



**Australian Government**  
**Australian Industrial Registry**

Level 5  
11 Exhibition Street, Melbourne, VIC 3000  
GPO Box 1994, Melbourne, VIC 3001  
Telephone: (03) 8661 7993  
Fax: (03) 9655 0410

Mr C. Palmer  
Branch Secretary  
National Tertiary Education Industry Union  
La Trobe University Branch  
NTEU Office  
Shop 10, The Agora  
La Trobe University  
Plenty Road  
BUNDOORA VIC 3086

Dear Mr Palmer,

**Re: Schedule 1 of the Workplace Relations Act 1996 (Schedule 1)  
Financial Report for years ended 30 June 2007 – FR 2007/335**

Receipt is acknowledged of additional documents in relation to the financial report of the La Trobe University Branch of the National Tertiary Education Industry Union for year ended 30 June 2007. The additional documents comprised a statement from the reporting unit's auditor in relation to their consideration of the committee of management statement and a fresh financial report including an amended auditor's report and committee of management statement. The additional documents were lodged in the Industrial Registry on 19 September 2008 and have been placed with the documents previously lodged

The financial reports have now been filed.

Should you wish to discuss any of the matters raised in this letter, I may be contacted on (03) 8661 7993 or by email at [larry.powell@air.gov.au](mailto:larry.powell@air.gov.au).

Yours sincerely

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

Larry Powell  
Statutory Services Branch

23 September 2008

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
LA TROBE UNIVERSITY BRANCH  
GENERAL PURPOSE FINANCIAL REPORT  
FOR THE YEAR ENDED  
30 JUNE 2007  
*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 or the Branch) 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 11/6/ 2008; and
- that the full report was presented to a general meeting of the members of the reporting unit on 14/7/ 2008, in accordance with section 266 of the RAO Schedule.

Signature: \_\_\_\_\_ 

Date: 12.7. 2008

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

**OPERATING REPORT FOR THE YEAR ENDED 30 JUNE 2007**

**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 972 (2006 - 986).

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

**OPERATING REPORT FOR THE YEAR ENDED 30 JUNE 2007 (CONT'D)**

**Number of Employees**

The number of persons who were, at the end of the financial year, employees of the Branch were 1 (being one full-time employee) 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 William Deller
Vice-President (General)	Mr Graham Murray
Branch Secretary	Mr Christopher Palmer
Committee Member	Ms Margaret Botterill
Committee Member*	Mr George Sansbury
Committee Member*	Dr Andrew Kilpatrick
Committee Member*	Dr Ardel Shamsullah
Committee Member*	Dr Rosaria Burchielli
Committee Member*	Ms Tess Flynn

\* These committee members did not nominate subsequent to 30<sup>th</sup> September 2006. Hence, they ceased to be committee members effective 1<sup>st</sup> October 2006.

The branch held its election in 2006 and as a result the following changes took place effective 1<sup>st</sup> October 2006:

Vice-President (Academic)	Virginia Mansel Lees
Committee Member (Academic)	Ms Mary Martin
Committee Member (General)	Ms Margaret Botterill
Committee Member (Indigenous)	Ms Kym Walker
Committee Member	Mr Sean Salvin
Committee Member	Ms Ann Copeland
Committee Member	Mr Martin Fussell
Committee Member	Ms Debra McKenzie
Committee Member	Ms Wendy Mee
Committee Member	Mr John Tebbutt
Committee Member	Mr Ian Tulloch
Committee Member	Ms Caroline Wright-Neville

There were no other changes to the composition of the Committee of Management during the financial year 1<sup>st</sup> July 2006 to 30<sup>th</sup> June 2007.

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

**OPERATING REPORT FOR THE YEAR ENDED 30 JUNE 2007 (CONT'D)**

**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 30 JUNE 2007 (CONT'D)**

- 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 WIL

Date: 12 / 15 / 2008

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

**COMMITTEE OF MANAGEMENT STATEMENT**

On 22 May 2008, 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 30 June 2007:

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**

**STATEMENT OF RECOGNISED INCOME AND EXPENDITURE  
FOR THE YEAR ENDED 30 JUNE 2007**

	<b>Retained Earnings</b>	<b>Total</b>
	<b>\$</b>	<b>\$</b>
<b>Balance at 1 July 2006</b>	(24,982)	(24,982)
Loss attributable to members	(64,542)	(64,542)
<b>Balance at 1 July 2006</b>	(89,524)	(89,524)
Profit attributable to members	28,075	28,075
<b>Balance at 30 June 2007</b>	(61,449)	(61,449)

The accompanying notes form part of these accounts.

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

**BALANCE SHEET  
AS AT 30 JUNE 2007**

	Note	2007 \$	2006 \$
<b>CURRENT ASSETS</b>			
Cash and Cash Equivalents	2	25,837	40,320
Trade and Other Receivables	3	3,175	500
<b>TOTAL CURRENT ASSETS</b>		29,012	40,820
<b>NON CURRENT ASSETS</b>			
Plant & Equipment	4	1,360	3,585
<b>TOTAL NON-CURRENT ASSETS</b>		1,360	3,585
<b>TOTAL ASSETS</b>		30,372	44,405
 <b>CURRENT LIABILITIES</b>			
Trade and Other Payables	5	62,281	117,433
Employee Provisions	6	16,332	12,014
<b>TOTAL CURRENT LIABILITIES</b>		78,613	129,447
<b>NON-CURRENT LIABILITIES</b>			
Employee Provisions	6	13,208	4,482
<b>TOTAL NON-CURRENT LIABILITIES</b>		13,208	4,482
<b>TOTAL LIABILITIES</b>		91,821	133,929
 <b>NET LIABILITIES</b>		 (61,449)	 (89,524)
 <b>EQUITY</b>			
Retained Losses		(61,449)	(89,524)
<b>TOTAL EQUITY</b>		(61,449)	(89,524)

The accompanying notes form part of these accounts.

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

**DETAILED INCOME STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2007**

	2007	2006
	\$	\$
<b>REVENUE</b>		
Member Subscriptions	79,652	81,617
Equalisation and Adjustment Fund Subsidy	110,000	-
Interest Received	655	347
<b>TOTAL REVENUE</b>	<u><b>190,307</b></u>	<u><b>81,964</b></u>
<b>EXPENDITURE</b>		
Advertising	-	577
Audit – Prior Year	4,650	3,700
Audit – Current Year	2,000	-
Bank Charges	161	224
Computer Expenses	2,633	1,957
Delegate Kits	25	316
Depreciation	2,225	2,538
Donations	200	-
Employee Provisions	13,044	5,948
General Office Expenses	802	978
Insurance	-	436
Interest	-	308
Meetings & Catering	280	190
Merchandise	91	71
Parking	508	-
Payroll Tax	3,894	5,070
Postage	949	480
PRD Administration Fee	1,039	661
Printing & Stationery	459	807
Professional Development	5,213	-
Rates	811	652
Rent	23,314	22,332
Repairs & Maintenance	198	-
Salaries & Wages – Employees	82,405	76,678
Staff Amenities	202	-
Strike Action	-	(1,147)
Superannuation	12,365	12,861
Telephone	2,892	3,558
Training	-	5,178
Travel	1,485	843
Workcover	387	1,290
<b>TOTAL EXPENDITURE</b>	<u><b>162,232</b></u>	<u><b>146,506</b></u>
<b>PROFIT / (LOSS) FROM CONTINUING OPERATIONS</b>	<u><b>28,075</b></u>	<u><b>(64,542)</b></u>

The accompanying notes form part of these accounts.

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

**CASH FLOW STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2007**

	Note	2007 \$	2006 \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Receipts from members		79,204	81,433
Funding received		110,000	-
Interest received		655	347
Payments to suppliers & employees		<u>(204,342)</u>	<u>(79,866)</u>
Net cash (used in)/provided by operating activities	13	<u>(14,483)</u>	<u>1,914</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Purchases of fixed assets		<u>-</u>	<u>(1,027)</u>
Net cash (used in) investing activities		<u>-</u>	<u>(1,027)</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
		-	-
Net (decrease) / increase in cash held		(14,483)	887
Cash at beginning of year		<u>40,320</u>	<u>39,433</u>
Cash at end of year	2	<u>25,837</u>	<u>40,320</u>

The accompanying notes form part of these accounts.

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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
30 JUNE 2007**

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

This financial report is a general purpose financial report that has been prepared in accordance with Accounting Standards, Australian Accounting 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 of the National Tertiary Education Industry Union – La Trobe University Branch complies with all International Financial Reporting Requirements in their entirety.

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.

**Basis of Preparation**

The accounting policies set out below have been consistently applied to all years presented.

*Reporting Basis and Conventions*

The financial report has been prepared on an accruals basis and is based on historical costs modified by the revaluation of selected non-current assets, financial assets and financial liabilities for which the fair value basis of accounting has been applied.

**Accounting Policies**

(a) Property, Plant and Equipment

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

Plant and Equipment

Plant and equipment are measured on the cost basis less depreciation and impairment losses. The carrying amount of plant and equipment is reviewed annually by the committee to ensure it is not in excess of the recoverable amount from these assets. The recoverable amount is assessed on the basis of the expected net cash flows that will be received from the assets' employment and subsequent disposal. The expected net cash flows have been discounted to their present values in determining recoverable amounts.

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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
30 JUNE 2007**

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

Plant and Equipment (cont'd)

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the group and the cost of the item can be measured reliably. All other repairs and maintenance are charged to the income statement during the financial period in which they are incurred.

Depreciation

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

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

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:

<b>Class of asset</b>	<b>Depreciation Rate</b>
Office Furniture and Equipment	10 - 33%

The assets' residual values and useful lives are reviewed, and adjusted if appropriate, at each balance sheet date.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains or losses are included in the income statement. When revalued assets are sold, amounts included in the revaluation reserve relating to that asset are transferred to retained earnings.

(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 30 JUNE 2007**

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

(c) Leases

Leases of fixed assets where substantially all the risks and benefits incidental to the ownership of the asset, but not the legal ownership that are transferred to the Branch, are classified as finance leases.

Finance leases are capitalised by recording an asset and a liability at the lower of the amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Leased assets are depreciated on a straight-line basis over the shorter of their estimated useful lives or the lease term.

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.

Lease incentives under operating leases are recognised as a liability and amortised on a straight-line basis over the life of the lease term.

(d) 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.

(e) Impairment of Assets

At each reporting date, the Branch reviews the carrying values of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value-in-use, is compared to the asset's carrying value. Any excess of the asset's carrying value over its recoverable amount is expensed to the income statement.

Where it is not possible to estimate the recoverable amount of an individual asset, the Branch estimates the recoverable amount of the cash-generating unit to which the asset belongs.

(f) Employee benefits

Provision is made for the Branch's liability for employee benefits arising from services rendered by employees to balance date. Employee benefits that are expected to be settled within one year have been measured at the amounts expected to be paid when the liability is settled, plus related on-costs. Employee benefits payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those benefits.



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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2007**

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

(f) Cash and cash equivalents

Cash and cash equivalents include cash on hand, deposits held at-call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities on the balance sheet.

(g) Goods and services tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Tax Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the balance sheet are shown inclusive of GST.

Cash flows are presented in the cash flow statement on a gross basis, except for the GST component of investing and financing activities, which are disclosed as operating cash flows.

(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 economically dependent on the National Office EAF.

(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 30 JUNE 2007**

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

**Critical Accounting Estimates and Judgements**

The committee members evaluate estimates and judgments incorporated into the financial report based on historical knowledge and best available current information.

Estimates assume a reasonable expectation of future events and are based on current trends and economic data, obtained both externally and within the Bbranch.

*Key Estimates - Impairment*

The associationcommittee members assesses impairment at each reporting date by evaluating conditions specific to the associationBranch that may lead to impairment of assets. Where an impairment trigger exists, the recoverable amount of the asset is determined. Value-in-use calculations performed in assessing recoverable amounts incorporate a number of key estimates.

*Key Judgements*

The committee members do not believe that there are any key judgements that require separate disclosure.

	<b>2007</b>	<b>2006</b>
	\$	\$
<b>2. CASH AND CASH EQUIVALENTS</b>		
Cash at Bank	<u>25,837</u>	<u>40,320</u>
	25,837	40,320
<b>3. TRADE AND OTHER RECEIVABLES</b>		
Trade Receivables	3,175	-
GST Owed by the ATO	-	500
	<u>3,175</u>	<u>500</u>
<b>4. PLANT AND EQUIPMENT</b>		
Office Equipment- at cost	32,661	32,661
Less : Accumulated Depreciation	<u>(31,301)</u>	<u>(29,076)</u>
	1,360	3,585
Movements in Carrying Values		
Opening balance at the beginning of the year	3,585	5,096
Additions	-	1,027
Depreciation	<u>(2,225)</u>	<u>(2,538)</u>
Closing balance at the end of the year	<u>1,360</u>	<u>3,585</u>

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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2007**

	<b>2007</b>	<b>2006</b>
	\$	\$
<b>5. TRADE AND OTHER PAYABLES</b>		
Trade Creditors	<u>62,281</u>	<u>117,433</u>
	<u>62,281</u>	<u>117,433</u>
<b>6. EMPLOYEE PROVISIONS</b>		
Annual Leave	16,332	12,014
Long Service Leave	<u>13,208</u>	<u>4,482</u>
	<u>29,540</u>	<u>16,496</u>
<b>7. LEASING COMMITMENTS</b>		
Operating Leases		
Being for lease of premises		
Payable – minimum lease payments		
Not later than 12 months	24,112	23,185
Between 12 months and 5 years	<u>42,235</u>	<u>66,347</u>
	<u>66,347</u>	<u>89,532</u>

The lease for the premises is a non-cancellable lease with a five year term, with rent being payable monthly in advance. An option exists for two further five year terms at the conclusion of the original five-year term.

**8. KEY MANAGEMENT PERSONNEL COMPENSATION**

There are no key management personnel of the Branch whose remuneration requires separate disclosure.

<b>2007</b>	<b>2006</b>
\$	\$

**9. AUDITOR'S REMUNERATION**

Remuneration of the auditor of the Branch for:

- auditing or reviewing the financial report

(i) Current Year

2,000

-

(ii) Prior Year

4,650

3,700

6,650

3,700

**10. CONTINGENT LIABILITIES OR ASSETS**

The Branch does not have any contingent liabilities or assets at year end.

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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2007**

11. EVENTS AFTER THE BALANCE SHEET DATE

There has not been any matter or circumstance that has arisen since the end of the financial year that has significantly affected, or may significantly affect, the operations of the Branch, the results of those operations, or the state of affairs of the Branch in future financial years.

12. RELATED PARTY TRANSACTIONS

During the year, there were no transactions with related parties which require separate disclosure.

13. CASH FLOW INFORMATION

Reconciliation of Cash

Cash at the end of the financial year as shown in the cash flow statement is reconciled to items in the balance sheet as follows:

Cash and Cash Equivalents	2007 \$	2006 \$
Cash at Bank	<u>25,837</u>	<u>40,320</u>
	<u>25,837</u>	<u>40,320</u>

Reconciliation of Cash Flow from Operations with Profit from Continuing Operations:

	2007 \$	2006 \$
Profit / (loss) from continuing operations	28,075	(64,542)
Non-cash flows in profit		
Depreciation	2,225	2,538
Changes in Assets & Liabilities:		
- (Increase) / decrease in trade and other receivables	(2,675)	(184)
- Increase / (decrease) in trade and other payables	(55,152)	58,153
- Increase / (decrease) in employee provisions	13,044	5,949
Net cash provided by / (used in) operating activities	<u>(14,483)</u>	<u>1,914</u>

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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30th JUNE 2007**

**14. FINANCIAL INSTRUMENTS**

**(a) Interest Rate Risk**

The Branch'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		Fixed Interest Rate Maturing								
			Floating Interest Rate		Within 1 Year		1 to 5 Years		Non-interest Bearing		
	2007 %	2006 %	2007 \$	2006 \$	2007 \$	2006 \$	2007 \$	2006 \$	2007 \$	2006 \$	
<b>Financial Assets:</b>											
Cash and cash equivalents	2.54	0.86	25,837	40,320	-	-	-	-	-	-	-
Trade and other receivables	-	-	-	-	-	-	-	-	3,175	500	
<b>Total Financial Assets</b>			<b>25,837</b>	<b>40,320</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,175</b>	<b>500</b>	
<b>Financial Liabilities:</b>											
Trade and other payables	-	-	-	-	-	-	-	-	62,281	117,433	
<b>Total Financial Liabilities</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>62,281</b>	<b>117,433</b>	

**(b) 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.

**15. BRANCH DETAILS**

The registered office and principal place of business of the Branch is:

Shop 10C The Agora  
La Trobe University, Bundoora Campus  
BUNDOORA VIC 3086



Chartered Accountants  
Auditors  
Business Services  
Financial Planning Services

## **INDEPENDENT AUDITOR'S REPORT**

### **TO THE MEMBERS OF NATIONAL TERTIARY EDUCATION INDUSTRY UNION LA TROBE UNIVERSITY BRANCH**

#### **Report on the Financial Report**

We have audited the accompanying financial report of National Tertiary Education Industry Union – La Trobe University Branch (the Branch) which comprises the balance sheet as at 30 June 2007 and the income statement, statement of recognised income and expenditure and cash flow statement for the year ended on that date, a summary of significant accounting policies and other explanatory notes.

#### *Committee's Responsibility for the Financial Report*

The committee of the Branch is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) and the Workplace Relations Act 1996. This responsibility includes establishing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

#### *Auditor's Responsibility*

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee, as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

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Chartered Accountants  
Auditors  
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Financial Planning Services

## INDEPENDENT AUDITOR'S REPORT

### TO THE MEMBERS OF NATIONAL TERTIARY EDUCATION INDUSTRY UNION LA TROBE UNIVERSITY BRANCH

#### *Independence*

In conducting our audit, we have complied with the independence requirements of Australian professional ethical pronouncements.

#### *Auditor's 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 applicable Australian Accounting Standards and the requirements imposed by Part 3 of Chapter 8 of Schedule 1 of the Workplace Relations Act 1996.



**Lockwood Wehrens**  
Chartered Accountants  
Hawthorn



**Alan Lockwood**  
Principal  
23<sup>rd</sup> May 2008  
Registered auditor number 9216



Telephone: 03 9822 0800 Facsimile: 03 9822 0788  
443 Auburn Road, Hawthorn Victoria 3122  
PO Box 1077 Hawthorn Victoria 3122  
www.lock-wood.com.au



Chartered Accountants  
Auditors  
Business Services  
Financial Planning Services

19 September 2008

Mr Larry Powell  
Statutory Services Branch  
Australian Industrial Registrar  
GPO Box 1994  
MELBOURNE VIC 3001

Dear Larry

**NTEU: LaTrobe University Branch - Financial Report for years ended 30 June 2007**

Please be advised that when the Auditor's Report was signed on 23 May 2008, both the Operating Report and the Committee of Management Statement had been signed and dated 22 May 2008. We note that the Committee of Management Statement has since been re-dated 11 June 2008. This is incorrect and we have asked the Branch Organiser to have the Committee of Management Statement corrected to the original date.

If you have any questions about this, please call me on 9822 0800.

Yours sincerely  
**Lockwood Wehrens**

**Alan Lockwood**  
Principal

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Lockwood & Co (Melb) Pty Ltd  
ABN: 36 290 638 803  
ACN: 101 133 804

Lockwood & Co Audit  
ABN 95 603 094 569





**Australian Government**  
**Australian Industrial Registry**

Level 5  
11 Exhibition Street, Melbourne, VIC 3000  
GPO Box 1994, Melbourne, VIC 3001  
Telephone: (03) 8661 7993  
Fax: (03) 9655 0410

Mr C. Palmer  
Branch Secretary  
National Tertiary Education Industry Union  
La Trobe University Branch  
NTEU Office  
Shop 10, The Agora  
La Trobe University  
Plenty Road  
BUNDOORA VIC 3086

Dear Mr Palmer,

**Re: Schedule 1 of the Workplace Relations Act 1996 (Schedule 1)  
Financial Report for years ended 30 June 2007 – FR 2007/335**

Receipt is acknowledged of the financial report of the La Trobe University Branch of the National Tertiary Education Industry Union for year ended 30 June 2007. The documents were lodged in the Industrial Registry on 11 August 2008.

I direct your attention to the following comments concerning the above report and the financial reporting obligations under Schedule 1.

**1. Timescale Requirements**

As you know the financial reports should be prepared, audited, supplied to members, presented to a meeting and lodged in the Industrial Registry within certain timescale requirements. My examination of the documentation lodged indicates:

1. the Committee of Management Statement is dated 11 June 2008
2. the Committee of Management passed a resolution in relation to the financial reports on 11 June 2008
3. the Auditor's Report is dated 23 May 2008
4. the Operating Report is dated 22 May 2008
5. the documents were circulated to members on 11 June 2008
6. the documents were presented to a General Meeting of members on 14 July 2008

I note that the Committee of Management Statement is dated after the date of the Auditor's Report. Also the Committee of Management resolution is dated after the date of the Auditor's Report. As the Auditor must take the Committee of Management Statement into account in the preparation of their report such document should be prepared before the Auditor has made their report.

Under these circumstances, the Registry cannot file the report. Moreover, if the dates on the documents are accurate, I advise the Branch will need to repeat certain steps in the reporting process.

Specifically, the Branch is required, if the dates on the Committee of Management Statement are accurate, to do the following:

- Arrange for the preparation of a fresh Auditor's Report that takes into account the Committee of Management Statement. Since the Auditor will be required to prepare a fresh opinion you are requested to draw to your Auditor's attention the need to provide an opinion that fully meets the

requirements of the Act – see below.

- The reporting unit should then supply the full report, including the revised Auditor's Report and Committee of Management Statement to members.
- Present the full report to a General Meeting of members at least 21 days after the provision of the full report to members.
- Lodge the full report in the Registry within 14 days of the relevant meeting accompanied by a fresh Designated Officer's Certificate indicating the dates that the financial reports were supplied to members and presented to a meeting (s.268).

If the dates on the Committee of Management Statement are incorrect, and should have been dated either on or before the Auditor's Report, the Branch is requested to prepare a fresh Committee of Management Statement providing the correct date of signing and when the resolution was passed. A statement from the Auditor will also be required attesting that the Auditor considered the Committee of Management Statement when preparing their opinion.

## **2. Auditor's Report**

### **Auditor's Opinion**

The opinion expressed by the Auditor in their report has not fully met the requirements of the Act. Subsection 257(5) of Schedule 1 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."*

## **3. Operating Report**

### **Right of members to resign**

Subsection 254(2)(c) requires the operating report to "give details" of the right of members to resign from the reporting unit under section 174. The requirement may be met by the inclusion of a statement that a member has the right to resign and a reference to the relevant rule, which makes such provision. Alternatively, the complete text of the relevant resignation rule may be reproduced in the report. I note that the rule reproduced is a superseded version of the rule. The operating report should reproduce the current resignation rule.

It should be noted that the Industrial Registrar attaches importance to reporting units both fully satisfying the obligations under Schedule 1 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. I have enclosed a Diagrammatic Summary of the legislative timescale requirements for your information.

### **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)

Should you wish to discuss any of the matters raised in this letter, I may be contacted on (03) 8661 7993 or by email at [larry.powell@air.gov.au](mailto:larry.powell@air.gov.au).

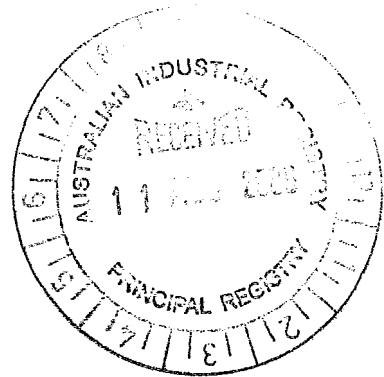
Yours sincerely

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

Larry Powell  
Statutory Services Branch

29 August 2008

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
LA TROBE UNIVERSITY BRANCH  
GENERAL PURPOSE FINANCIAL REPORT  
FOR THE YEAR ENDED  
30 JUNE 2007  
*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 or the Branch) 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 11/6 2008; and
- that the full report was presented to a general meeting of the members of the reporting unit on 14/7 2008, in accordance with section 266 of the RAO Schedule.

Signature: 

Date: 27.7, 2008

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

**OPERATING REPORT FOR THE YEAR ENDED 30 JUNE 2007**

**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 972 (2006 - 986).

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

**OPERATING REPORT FOR THE YEAR ENDED 30 JUNE 2007 (CONT'D)**

**Number of Employees**

The number of persons who were, at the end of the financial year, employees of the Branch were 1 (being one full-time employee) 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 William Deller
Vice-President (General)	Mr Graham Murray
Branch Secretary	Mr Christopher Palmer
Committee Member	Ms Margaret Botterill
Committee Member*	Mr George Sansbury
Committee Member*	Dr Andrew Kilpatrick
Committee Member*	Dr Ardel Shamsullah
Committee Member*	Dr Rosaria Burchielli
Committee Member*	Ms Tess Flynn

\* These committee members did not nominate subsequent to 30<sup>th</sup> September 2006. Hence, they ceased to be committee members effective 1<sup>st</sup> October 2006.

The branch held its election in 2006 and as a result the following changes took place effective 1<sup>st</sup> October 2006:

Vice-President (Academic)	Virginia Mansel Lees
Committee Member (Academic)	Ms Mary Martin
Committee Member (General)	Ms Margaret Botterill
Committee Member (Indigenous)	Ms Kym Walker
Committee Member	Mr Sean Salvin
Committee Member	Ms Ann Copeland
Committee Member	Mr Martin Fussell
Committee Member	Ms Debra McKenzie
Committee Member	Ms Wendy Mee
Committee Member	Mr John Tebbutt
Committee Member	Mr Ian Tulloch
Committee Member	Ms Caroline Wright-Neville

There were no other changes to the composition of the Committee of Management during the financial year 1<sup>st</sup> July 2006 to 30<sup>th</sup> June 2007.

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

**OPERATING REPORT FOR THE YEAR ENDED 30 JUNE 2007 (CONT'D)**

**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 30 JUNE 2007 (CONT'D)

- 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: 22 / 1<sup>st</sup> / 2008

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

**COMMITTEE OF MANAGEMENT STATEMENT**

On 11/6 2008, 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 30 June 2007:

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 (CONT'D)**

- (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 May~~ 2008

cp 11 June cp

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

**STATEMENT OF RECOGNISED INCOME AND EXPENDITURE  
FOR THE YEAR ENDED 30 JUNE 2007**

	<b>Retained Earnings</b>	<b>Total</b>
	<b>\$</b>	<b>\$</b>
<b>Balance at 1 July 2006</b>	(24,982)	(24,982)
Loss attributable to members	(64,542)	(64,542)
<b>Balance at 1 July 2006</b>	(89,524)	(89,524)
Profit attributable to members	28,075	28,075
<b>Balance at 30 June 2007</b>	(61,449)	(61,449)

The accompanying notes form part of these accounts.

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

**BALANCE SHEET  
AS AT 30 JUNE 2007**

	Note	2007 \$	2006 \$
<b>CURRENT ASSETS</b>			
Cash and Cash Equivalents	2	25,837	40,320
Trade and Other Receivables	3	3,175	500
<b>TOTAL CURRENT ASSETS</b>		29,012	40,820
<b>NON CURRENT ASSETS</b>			
Plant & Equipment	4	1,360	3,585
<b>TOTAL NON-CURRENT ASSETS</b>		1,360	3,585
<b>TOTAL ASSETS</b>		30,372	44,405
 <b>CURRENT LIABILITIES</b>			
Trade and Other Payables	5	62,281	117,433
Employee Provisions	6	16,332	12,014
<b>TOTAL CURRENT LIABILITIES</b>		78,613	129,447
<b>NON-CURRENT LIABILITIES</b>			
Employee Provisions	6	13,208	4,482
<b>TOTAL NON-CURRENT LIABILITIES</b>		13,208	4,482
<b>TOTAL LIABILITIES</b>		91,821	133,929
 <b>NET LIABILITIES</b>		 (61,449)	 (89,524)
 <b>EQUITY</b>			
Retained Losses		(61,449)	(89,524)
<b>TOTAL EQUITY</b>		(61,449)	(89,524)

The accompanying notes form part of these accounts.

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

**DETAILED INCOME STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2007**

	<b>2007</b>	<b>2006</b>
	\$	\$
<b>REVENUE</b>		
Member Subscriptions	79,652	81,617
Equalisation and Adjustment Fund Subsidy	110,000	-
Interest Received	655	347
<b>TOTAL REVENUE</b>	<u><b>190,307</b></u>	<u><b>81,964</b></u>
 <b>EXPENDITURE</b>		
Advertising	-	577
Audit – Prior Year	4,650	3,700
Audit – Current Year	2,000	-
Bank Charges	161	224
Computer Expenses	2,633	1,957
Delegate Kits	25	316
Depreciation	2,225	2,538
Donations	200	-
Employee Provisions	13,044	5,948
General Office Expenses	802	978
Insurance	-	436
Interest	-	308
Meetings & Catering	280	190
Merchandise	91	71
Parking	508	-
Payroll Tax	3,894	5,070
Postage	949	480
PRD Administration Fee	1,039	661
Printing & Stationery	459	807
Professional Development	5,213	-
Rates	811	652
Rent	23,314	22,332
Repairs & Maintenance	198	-
Salaries & Wages – Employees	82,405	76,678
Staff Amenities	202	-
Strike Action	-	(1,147)
Superannuation	12,365	12,861
Telephone	2,892	3,558
Training	-	5,178
Travel	1,485	843
Workcover	387	1,290
<b>TOTAL EXPENDITURE</b>	<u><b>162,232</b></u>	<u><b>146,506</b></u>
<b>PROFIT / (LOSS) FROM CONTINUING OPERATIONS</b>	<u><b>28,075</b></u>	<u><b>(64,542)</b></u>

The accompanying notes form part of these accounts.

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

**CASH FLOW STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2007**

	Note	2007 \$	2006 \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Receipts from members		79,204	81,433
Funding received		110,000	-
Interest received		655	347
Payments to suppliers & employees		<u>(204,342)</u>	<u>(79,866)</u>
Net cash (used in)/provided by operating activities	13	<u>(14,483)</u>	<u>1,914</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Purchases of fixed assets		<u>-</u>	<u>(1,027)</u>
Net cash (used in) investing activities		<u>-</u>	<u>(1,027)</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
		-	-
Net (decrease) / increase in cash held		(14,483)	887
Cash at beginning of year		<u>40,320</u>	<u>39,433</u>
Cash at end of year	2	<u>25,837</u>	<u>40,320</u>

The accompanying notes form part of these accounts.

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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
30 JUNE 2007**

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

This financial report is a general purpose financial report that has been prepared in accordance with Accounting Standards, Australian Accounting 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 of the National Tertiary Education Industry Union – La Trobe University Branch complies with all International Financial Reporting Requirements in their entirety.

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.

**Basis of Preparation**

The accounting policies set out below have been consistently applied to all years presented.

*Reporting Basis and Conventions*

The financial report has been prepared on an accruals basis and is based on historical costs modified by the revaluation of selected non-current assets, financial assets and financial liabilities for which the fair value basis of accounting has been applied.

**Accounting Policies**

(a) Property, Plant and Equipment

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

Plant and Equipment

Plant and equipment are measured on the cost basis less depreciation and impairment losses. The carrying amount of plant and equipment is reviewed annually by the committee to ensure it is not in excess of the recoverable amount from these assets. The recoverable amount is assessed on the basis of the expected net cash flows that will be received from the assets' employment and subsequent disposal. The expected net cash flows have been discounted to their present values in determining recoverable amounts.



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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
30 JUNE 2007**

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

Plant and Equipment (cont'd)

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the group and the cost of the item can be measured reliably. All other repairs and maintenance are charged to the income statement during the financial period in which they are incurred.

Depreciation

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

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

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:

<b>Class of asset</b>	<b>Depreciation Rate</b>
Office Furniture and Equipment	10 - 33%

The assets' residual values and useful lives are reviewed, and adjusted if appropriate, at each balance sheet date.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains or losses are included in the income statement. When revalued assets are sold, amounts included in the revaluation reserve relating to that asset are transferred to retained earnings.

(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 30 JUNE 2007**

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

(c) Leases

Leases of fixed assets where substantially all the risks and benefits incidental to the ownership of the asset, but not the legal ownership that are transferred to the Branch, are classified as finance leases.

Finance leases are capitalised by recording an asset and a liability at the lower of the amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Leased assets are depreciated on a straight-line basis over the shorter of their estimated useful lives or the lease term.

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.

Lease incentives under operating leases are recognised as a liability and amortised on a straight-line basis over the life of the lease term.

(d) 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.

(e) Impairment of Assets

At each reporting date, the Branch reviews the carrying values of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value-in-use, is compared to the asset's carrying value. Any excess of the asset's carrying value over its recoverable amount is expensed to the income statement.

Where it is not possible to estimate the recoverable amount of an individual asset, the Branch estimates the recoverable amount of the cash-generating unit to which the asset belongs.

(f) Employee benefits

Provision is made for the Branch's liability for employee benefits arising from services rendered by employees to balance date. Employee benefits that are expected to be settled within one year have been measured at the amounts expected to be paid when the liability is settled, plus related on-costs. Employee benefits payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those benefits.

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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2007**

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

(f) Cash and cash equivalents

Cash and cash equivalents include cash on hand, deposits held at-call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities on the balance sheet.

(g) Goods and services tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Tax Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the balance sheet are shown inclusive of GST.

Cash flows are presented in the cash flow statement on a gross basis, except for the GST component of investing and financing activities, which are disclosed as operating cash flows.

(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 economically dependent on the National Office EAF.

(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 30 JUNE 2007**

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

**Critical Accounting Estimates and Judgements**

The committee members evaluate estimates and judgments incorporated into the financial report based on historical knowledge and best available current information.

Estimates assume a reasonable expectation of future events and are based on current trends and economic data, obtained both externally and within the Bbranch.

*Key Estimates - Impairment*

The associationcommittee members assesses impairment at each reporting date by evaluating conditions specific to the associationBranch that may lead to impairment of assets. Where an impairment trigger exists, the recoverable amount of the asset is determined. Value-in-use calculations performed in assessing recoverable amounts incorporate a number of key estimates.

*Key Judgements*

The committee members do not believe that there are any key judgements that require separate disclosure.

	2007	2006
	\$	\$
<b>2. CASH AND CASH EQUIVALENTS</b>		
Cash at Bank	25,837	40,320
	25,837	40,320
<b>3. TRADE AND OTHER RECEIVABLES</b>		
Trade Receivables	3,175	-
GST Owed by the ATO	-	500
	3,175	500
<b>4. PLANT AND EQUIPMENT</b>		
Office Equipment- at cost	32,661	32,661
Less : Accumulated Depreciation	(31,301)	(29,076)
	1,360	3,585
<b>Movements in Carrying Values</b>		
Opening balance at the beginning of the year	3,585	5,096
Additions	-	1,027
Depreciation	(2,225)	(2,538)
Closing balance at the end of the year	1,360	3,585

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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2007**

	<b>2007</b>	<b>2006</b>
	\$	\$
<b>5. TRADE AND OTHER PAYABLES</b>		
Trade Creditors	62,281	117,433
	62,281	117,433
<b>6. EMPLOYEE PROVISIONS</b>		
Annual Leave	16,332	12,014
Long Service Leave	13,208	4,482
	29,540	16,496
<b>7. LEASING COMMITMENTS</b>		
Operating Leases		
Being for lease of premises		
Payable – minimum lease payments		
Not later than 12 months	24,112	23,185
Between 12 months and 5 years	42,235	66,347
	66,347	89,532

The lease for the premises is a non-cancellable lease with a five year term, with rent being payable monthly in advance. An option exists for two further five year terms at the conclusion of the original five-year term.

**8. KEY MANAGEMENT PERSONNEL COMPENSATION**

There are no key management personnel of the Branch whose remuneration requires separate disclosure.

<b>2007</b>	<b>2006</b>
\$	\$

**9. AUDITOR'S REMUNERATION**

Remuneration of the auditor of the Branch for:

- auditing or reviewing the financial report
- (i) Current Year
- (ii) Prior Year

2,000	-
4,650	3,700
6,650	3,700

**10. CONTINGENT LIABILITIES OR ASSETS**

The Branch does not have any contingent liabilities or assets at year end.

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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2007**

**11. EVENTS AFTER THE BALANCE SHEET DATE**

There has not been any matter or circumstance that has arisen since the end of the financial year that has significantly affected, or may significantly affect, the operations of the Branch, the results of those operations, or the state of affairs of the Branch in future financial years.

**12. RELATED PARTY TRANSACTIONS**

During the year, there were no transactions with related parties which require separate disclosure.

**13. CASH FLOW INFORMATION**

Reconciliation of Cash

Cash at the end of the financial year as shown in the cash flow statement is reconciled to items in the balance sheet as follows:

Cash and Cash Equivalents	<b>2007</b>	<b>2006</b>
	\$	\$
Cash at Bank	25,837	40,320
	<u>25,837</u>	<u>40,320</u>

Reconciliation of Cash Flow from Operations with Profit from Continuing Operations:

	<b>2007</b>	<b>2006</b>
	\$	\$
Profit / (loss) from continuing operations	28,075	(64,542)
Non-cash flows in profit		
Depreciation	2,225	2,538
Changes in Assets & Liabilities:		
- (Increase) / decrease in trade and other receivables	(2,675)	(184)
- Increase / (decrease) in trade and other payables	(55,152)	58,153
- Increase / (decrease) in employee provisions	13,044	5,949
Net cash provided by / (used in) operating activities	<u>(14,483)</u>	<u>1,914</u>

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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30th JUNE 2007**

**14. FINANCIAL INSTRUMENTS**

**(a) Interest Rate Risk**

The Branch'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		Fixed Interest Rate Maturing								
			Floating Interest Rate		Within 1 Year		1 to 5 Years		Non-interest Bearing		
	2007 %	2006 %	2007 \$	2006 \$	2007 \$	2006 \$	2007 \$	2006 \$	2007 \$	2006 \$	
<b>Financial Assets:</b>											
Cash and cash equivalents	2.54	0.86	25,837	40,320	-	-	-	-	-	-	-
Trade and other receivables	-	-	-	-	-	-	-	-	3,175	500	
<b>Total Financial Assets</b>			<b>25,837</b>	<b>40,320</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,175</b>	<b>500</b>	
<b>Financial Liabilities:</b>											
Trade and other payables	-	-	-	-	-	-	-	-	62,281	117,433	
<b>Total Financial Liabilities</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>62,281</b>	<b>117,433</b>	

**(b) 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.

**15. BRANCH DETAILS**

The registered office and principal place of business of the Branch is:

Shop 10C The Agora  
La Trobe University, Bundoora Campus  
BUNDOORA VIC 3086



Chartered Accountants  
Auditors  
Business Services  
Financial Planning Services

## **INDEPENDENT AUDITOR'S REPORT**

### **TO THE MEMBERS OF NATIONAL TERTIARY EDUCATION INDUSTRY UNION LA TROBE UNIVERSITY BRANCH**

#### **Report on the Financial Report**

We have audited the accompanying financial report of National Tertiary Education Industry Union – La Trobe University Branch (the Branch) which comprises the balance sheet as at 30 June 2007 and the income statement, statement of recognised income and expenditure and cash flow statement for the year ended on that date, a summary of significant accounting policies and other explanatory notes.

#### *Committee's Responsibility for the Financial Report*

The committee of the Branch is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) and the Workplace Relations Act 1996. This responsibility includes establishing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

#### *Auditor's Responsibility*

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee, as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**Liability Limited by a scheme approved under Professional Standards Legislation**





Chartered Accountants  
Auditors  
Business Services  
Financial Planning Services

## INDEPENDENT AUDITOR'S REPORT

### TO THE MEMBERS OF NATIONAL TERTIARY EDUCATION INDUSTRY UNION LA TROBE UNIVERSITY BRANCH

#### *Independence*

In conducting our audit, we have complied with the independence requirements of Australian professional ethical pronouncements.

#### *Auditor's Opinion*

In our opinion, the financial report of the National Tertiary Education Industry Union – La Trobe University Branch is presented fairly in accordance with the Workplace Relations Act 1996 including:

- i. giving a true and fair view of the Branch's financial position as at 30 June 2007 and of their performance for the year ended on that date; and
- ii. complying with Australian Accounting Standards (including Australian Accounting Interpretations) and the requirements imposed by Part 3 of Chapter 8 of Schedule 1 of the Workplace Relations Act 1996



**Lockwood Wehrens**  
Chartered Accountants  
Hawthorn



**Alan Lockwood**  
Principal  
23<sup>rd</sup> May 2008