,789	29,789
Less Accumulated Depreciation	24,199	22,329
	<u>5,590</u>	<u>7,460</u>
TOTAL ASSETS	<u>27,233</u>	<u>61,325</u>
CURRENT LIABILITIES		
Superannuation Payable	147	746
PAYG Withholdings Payable	1,522	904
Provision for GST	(73)	(231)
	<u>1,596</u>	<u>1,419</u>
TOTAL LIABILITIES	<u>1,596</u>	<u>1,419</u>
NET ASSETS	<u>25,637</u>	<u>59,906</u>

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
LA TROBE UNIVERSITY BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004**

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

This Financial Report is a special purpose financial report prepared in accordance with Australian Accounting Standards and other mandatory Professional reporting requirements and the requirements of the Workplace Relations Act 1996.

The Financial Report covers the National Tertiary Education Industry Union – La Trobe University Branch as an individual entity. The National Tertiary Education Industry Union – La Trobe University Branch is a trade union, recognised by the Australian Industrial Registry and domiciled in Australia.

The Financial Report has been prepared on a cash basis and is based on historic costs and does not take into account changing money values or, except where stated, current valuations of non-current assets.

The following is a summary of the material accounting policies adopted by the economic entity in the preparation of the Financial Report. The accounting policies have been consistently applied, unless otherwise stated.

(a) Fixed Assets

Depreciation is provided on all fixed assets so as to write off the assets progressively over their estimated economic lives to the Branch. Both the diminishing value and the prime cost methods are used.

Depreciation rates used for each class of assets are:

<u>Class of Asset</u>	<u>Depreciation Rate</u>
Office Equipment	10 – 27%

(b) Revenue

Member subscription revenue is recognised when the respective fees have been deducted from the members' wages and salaries.

(c) Income Tax

No income tax has been provided, as the Branch is exempt from income tax pursuant to section 50-15 of the Income Tax Assessment Act 1997, as amended.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
LA TROBE UNIVERSITY BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004**

(d) Information to be provided to members or registrar

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

- (1) A member of an organisation or Registrar may apply to the organisation for specified prescribed information in relation to the organisation.
- (2) An organisation shall, on application made under subsection (1) by members of the organisation or a Registrar, make the specified information available to the members or Registrar in such manner, and within such time as prescribed.
- (3) A Registrar may only make an application under sub-section (1) at the request of a member of the organisation concerned, and the Registrar shall provide to a member information received because of an application made at the request of the members.

(e) Economic Dependency

The Branch is not economically dependent on any other reporting units of the organisation.

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

AUDITOR'S REPORT

I have inspected and audited the Accounting Records kept by the **NATIONAL TERTIARY EDUCATION INDUSTRY UNION, LATROBE UNIVERSITY BRANCH** in respect of the year ended 30th June 2004 and have received all the information and explanations we required for the purposes of my Audit.


In My Opinion:

- (i) There were kept by the Organisation in respect of the year, satisfactory Accounting records detailing the sources and nature of the income of the Organisation (including income from members) and the nature and purposes of expenditure; and

- (ii) The attached Accounts and Statements, prepared under the historical cost convention and in accordance with Section 273 of the Workplace Relations Act 1996 as amended are properly drawn up so as to give a true and fair view of:
 - (a) the financial affairs of the Organisation as at 30th June 2004, and

 - (b) the income and expenditure and surplus/deficit of the Organisation for the year ended on that date.

- (iii) All information and explanations that, under subsection (2), officers or employers of the organisation were required to provide were provided.

SIGNED  DATED 12/01/05

DONALD ALKEMADE FCPA
Campbell Wallis Moule & Co
Registered Company Auditor
70 Yarra Street
Heidelberg Vic 3084

From: NTEU [NTEU@latrobe.edu.au]
Sent: Tuesday, 2 August 2005 1:54 PM
To: Iain.stewart@air.gov.au
Cc: [REDACTED]

Subject: NTEU La Trobe Branch FR 2004/489

Dear Mr Stewart,

Thank you for contacting the La Trobe University Branch of the NTEU regarding our 2004 annual return. Due to a range of circumstances it has taken longer than anticipated to get certain details to our accountants to ensure compliance with the new reporting requirements. That information has now been provided and I anticipate that our accountants (CWM) will be able to finalise the accounts very quickly as there were only a few details that needed to be settled. Once the accounts are released to us we will follow the statutory procedures as discussed.

Yours sincerely,

Serena O'Meley
Branch Industrial Organiser

Serena O'Meley
Branch Industrial Organiser
La Trobe University Branch - NTEU
Telephone: 03 9479 2124
Fax: 03 9479 1503
Email: nteu@latrobe.edu.au
Shop 10C, the Agora, Bundoora Campus
<http://www.nteu.org.au/bd/latrobe>

This message is intended for the addressee named and may contain confidential information. If you are not the intended recipient, please delete it and notify the sender immediately. You are hereby notified that any use, review, disclosure or copying of this information is strictly prohibited. Views expressed in this message are those of the individual sender, and are not necessarily the view of the NTEU.



Australian Government
Australian Industrial Registry

Level 35
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7777
Fax: (03) 9655 6672
Email: iain.stewart@air.gov.au

Ms Serena O'Meley
Branch Industrial Organiser
National Tertiary Education Industry Union
LaTrobe University Branch
Room 201, Peribolos West
LaTrobe University VIC 3086

Dear Ms O'Meley

Re: Financial Reports for year ended 30 June 2004 - National Tertiary Education Industry Union - LaTrobe University Branch - FR 2004/489

I refer to previous correspondence in relation to the above.

I rang your office this morning and left a message for you to contact me so that we may discuss when the Branch will be lodging the requisite financial documents in compliance with the provisions of Schedule 1B of the Workplace Relations Act 1996. I would be pleased if you could contact me on 8661 7787 on Tuesday next week to discuss this matter.

Yours sincerely

IS.

Iain Stewart
Statutory Services Branch

28 July 2005



Australian Government
Australian Industrial Registry

Level 35
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7777
Fax: (03) 9655 6672
Email: iain.stewart@air.gov.au

Ms Serena O'Meley
Branch Industrial Organiser
National Tertiary Education Industry Union
LaTrobe University Branch
Room 201, Peribolos West
LaTrobe University VIC 3086

Dear Ms O'Meley

Re: Financial Reports for year ended 30 June 2004 - National Tertiary Education Industry Union - LaTrobe University Branch - FR 2004/489

I refer to my letter of 8 February 2005 in which I invited you to contact me to discuss what the Branch would need to do to enable the financial report for the year ended 30 June 2004 to be filed. On 21 March 2005 I spoke to a Ms Castricum from your auditor's office regarding the financial report. As yet I have received no response to indicate what the Branch intends doing in order to comply with its obligations under Schedule 1B of the Workplace Relations Act 1996. Accordingly, I would be pleased if you could contact me on 8661 7787 (Mon-Thur) as soon as possible so we might discuss how this matter can be finalised.

Yours sincerely

A handwritten signature in black ink that reads 'Iain Stewart'.

Iain Stewart
Statutory Services Branch

25 May 2005



Australian Government
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) 9655 6672
Email: iain.stewart@air.gov.au

Ms Serena O'Meley
Branch Industrial Organiser
National Tertiary Education Industry Union
LaTrobe University Branch
Room 201, Peribolos West
LaTrobe University VIC 3086

email: nteusb@pop.latrobe.edu.au

Dear Ms O'Meley

Re: Financial Reports for year ended 30 June 2004 - National Tertiary Education Industry Union - La Trobe University Branch - FR 2004/489

I have received the financial reports of the National Tertiary Education Industry Union - LaTrobe University Branch for the year ended 30 June 2004. The documents were lodged in the Industrial Registry on 4 January 2005.


I advise the documents enclosed appear to have been prepared under the provisions of Division 11 of the Workplace Relations Act 1996. As you would be aware, the Workplace Relations (Registration and Accountability of Organisations) legislation came into operation on 12 May 2003. The accounts for the period covered by the abovementioned documents should have been prepared in accordance with the relevant provisions of Schedule 1B of the Act (the RAO Schedule), the Workplace Relations (Registration and Accountability of Organisations) Regulations 2003 and the Reporting Guidelines issued by the Industrial Registrar. Each of these documents may be accessed on the Commission's website at www.airc.gov.au You will also find various fact sheets on the new legislative requirements imposed on organisations, branches and reporting entities, including one on financial reporting http://www.airc.gov.au/fact_sheets/factsheets.html. I recommend you acquaint yourself with the relevant legislation, and the other material, and then perhaps contact the organisation's National Office to discuss what is required of a reporting entity under the new legislative regime.

Alternatively, I have included for your assistance financial documents that I filed having determined that, by and large, they complied with the reporting entities' obligations. Given the relative newness of the current regime I am reluctant to nominate these accounts as model accounts but I do think they meet the key requirements.

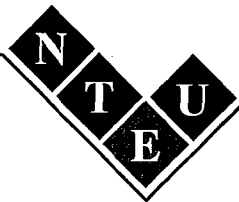
I suggest we discuss further what it is necessary for the branch to do to enable the financial documents to be filed after you have had the opportunity to read the enclosed documents. I can understand the branch's reluctance to recommit to the entire process again. Without pre-empting the outcome of that discussion, it is my view that, as a minimum, the branch will have to prepare a operating report and circulate it to members, and then lodge it with the Registry.

Should you wish to discuss any of the matters raised in this letter, I can be contacted on (03) 8661 7787.

Yours sincerely


Iain Stewart
Statutory Services Branch
8 February 2005

National
Tertiary
Education
Union



La Trobe University Branch

13 January 2005

Australian Industrial Registry
GPO Box 1994S
MELBOURNE VIC 3001

Dear Registrar,

Ref: FR2004/489 – [283-LATR]

Please find attached the National Tertiary Education Union (La Trobe University Branch) Financial Return for the year 2003-2004.

Yours sincerely,

A handwritten signature in cursive script, appearing to read 'S O'Meley'.

Serena O'Meley
Branch Industrial Organiser

cc: NTEU National Office - Finance Unit

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

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

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

CONTENTS

Auditor's Report

Accounting Officer's Certificate

Committee of Management Certificate

Statement of Financial Performance

Statement of Financial Position

Notes to the Financial Statements

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

AUDITOR'S REPORT

I have inspected and audited the Accounting Records kept by the **NATIONAL TERTIARY EDUCATION INDUSTRY UNION, LATROBE UNIVERSITY BRANCH** in respect of the year ended 30th June 2004 and have received all the information and explanations we required for the purposes of my Audit.

In My Opinion:

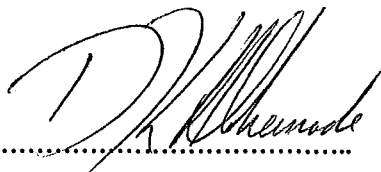
- (i) There were kept by the Organisation in respect of the year, satisfactory Accounting records detailing the sources and nature of the income of the Organisation (including income from members) and the nature and purposes of expenditure; and

- (ii) The attached Accounts and Statements, prepared under the historical cost convention and in accordance with Section 273 of the Workplace Relations Act 1996 as amended are properly drawn up so as to give a true and fair view of:
 - (a) the financial affairs of the Organisation as at 30th June 2004, and

 - (b) the income and expenditure and surplus/deficit of the Organisation for the year ended on that date.

- (iii) All information and explanations that, under subsection (2), officers or employers of the organisation were required to provide were provided.

SIGNED



DATED

12/01/05

DONALD ALKEMADE FCPA
Campbell Wallis Moule & Co
Registered Company Auditor
70 Yarra Street
Heidelberg Vic 3084

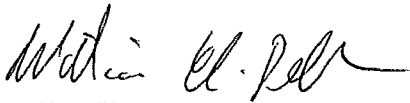
**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
LATROBE UNIVERSITY BRANCH**

ACCOUNTING OFFICER'S CERTIFICATE

I, WILLIAM DELLER, being the Officer responsible for keeping the accounting records of the National Tertiary Education Industry Union, certify that as at 30th June 2004 the number of the members in the Branch was 904.

In my opinion,

1. the attached accounts show a true and fair view of the financial affairs of the Branch as at 30 June 2004;
2. a record has been kept of all monies paid by, or collected from, members and all monies so paid or collected have been credited to the bank account to which those monies are to be credited, in accordance with the rules of the Branch;
3. before any expenditure was incurred by the Branch, approval of the expenditure was obtained in accordance with the rules of the Branch;
4. with regard to funds of the Branch raised by compulsory levies or voluntary contributions from members, or funds other than the General Fund operated in accordance with the rules, no payments were made out of any such fund for purposes other than those for which the fund was operated;
5. all loans or other financial benefits granted to persons holding office in the Branch were authorised in accordance with the rules;
6. the register of members of the Branch was maintained in accordance with the Act.



(Office of Accounting Officer)

SIGNED at Bundoora this 11th day of January 2005

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


COMMITTEE OF MANAGEMENT CERTIFICATE

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

1. in the opinion of the Executive, the attached accounts show a true and fair view of the financial affairs of the Branch as at 30 June 2004;
2. in the opinion of the Executive, meetings of the Executive were held during the year ended 30 June 2004 in accordance with the rules of the Branch;
3. to the knowledge of any member of the Executive, there have been no instances where the 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 in accordance with the requirements of the Workplace Relations Act 1996, the Regulations thereto, or the rules of the Branch; and that
4. the Branch has complied with the requirements of Division 11, Part IX of the Workplace Relations Act 1996, in relation to the supply of documents to members and presentation to meetings in respect of the year ended 30 June 2004.



(Member of Committee)



(Member of Committee)

SIGNED at Bundoora this^{11th}.....day of^{January}..... 2005

National Tertiary Education Industry Union - LaTrobe University Branch
Statement of Financial Performance
For the Year ended 30 June 2004

	2004	2003
	\$	\$
INCOME		
Members' Subscriptions	395,266	358,098
Interest Received	1,784	3,966
Miscellaneous Income	1,250	-
TOTAL INCOME	398,300	362,064
EXPENDITURE		
Advertising	769	609
Audit Fees	2,250	1,740
Bank Charges	199	227
Computer Expenses	823	-
Conferences	1,460	1,426
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OPERATING LOSS BEFORE INCOME TAX	(34,269)	(37,438)

National Tertiary Education Industry Union - LaTrobe University Branch
Statement of Financial Position
As at 30 June 2004

	2004	2003
	\$	\$
MEMBERS' FUNDS		
Members' Funds	25,637	59,906
TOTAL MEMBERS' FUNDS	<u>25,637</u>	<u>59,906</u>
Represented By:		
CURRENT ASSETS		
Petty Cash	-	14
LTU Credit Union Call Deposit	9,553	436
LTU Credit Union Term Deposit	12,090	53,415
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NON CURRENT ASSETS		
Office Equipment at Cost	29,789	29,789
Less Accumulated Depreciation	22,329	22,329
	<u>5,590</u>	<u>7,460</u>
TOTAL ASSETS	<u>27,233</u>	<u>61,325</u>
CURRENT LIABILITIES		
Superannuation Payable	147	746
PAYG Withholdings Payable	1,522	904
Provision for GST	(73)	(231)
	<u>1,596</u>	<u>1,419</u>
TOTAL LIABILITIES	<u>1,596</u>	<u>1,419</u>
NET ASSETS	<u>25,637</u>	<u>59,906</u>

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004**

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

This Financial Report is a special purpose financial report prepared in accordance with Australian Accounting Standards and other mandatory Professional reporting requirements and the requirements of the Workplace Relations Act 1996. The financial report is prepared on a cash basis.

(a) Income Tax

The Union is not subject to income tax.

NOTE 2: Section 274- INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

- (1)** A member of an organisation, or a Registrar, may apply to the organisation for specified 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 of Registrar in such manner, and within such time, as is 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.