



AUSTRALIAN INDUSTRIAL REGISTRY

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Fax: (03) 9654 6672

Mr. G. Parsons
Branch President
National Tertiary Education Industry Union
Macquarie University Branch
Macquarie Campus
W3A 405
NORTH RYDE 2109

Dear Mr. Parsons,

**Re: Financial statements for year ended 30 June 2003
FR 2003/437**

I refer to the financial statements lodged on 19 March 2004.

1. Presentation to members

Financial documents should be prepared, audited, supplied to members, presented to a meeting of members or of the committee of management and lodged in the Registry within certain timescale requirements. Given that the accounting officer's and committee of management's certificates are dated 17 March 2004 it would appear that the committee of management meeting held on 16 March 2004 was not sufficient for the purposes of section 279(6) of the Workplace Relations Act 1996. The Act requires that at least 7 clear days elapse between the date documents are supplied to members and the date of the relevant meeting [s279(6)(a)].

Would you please confirm that the documents have been presented to either a meeting of members or another meeting of the Branch Committee, at least 7 clear days after the documents were supplied to members, in accordance with subsection 279(6) of the Act.

2. Notice does not set out subsection 274(3).

There should have been included in the accounts a notice drawing attention to provisions of the Act that prescribed information is available to members on request and which set out a copy of subsections 274(1), (2) and (3) - refer subsection 274(4) of the Act.

The notice included with the financial statements appears to set out the provisions of the New South Wales Act and not the Commonwealth Act.

You will note that the above comments are similar to comments previously made in letters from the registry in relation to the financial years ended 30 June 2001 and 30 June 2002. No reply has been received from the branch about those letters.

Would you please confirm before **Friday 16 April 2003** that the documents have been supplied to members in accordance with subsections 279(1) and (3), and subsequently presented to a meeting in accordance with subsection 279(6).

3. New legislation

The Registration and Accountability of Organisations Schedule (Schedule 1B to the Workplace Relations Act 1996) has altered the arrangements under which organisations are required to provide financial and other information to members and the Industrial Registrar. Future financial returns will be required to meet the requirements of Schedule 1B. Your organisation has been provided with documentation in relation to the new requirements. You may wish to refer to section 269 of Schedule 1B which provides for reduced reporting requirements if a reporting unit has substantial common membership with a State registered body.

Fact sheets about the new financial reporting requirements may be found on the Commission's website at http://www.airc.gov.au/fact_sheets/factsheets.html.

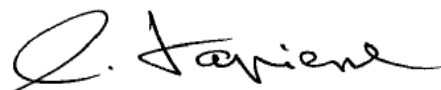
4. Electronic lodgment

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. Alternatively, you may send an email with the documents attached to riateam3@air.gov.au.

Please note that the Rules of the Commission allow for electronic signatures to be used, other than for statutory declarations (see subrule 74A(1)). As you would be aware, documents lodged under RAO section 233 are no longer required to be certified by "statutory declaration". A "declaration" will suffice. Where documents are lodged electronically, there will be no need to forward hard copies of the documents to the Registry."

Should you wish to discuss this letter or if you require further information on the financial reporting requirements of the Act, I may be contacted on (03) 8661 7787.

Yours sincerely,



Clency Lapierre
Statutory Services Branch
30 March 2004

NATIONAL TERTIARY
EDUCATION INDUSTRY UNION
MACQUARIE UNIVERSITY
BRANCH

FINANCIAL ACCOUNTS

AND

CERTIFICATES

FOR THE YEAR ENDED

30 JUNE 2003

HURLEY & CO

CHARTERED ACCOUNTANT

Level 4 - 83 Mount Street
North Sydney NSW 2060
Post Office Box 1306
North Sydney NSW 2059

Telephone: (02) 9954 3843
Facsimile: (02) 9956 8452
Email: admin@hurleyco.com.au
ABN: 33 374 535 922

AUDITORS REPORT

I report that I have inspected and audited the accounting records of **National Tertiary Education Industry Union – Macquarie University Branch** in relation to the financial year of the organisation ended 30 June 2003 and report that in my opinion satisfactory accounting records were kept by the organisation in relation to the year, including:

- (a) (i) records of the sources and nature of the income of the organisation (including income from members); and
- (ii) records of the nature and purposes of the expenditure of the organisation; and

in my opinion the accounts and other statements prepared under section 273 of the Workplace Relations Act 1996 in relation to the year were properly drawn up so as to give a true and fair view of:

- (b) (i) the financial affairs of the organisation as at the end of the year; and
- (ii) the income and expenditure, and any surplus or deficit, of the organisation for the year; and
- (c) (i) all information, being information which was reasonably wanted for the purpose of this audit, which was required and sought by me or by any person authorised by me for the purpose of the audit, was provided.

I also understand that to the extent that there was any deficiency, failure or shortcoming in relation to the matters referred to above, I must report particulars and that those particulars, if any, which form part of this report, are attached.



JOHN HURLEY

Chartered Accountant

Registered Company Auditor Number 15722

Level 4, 83 Mount Street

NORTH SYDNEY NSW 2059

SIGNED at Sydney this 24 day of February 2004



Liability limited by the
Accountants Scheme, approved
under the Professional
Standards Act 1994 (NSW).

**CERTIFICATE BY PRESIDENT OF THE NTEU - MACQUARIE
UNIVERSITY BRANCH**

I, **George Parsons**, Branch President of **National Tertiary Education Industry Union - Macquarie University Branch** hereby certify that the documents lodged herewith are true copies of the accounts, auditor's report and certificates presented to the:

() general meeting of members of the organisation held on

_____ and/or

() the committee of management meeting held on

16 March, 2004

in respect of the

financial year of the organisation ending 30 June 2003.

The documents lodged herewith are:

- (i) copies of the accounts prepared in accordance with the requirements of section 273 of the Workplace Relations Act 1996; and
- (ii) a copy of the certificate given by the accounting officer of the organisation; and
- (iii) a copy of the certificate given by the committee of management ; and
- (iv) a copy of the report of the auditor of the organisation prepared ; and
- (v) a statement by an officer of the organisation in respect of loans, grants or donations by the organisation which are notifiable in accordance with the requirements of section 269 of the Workplace Relations Act 1996.

Signed:

George Parsons

GEORGE PARSONS

Dated:

17 March, 2004

**CERTIFICATE BY THE ACCOUNTING OFFICER OF THE NTEU -
MACQUARIE UNIVERSITY BRANCH**

I, **Patricia Keys**, the accounting officer of the **National Tertiary Education Industry Union - Macquarie University branch**, hereby certify that to the best of my knowledge and belief that:

There were 492 persons that were members of the organisation at the end of the financial year ended 30 June 2003.

and in my opinion,

- (i) the attached accounts show a true and fair view of the financial affairs of the organisation as at the end of the financial year; and
- (ii) the accompanying audit report, accounts and Certificate of Committee of Management are copies of the documents presented to a meeting in accordance with section 279 (6) of the Workplace Relations Act 1996, and
- (iii) a record has been kept of the money paid by, or collected from, members of the organisation, all money so paid or collected has been credited to the bank account or accounts to which the money is to be credited, in accordance with the rules of the organisation; and
- (iv) before any expenditure was incurred by the organisation, approval of the incurring of the expenditure was obtained in accordance with the rules of the organisation; and
- (v) no payment was made out of a fund referred to in the Regulations for a purpose other than the purpose for which the fund was operated; and
- (vi) all loans or other financial benefits granted to persons holding office in the organisation were authorised in accordance with the rules of the organisation; and
- (vii) the register of members of the organisation was maintained in accordance with the Act.

Patricia M Keys

PATRICIA KEYS

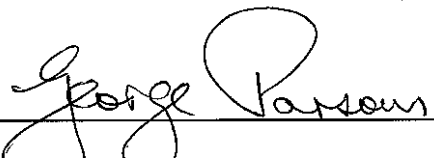
SIGNED at Sydney this *seventeenth* day of *March* 2004.

**CERTIFICATE BY COMMITTEE OF MANAGEMENT OF THE NTEU -
Macquarie University Branch**

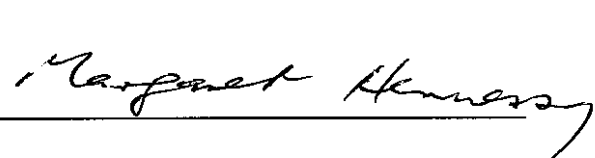
We, the undersigned members of the committee of management of **National Tertiary Education Industry Union - Macquarie University Branch** hereby certify in respect of the financial year ended 30 June 2003 that:

- (i) in the opinion of the committee of management the accounts prepared show a true and fair view of the financial affairs of the organisation as at the end of the financial year to which they relate; and
- (ii) in the opinion of the committee of management, during the financial year to which the accounts relate, meetings of the committee of management were, in the opinion of the committee, held in accordance with the rules of the organisation; and
- (iii) to the knowledge of any member of the committee, there have not been, during the financial year to which the accounts relate, instances where records of the organisation or other documents (not being documents containing information made available to a member of the organisation under sub-section 274 (2) of the Workplace Relations Act 1996, or copies of those records or other documents, or copies of the rules of the organisation, have not been furnished, or made available, to members of the organisation in accordance with the Workplace Relations Act 1996, this Regulation or the rules of the organisation, as the case by me; and
- (iv) the Branch has complied with sub-sections 279 (1) and (6) of the Workplace Relations Act 1996 in relation to the financial accounts in respect of the previous financial period and the Auditors Report thereon.

This certificate is in accordance with a resolution passed by the committee of management of the organisation in relation to the matters to be stated in the certificate and is signed on behalf of the committee of management by at least 2 members of the committee.



GEORGE PARSONS



MARGARET HENNESSY

Dated: 17-03-2004

Dated: 17-03-2004

**STATEMENT OF PARTICULARS OF LOANS,
GRANTS AND DONATIONS BY THE ACCOUNTING OFFICER
OF THE
NTEU - MACQUARIE UNIVERSITY BRANCH**

(Section 269 of the Workplace Relations Act 1996)

I, **Patricia Keys**, Accounting officer of the **National Tertiary Education Industry Union - Macquarie University Branch**, state, in respect of the financial year of the organisation ended 30 June 2003 that no loans, grants or donations for an amount exceeding \$1,000 were made by the organisation during the financial year.

Patricia M Keys

PATRICIA KEYS

Dated: 17-03-04

**NOTICE TO MEMBERS OF THE
NTEU - MACQUARIE UNIVERSITY BRANCH
FOR THE YEAR ENDED 30 JUNE 2003**

Subsections (1) and (2) of section 512 of the Industrial Relations Act 1991, preserved as regulations under section 282 (3) Industrial Relations Act 1996, provide that which read as follows:

s.512. (1) A member of an organisation, or the Industrial Registrar, may apply to the organisation for specified information prescribed by the regulations in **(2)** relation to the organisation. (Industrial Relations Regulation 1992, clause 60)

(2) An organisation must, on the making of such an application, make the specified information available to the member or the Industrial Registrar in the manner, and within the time, prescribed by the regulations.

NTEU - Macquarie University

Balance Sheet [Last Year Analysis]

June 2003

23/02/2004
11:19:58 AM

| | This Year | Last Year | \$ Difference | % Difference |
|---------------------------|--------------------|---------------------|--------------------|----------------|
| Assets | | | | |
| Current Assets | | | | |
| Cash at Bank | \$25,397.52 | \$6,372.01 | \$19,025.51 | 298.6% |
| Receivables | \$11,500.60 | \$10,618.96 | \$881.64 | 8.3% |
| Total Current Assets | <u>\$36,898.12</u> | <u>\$16,990.97</u> | <u>\$19,907.15</u> | <u>117.2%</u> |
| Total Assets | <u>\$36,898.12</u> | <u>\$16,990.97</u> | <u>\$19,907.15</u> | <u>117.2%</u> |
| Liabilities | | | | |
| Current Liabilities | | | | |
| Creditors & Borrowings | \$30,112.51 | \$21,206.97 | \$8,905.54 | 42.0% |
| Provisions | \$4,521.21 | \$12,399.37 | -\$7,878.16 | (63.5%) |
| GST Liabilities | | | | |
| GST Collected | \$27,833.27 | \$0.00 | \$27,833.27 | NA |
| GST Paid | -\$24,823.62 | \$0.00 | -\$24,823.62 | NA |
| Total GST Liabilities | <u>\$3,009.65</u> | <u>\$0.00</u> | <u>\$3,009.65</u> | <u>NA</u> |
| Total Current Liabilities | <u>\$37,643.37</u> | <u>\$33,606.34</u> | <u>\$4,037.03</u> | <u>12.0%</u> |
| Total Liabilities | <u>\$37,643.37</u> | <u>\$33,606.34</u> | <u>\$4,037.03</u> | <u>12.0%</u> |
| Net Assets | <u>-\$745.25</u> | <u>-\$16,615.37</u> | <u>\$15,870.12</u> | <u>(95.5%)</u> |
| Equity | | | | |
| Retained Earnings | -\$16,615.37 | -\$34,202.54 | \$17,587.17 | (51.4%) |
| Current Earnings | \$15,870.12 | \$17,587.17 | -\$1,717.05 | (9.8%) |
| Total Equity | <u>-\$745.25</u> | <u>-\$16,615.37</u> | <u>\$15,870.12</u> | <u>(95.5%)</u> |

NTEU - Macquarie University

Profit & Loss [Last Year Analysis]

July 2002 through June 2003

23/02/2004
11:20:07 AM

| | This Year | Last Year | \$ Difference | % Difference |
|----------------------------|---------------------|---------------------|--------------------|---------------|
| Income | | | | |
| Membership Subscriptions | \$263,436.39 | \$257,489.09 | \$5,947.30 | 2.3% |
| Resource Grant | \$18,000.00 | \$0.00 | \$18,000.00 | NA |
| Miscellaneous Income | \$1,040.00 | \$992.54 | \$47.46 | 4.8% |
| Total Income | <u>\$282,476.39</u> | <u>\$258,481.63</u> | <u>\$23,994.76</u> | <u>9.3%</u> |
| Cost Of Sales | | | | |
| Capitation Fees | \$188,188.49 | \$187,144.91 | \$1,043.58 | 0.6% |
| Total Cost Of Sales | <u>\$188,188.49</u> | <u>\$187,144.91</u> | <u>\$1,043.58</u> | <u>0.6%</u> |
| Gross Profit | <u>\$94,287.90</u> | <u>\$71,336.72</u> | <u>\$22,951.18</u> | <u>32.2%</u> |
| Expenses | | | | |
| Accounting & Audit Fees | \$2,200.00 | \$0.00 | \$2,200.00 | NA |
| Bank Charges | \$85.20 | \$26.60 | \$58.60 | 220.3% |
| Government Charges | \$142.00 | \$142.78 | -\$0.78 | (0.5%) |
| Employment Expenses | \$68,776.45 | \$51,649.00 | \$17,127.45 | 33.2% |
| Enterprise Bargaining | \$2,344.10 | \$0.00 | \$2,344.10 | NA |
| General Expenses | \$3,247.86 | \$0.00 | \$3,247.86 | NA |
| Office Supplies | \$182.01 | \$216.29 | -\$34.28 | (15.8%) |
| Postage | \$68.10 | \$65.54 | \$2.56 | 3.9% |
| Stationery & Telephone | \$795.06 | \$762.34 | \$32.72 | 4.3% |
| Staff Training & Welfare | \$577.00 | \$887.00 | -\$310.00 | (34.9%) |
| Total Expenses | <u>\$78,417.78</u> | <u>\$53,749.55</u> | <u>\$24,668.23</u> | <u>45.9%</u> |
| Net Profit/(Loss) | <u>\$15,870.12</u> | <u>\$17,587.17</u> | <u>-\$1,717.05</u> | <u>(9.8%)</u> |