



FAIR WORK  
AUSTRALIA

14 July 2011

Jenny Savage  
National Finance Coordinator, National Tertiary Education Industry Union  
By email: [jsavage@nteu.org.au](mailto:jsavage@nteu.org.au)

cc: Catherine Rytmeister  
President, National Tertiary Education Industry Union Macquarie University Branch  
By email: [nteu@mq.edu.au](mailto:nteu@mq.edu.au)

Dear Ms Savage

**NTEU Macquarie University Branch: financial reports for the years ending 30 June 2006 and 2007 (FR2006/287 & FR2007/337)**

I acknowledge receipt of the financial reports of the Macquarie Branch of the National Tertiary Education Industry Union for the years ended 30 June 2006 and 2007. The documents were lodged with Fair Work Australia on 12 August 2009. I also acknowledge receipt on 21 April 2011 of your correspondence dated 14 April 2011 in which you have responded to our queries regarding recovery of wages activity and the members of the committee of management.

I also note that you have advised that the NTEU has not been able to obtain an opinion from the auditor in the terms required by Schedule 1 of the *Workplace Relations Act 1996* without incurring excessive fees. You also advise that the NTEU is not satisfied with the services provided by that auditor and that an opinion from another auditor would result in a significant cost to the NTEU. The audit opinions regarding the 2006 and 2007 financial reports state that these reports 'present a fair view'. Although these opinions are not precisely as was required under Schedule 1 of the *Workplace Relations Act 1996*, given the opinions are not subject to modification and given the effluxion of time, the reports have now been filed.

Fair Work Australia aims to assist reporting units in complying with their obligations under the *Fair Work (Registered Organisations) Act 2009* (RO Act) by providing advice about the errors identified in financial reports. I appreciate for future financial years it is anticipated that, in accord with the scheme of the organisation's rules, all financial affairs will be administered by the organisation (through its national office) and accounted for accordingly. Nonetheless I have attached an addendum in which I draw your attention to a number of matters in the 2006 and 2007 reports which, in the event the Branch was required to prepare a financial report again, it should take into account to achieve full compliance.

Please also note that in the event that branches and divisions of the NTEU wish to apply for a section 271 exemption certificate on the grounds of no financial affairs, they are required to do so no later than 90 days after the end of the financial year (s.271(3) of the RO Act).

Yours sincerely

Eve Anderson  
Team Manager  
Tribunal Services and Organisations  
Fair Work Australia  
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### **1. Timescale requirements**

As you are aware, reporting units are required to undertake their financial reporting obligations in accordance with specified timelines. As the 2006 and 2007 reports have been completed, the relevant timelines are incapable of being remedied. However it should be noted that the timelines have not changed under the *Fair Work (Registered Organisations) Act 2009* (RO Act) and the preparation and lodgment of future financial reports must occur within these timelines.

In particular, [sections 253 and 254](#) of the RO Act require that a general purpose financial report (GPFR) and an operating report be prepared as soon as practicable after the end of the financial year. Further, [section 266](#) requires that the financial report be presented to a general meeting of members or a committee of management meeting within six months after the end of the financial year. In the absence of an extension of time for holding a general meeting (see [section 265\(5\)](#)) the latest possible date of lodgment with Fair Work Australia is six months and 14 days after the end of the financial year. I have attached a document which sets out the timelines in diagrammatical form.

In the event the Branch was required to again prepare a financial report, the report would need to be prepared in sufficient time to enable presentation to a meeting within six months after the end of the financial year and lodged with Fair Work Australia no later than 14 days after that meeting.

### **2. References to Schedule 1B**

The Designated Officer's Certificates for both reports contain references to Schedule 1B of the *Workplace Relations Act 1996*. Such references should have been to Schedule 1 of the *Workplace Relations Act 1996*. In future years please ensure that all financial documents refer to the relevant provisions of the current legislation:

- *Fair Work (Registered Organisations) Act 2009*
- *Fair Work (Registered Organisations) Regulations 2009*.

Also any references to the Industrial Registrar should now be to the General Manager.

### **3. Auditor's Opinion**

Subsection 257(5) of the RO Act sets out the matters upon which an auditor is required to make an opinion. In particular an opinion is required as to whether the general purpose financial report is presented fairly in accordance with applicable Australian Accounting Standards and other requirements of the RO Act. Assuming the auditor is of this opinion, the following wording would satisfy the requirements:

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 the *Fair Work (Registered Organisations) Act 2009*.

### **4. Auditor's qualifications**

Regulation 4 of the *Fair Work (Registered Organisations) Regulations 2009* defines an approved auditor as a person who is a member of CPA Australia, The Institute of Chartered Accountants in Australia or the National Institute of Accountants, and holds a current Public Practice Certificate. In all likelihood the auditor is such a person. However, it is our preference that this is made explicit in auditor's reports.

### **5. Recovery of Wages**

In circumstances where the reporting unit has not undertaken any recovery of wages activity for the financial year, the Committee of Management Statement should make a declaration to that effect.

## **6. Membership of committee of management**

Regulation 159(c) of the *Fair Work (Registered Organisations) Regulations 2009* requires operating report to contain the name of each person who has been a member of the Committee of Management of the reporting unit at any time during the reporting period, and the period for which he or she held such a position. Future operating reports should include details of *all* positions held and the period for which each person held their respective position.

## **7. Right to resign**

Subsection 254(2)(c) requires operating reports to 'give details' of the right of members to resign from the reporting unit under section 174 of the RO Act. This 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. It would appear in this case that rule 11 of the organisation's rules is applicable.

## **8. Required disclosures: contributions to and from another reporting unit of the organisation**

Reporting Guideline 11(b) requires that where contributions derived as a proportion of membership subscriptions are made to another reporting unit, the amount and the name of each reporting unit are to be disclosed in either the profit and loss statement or the notes. Also, Reporting Guideline 15 requires that where another reporting unit of the organisation is the source of a cash inflow or the application of cash outflow, such cash flow should be separately disclosed and that the name of the other reporting unit be shown in the notes.

The profit and loss statements for the 2006 and 2007 financial reports disclose amounts paid as capitation fees. In the event the Branch was required to prepare a financial report again, the profit and loss statement should disclose the name of the reporting unit to which the capitation fees were made. In addition, the name of the reporting unit and the amount of cash flows between the reporting units are to be disclosed in the notes to the cash flow statement.

I also note that the 2006 profit and loss statement discloses an amount received as a fee subsidy. If this amount was received from another reporting unit, then the name of the reporting unit and the amount of cash flow should be disclosed in the notes to the cash flow statement.

Also, item 13 of the Reporting Guidelines requires disclosure of receivables from or payables to another reporting unit of the organisation. If there are any outstanding receivables from or payables to other reporting units, please ensure the name of the other reporting unit and cost or value attributable to the other reporting unit are disclosed in the balance sheet or the notes to the balance sheet.

## **9. Required disclosures: employee benefits to office holders and other employees**

The Reporting Guidelines require reporting units to disclose in the income statement or in the notes to the financial statements employee benefits to holders of office (item 11(g)) and employee benefits to other employees (item 11(h)). The Reporting Guidelines also require either the balance sheet or the notes to disclose any liability for employee benefits in respect of office holders and other employees (items 14(c) and 14 (d)).

I note that the profit and loss statements for the 2006 and 2007 financial reports disclose amounts paid as salaries and wages. In the event the Branch was required to again prepare a financial report this disclosure should separately identify amounts paid to office holders and amounts paid to other employees. Likewise the provisions for annual leave and long service leave should separately disclose provisions for office holders and provisions for other employees.

**10. Required disclosures: audit fees**

AASB 10(138.1)(b) requires a general purpose financial report to disclose amounts paid to an auditor for an audit. This should be separately disclosed from other amounts paid to the auditor and any other accountancy expenses. The 2006 and 2007 profit and loss statements disclose amounts paid for accountancy fees. In the event the Branch was required to again prepare a financial report please ensure that the audit fee is separately disclosed from other accountancy fees.

**11. Materiality**

AASB 101(29) requires material items to be presented separately. The 2007 profit and loss statement discloses \$24,107 as 'other income', which appears to be a material amount. Any material items are separately disclosed.

**12. Financial statements to be prepared with equal prominence**

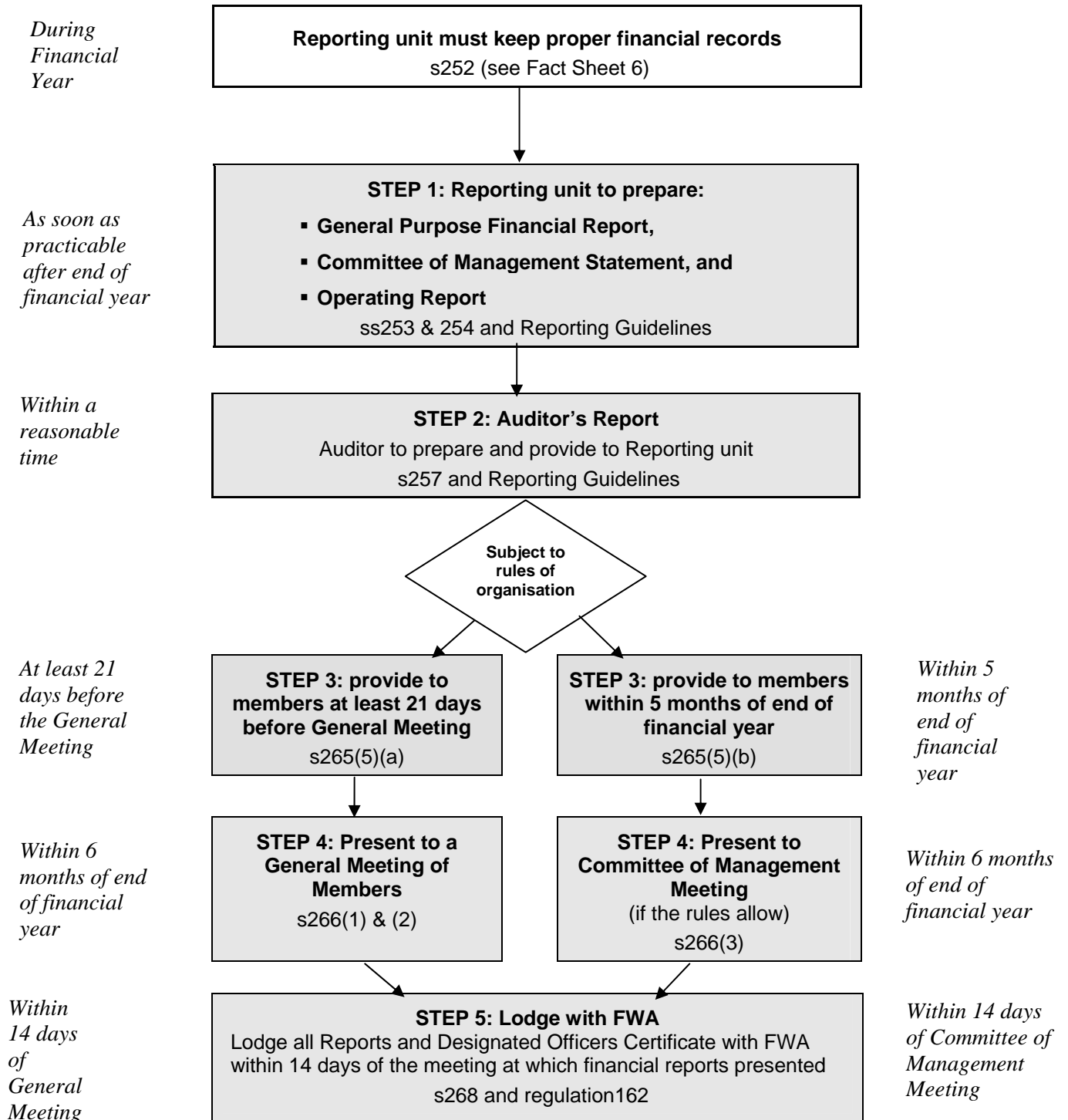
AASB 101(11) requires the financial statements to be presented with equal prominence. The statements of changes in equity in the 2006 and 2007 reports have been included as notes to the financial statements. In the event the Branch was required to again prepare a financial report, please ensure that the statement of changes in equity is given equal prominence to all other statements.

## Fair Work (Registered Organisations) Act 2009 Legislation Fact Sheet

### Diagrammatic Summary of Financial Reporting Time-lines

Financial reports are to be lodged with FWA within 6½ months of end of financial year by completing the steps as outlined below.

See Fact Sheet 8 for an explanation of each of these steps.

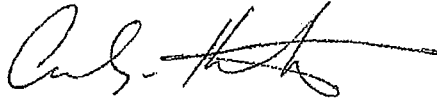


Certificate of Secretary or other Authorised Officer  
S268 of Schedule 1B Workplace Relations Act 1996

I ~~Carolyn Kemmett~~ being President of the ~~Macquarie Branch~~ certify:

- That the documents lodged herewith are copies of the full report, referred to in s268 of the RAO Schedule ; and
- That the full report, was provided to members on 15<sup>th</sup> July 2009; and
- That the full report was presented to ~~GENERAL MEETING OF MEMBERS~~ of the reporting unit on 5<sup>th</sup> August 2009; in accordance with section 266 of the RAO Schedule.

Signature



Date

6/8/09



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FAX No. 61 2 9956 8452

P. 017

**NTEU - MACQUARIE UNIVERSITY BRANCH**  
**Financial Statements**  
**For the Year ended 30th June 2007**



**NTEU – MACQUARIE UNIVERSITY BRANCH**

**Annual Report  
for the Year Ended 30 June 2007**

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# HURLEY & CO

CHARTERED ACCOUNTANT

**NTEU - Macquarie University Branch  
Independent Audit Report  
To the Members of  
NTEU - Macquarie University Branch**

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North Sydney NSW 2060  
Post Office Box 1306  
North Sydney NSW 2059

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## Report on the Financial Report

We have audited the accompanying financial report of NTEU - Macquarie University Branch (the committee), which comprises the balance sheet as at 30 June 2007 and the income statement, statement of changes in equity and cash flow statement for the year ended on that date, a summary of significant accounting policies and other explanatory notes and the Committee's declaration.

### Committees' Responsibility for the Financial Report

The members of the committee are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) and the financial reporting requirements of the Committee's constitution. 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. In Note 1, the members also state, in accordance with Accounting Standard AASB-101: ~~Presentation of Financial Statements, that compliance with the Australian~~ equivalents to International Financial Reporting Standards (IFRS) ensures that the financial report, comprising the financial statements and notes, complies with IFRS.

### 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 members, 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.

**NTEU - Macquarie University Branch  
Independent Audit Report  
to the Members of  
NTEU - Macquarie University Branch**

Independence

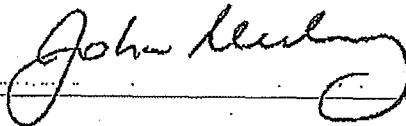
In conducting our audit, we have complied with the independence requirements of the Australian professional ethical pronouncements.

Audit Opinion

In our opinion:

the financial report of NTEU - Macquarie University Branch is in accordance with the committee's constitution, including:

- i. presenting fair view of the committee's financial position as at 30 June 2007 and of its performance for the year ended on that date; and
- ii. complying with Australian Accounting Standards (including the Australian Accounting Interpretations) and the committee's constitution; and
- iii. complying the requirements imposed by Part 3 of Chapter 8 of the RAO Schedule of the Work Place relations Act 1996.



Hurley & Co  
Dated this 6<sup>th</sup> day of May 2009

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**NTEU – MACQUARIE UNIVERSITY BRANCH**

**OPERATING REPORT FOR THE YEAR ENDED 30<sup>TH</sup> JUNE 2007**

**Principal Activities**

The principal activities of the Branch were to provide industrial, professional and managerial Services to the members consistent with the objects of the Association and particularly the object of Protecting and improving the interests of the members.

**Results of principal activities**

The principal activities of the Branch resulted in maintaining and improving the wages and conditions of employment of the membership.

**Significant Changes in 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 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 593.

**Number of employees**

The number of persons who were, at the end of the financial year, employees of the Branch was 1.

**Members of Committee of Management**

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

Carolyn Kennett

President



Carolyn Kennett – President

Signed at Sydney this 6 day of May 2009

**NTEU – MACQUARIE UNIVERSITY BRANCH**  
**Committee of Management Statement**  
**for the Year Ended 30 June 2007**

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On *6th May* 2009, the Committee of Management of NTEU – Macquarie 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<sup>th</sup> June 2007.

The Committee of Management declares 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 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 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 rules of a Branch concerned;
  - (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 of a Branch concerned;
  - (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 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
- (f) in relation to recovery of wages activity:
  - (i) the financial report on recovery of wages activity has been fairly and accurately prepared in accordance with the requirements of the reporting guidelines of the Industrial Registrar; and
  - (ii) the committee of management caused the auditor to include in the scope of the audit required under subsection 257(1) of the RAO Schedule all recovery of wages activity by the reporting unit in which revenues had been derived for the financial year in respect of such activity; and

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**NTEU – MACQUARIE UNIVERSITY BRANCH**  
**Committee of Management Statement**  
**for the Year Ended 30 June 2007**

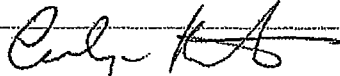
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- (iii) no fees or reimbursements of expenses in relation to recovery of wages activity or donations or other contributions were deducted from moneys recovered from employers on behalf of workers other than reported in the financial report on recovery of wages activity and the notes to the financial statements; and
- (iv) that prior to engaging in any recovery of wages activity, the organisation has disclosed to members by way of a written policy all fees to be charged or reimbursement of expenses required for recovery of wages activity, and any likely request for donations or other contributions in acting for a worker in recovery of wages activity; and
- (v) no fees or reimbursements of expenses in relation to recovery of wages activity or donations or other contributions were deducted from moneys recovered from employers on behalf of workers until distributions of recovered money were made to the workers.

For Committee of Management: Carolyn Kennett

Title of Office held: President

Signature:



Signed at Sydney this 6 day of May 2009

**NTEU -- MACQUARIE UNIVERSITY BRANCH**  
**Balance Sheet**  
**As at 30 June 2007**

	2007	2006
	\$	\$
<b>Equity</b>		
Unappropriated Profit	39,835	8,957
<b>Total Equity</b>	<u>39,835</u>	<u>8,957</u>
Represented by:		
<b>Current Assets</b>		
Cash at Bank	56,513	39,813
	<u>56,513</u>	<u>39,813</u>
<b>Non-Current Assets</b>		
Plant & Equipment	9,197	9,197
Less Accumulated Depreciation	6,490	4,651
	<u>2,707</u>	<u>4,546</u>
	<u>2,707</u>	<u>4,546</u>
<b>Total Assets</b>	<u>59,220</u>	<u>44,359</u>
<hr/>		
<b>Current Liabilities</b>		
Other Creditors	11,220	33,842
Provision for Annual Leave Pay	6,348	1,238
Provision for Long Service Leave	1,817	322
	<u>19,385</u>	<u>35,402</u>
<b>Total Liabilities</b>	<u>19,385</u>	<u>35,402</u>
<b>Net Assets</b>	<u>39,835</u>	<u>8,957</u>

*The accompanying notes form part of these financial statements.*

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**NTEU - MACQUARIE UNIVERSITY BRANCH**  
**Statement of Cash Flows**  
**For the Year ended 30 June 2007**

	2007	2006
	\$	\$
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>		
Receipts from Customers	92,883	155,706
Payments to suppliers & employees	(76,884)	(150,705)
Interest received	661	660
	<u>16,700</u>	<u>5,661</u>
Net cash provided by operating activities	16,700	5,661
<b>CASH FLOW FROM INVESTING ACTIVITIES</b>		
Payment for Investments	-	-
Payment for plant & equipment	-	2,167
	<u>-</u>	<u>2,167</u>
Net cash used in investing activities	-	2,167
Net increase in cash held	16,700	3,494
Cash at beginning of year	39,813	36,319
	<u>56,513</u>	<u>39,813</u>
Cash at end of year	2	39,813

For the purposes of the Statement of Cash Flows, cash includes cash on hand, cash at bank and cash investments held with financial institutions. These amounts are shown separately in the accompanying Statement of Financial Position.

*The accompanying notes form part of these financial statements.*



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**NTEU – MACQUARIE UNIVERSITY BRANCH**  
**Profit and Loss Statement**  
**For the Year ended 30 June 2007**

	2007	2006
	\$	\$
<b>Income</b>		
Interest Received	661	660
Fee Income	92,883	152,685
Other Income	24,107	58,940
	<u>117,651</u>	<u>212,285</u>
<b>Expenditure</b>		
Accountancy Fees	3,080	4,290
Bank Charges	555	27
Capitation Fees	-	63,379
Depreciation - Plant & Equipment	1,839	1,839
General Expenses	335	-
Insurance	1,980	481
Meeting & Conference expenses	-	2,587
Office Supplies	2,012	1,347
Payroll Tax	3,256	1,572
Provision for Annual Leave	5,110	1,238
Provision for Long Services Leave	1,495	322
Printing and Campaign Charges	3,057	-
Postage	-	23
Rent	1,965	-
Salaries & Wages	51,204	107,467
Staff Amenities	293	736
Superannuation Contributions	8,457	7,174
Telephone	592	314
Training Courses Expenses	950	-
Travelling Expenses	593	-
	<u>86,773</u>	<u>192,796</u>
<b>Profit before Income Tax</b>	<u>30,878</u>	<u>19,489</u>

*The accompanying notes form part of these financial statements.*

**NTEU – MACQUARIE UNIVERSITY BRANCH**  
**Notes to the Financial Statements**  
**For the Year ended 30th June 2007**

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**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 Consensus Views, other authoritative pronouncements of the Australian Accounting Standards Board, the Trustees' accountability requirements under the Unions' Rules and the requirements under the Workplace Relations Act 1996.

The financial report covers the National Tertiary Education Industry Union – Macquarie University Branch as an individual entity. The NTEU – Macquarie University Branch is a trade union, recognized by the Australian Industrial Registry and domiciled in Australia.

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 in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

(a) Revenue

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

(b) Provision for Employee entitlements

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

(c) Income Tax

No income tax has been provided as there was a loss for the year and the Branch is exempt from income tax pursuant to section 50-15 of the Income Tax Assessment Act 1997, as amended.

(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:

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

(e) Economic Dependency

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

(f) Segment Reporting

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

*The accompanying notes form part of these financial statements.*

**NTEU - MACQUARIE UNIVERSITY BRANCH**  
**Notes to the Financial Statements**  
**For the Year ended 30th June 2007**

	2007	2006
	\$	\$
<b>2. Revenue</b>		
Income		
Income	116,990	211,625
	<u>116,990</u>	<u>211,625</u>
Other Revenue		
Interest Received	661	660
	<u>661</u>	<u>660</u>
	<u>117,651</u>	<u>212,285</u>
<b>3. Expenses</b>		
Employee Benefits Expense	59,661	114,641
Depreciation and Amortisation	1,839	1,839
Bank Charges	555	27
Insurance	1,980	481
Postage	-	23
Rent	1,965	-
Telephone	592	314
Other Expenses	20,181	75,471
	<u>86,773</u>	<u>192,796</u>
<b>4. Profit</b>		
Profit from ordinary activities before income tax expense has been determined after accounting for;		
<b>Charging as Expense</b>		

*The accompanying notes form part of these financial statements.*

**NTEU – MACQUARIE UNIVERSITY BRANCH**  
**Notes to the Financial Statements**  
**For the Year ended 30th June 2007**

	2007	2006
	\$	\$
Movements in Provisions		
Depreciation		
- Plant and Equipment	1,839	1,839
Net Expenses Resulting from Movement in Provisions	1,839	1,839
<b>5. Cash and Cash Equivalents</b>		
Cash at Bank	56,513	39,813
	56,513	39,813
<b>6. Property, Plant &amp; Equipment</b>		
Plant & Equipment		
Plant & Equipment	9,197	9,197
Less Accumulated Depreciation	6,490	4,651
	2,707	4,546
<b>7. Trade and Other Payables</b>		
Current		
Other Creditors	11,220	33,842
	11,220	33,842
<b>Total Trade and Other Payables</b>	11,220	33,842

*The accompanying notes form part of these financial statements.*

**NTEU – MACQUARIE UNIVERSITY BRANCH**  
**Notes to the Financial Statements**  
**For the Year ended 30th June 2007**

	2007	2006
	\$	\$
<b>8. Provisions</b>		
<b>Current</b>		
Provision for Annual Leave Pay	6,348	1,238
Provision for Long Service Leave	1,817	322
Provision for Accounting services	1,485	-
	<u>9,650</u>	<u>1,560</u>
<b>Total Provisions</b>	<u>9,650</u>	<u>1,560</u>
<b>9. Retained Earnings</b>		
Retained Earnings at the Beginning of the Financial Year	8,957	(10,53 )
		2
<b>Add</b>		
Net profit attributable to members of the company	30,878	19,489
<b>Retained Earnings at the End of the Financial Year</b>	<u>39,835</u>	<u>8,957</u>

*The accompanying notes form part of these financial statements.*



# Fair Work Australia

26 August 2009

Jenny Savage  
National Finance Coordinator  
National Tertiary Education Industry Union  
PO Box 1323  
South Melbourne VIC 3205  
By email: [jsavage@nteu.org.au](mailto:jsavage@nteu.org.au)

cc: Carolyn Kennett  
President  
National Tertiary Education Industry Union Macquarie University Branch  
By email: [nteu@mq.edu.au](mailto:nteu@mq.edu.au); [carolyn@maths.mq.edu.au](mailto:carolyn@maths.mq.edu.au)

Dear Ms Savage

## **Financial reports of the National Tertiary Education Union Macquarie University Branch for the financial years ended 30 June 2006 and 2007 (FR2006/287 and FR2007/337)**

I acknowledge receipt of the financial reports of the Macquarie University Branch of the National Tertiary Education Industry Union for the financial years ended 30 June 2006 and 2007. The documents were lodged with Fair Work Australia on 12 August 2009.

The financial reports have **not** been filed.

### **Audit Opinions**

The audit reports for the financial years ended 30 June 2006 and 2007 provide opinions as to whether the financial reports are in accordance with the committee's constitution, whether they present a fair view of the committee's financial position and whether they comply with the AASs and the RAO Schedule. These opinions do not appear to meet the requirements of subsection 257(5) of the RAO Schedule of the *Workplace Relations Act 1996* (WR Act). In particular audit opinions as to whether the general purpose financial reports are presented fairly in accordance with applicable Australian Accounting Standards (AASs) and the requirements of the RAO Schedule of the *Workplace Relations Act 1996* (WR Act) need to be lodged as soon as possible. The following wording would satisfy the requirements (assuming the auditor is of this opinion):

*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 the RAO Schedule of the Workplace Relations Act 1996.*

### **Recovery of Wages Activity**

The Committee of Management Statements for both 2006 and 2007 state that Recovery of Wages Activity Reports have been prepared and audited. However no financial reports have been lodged nor do the audit reports refer to recovery of wages activity.

Items 16-23 of the Reporting Guidelines govern the reporting requirements of recovery of wages activity, and a sample Recovery of Wages Activity Statement is provided as an appendix to the Reporting Guidelines. Further item 27(b) of the Reporting Guidelines requires the audit report to

specify that the scope of the report includes recovery of wages activity and that the auditor is to provide an opinion as to whether the Recovery of Wages Activity Statement is presented fairly.

If the Branch has undertaken recovery of wages activity and the Branch has derived revenues in respect of that activity, Recovery of Wages Activity Statements for 2006 and 2007 must be prepared, audited, provided to members, presented to a General Meeting of members and lodged with Fair Work Australia. If the Branch has not undertaken recovery of wages activity from which revenues have been derived, then a Designated Officer of the Branch needs to confirm this in writing as soon as possible, and in future years this should be stated in the Committee of Management Statement.

### **Operating Report: Committee of Management lists**

Regulation 159 of the RAO Schedule to the WR Act required that the Operating Report provide the name of each person who was a member of the committee of management at any time during the reporting period, and the period for which he or she held office.

I note that Operating Reports for both 2006 and 2007 disclose the name of the President only. Please provide the name of each person who was a member of the committee of management of the Macquarie University Branch of the NTEU at any time during the relevant financial years and identify for each person the period for which he or she held office.

If you wish to discuss any matters further, I can be contacted on 03 8661 7929 or via email [eve.anderson@fwa.gov.au](mailto:eve.anderson@fwa.gov.au).

Yours sincerely



Eve Anderson  
Tribunal Services and Organisations  
Fair Work Australia  
Tel: 03 86617929  
Email: [eve.anderson@fwa.gov.au](mailto:eve.anderson@fwa.gov.au)



**National  
Tertiary  
Education  
Industry  
Union**

**NATIONAL OFFICE**

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Email: nteunat@nteu.org.au  
Web: www.nteu.org.au

Eve Anderson  
Fair Work Australia  
GPO Box 1994,  
Melbourne Vic 3001

14<sup>th</sup> April 2011

Dear Eve

**RE Financial Statements NTEU Macquarie Branch for years ended 30<sup>th</sup> June 2006 and 30 June 2007**

I refer to various correspondence and telephone calls regarding the above Branch.

The NTEU has not been able to obtain an opinion from the NSW based auditor of those financial statements in the terms required under the relevant legislation, namely Schedule 1 to the Workplace Relations Act 1996, without incurring excessive fees. As the NTEU is not satisfied with the services provided by that auditor, the NTEU would have to seek an opinion in the required terms from another auditor resulting in a significant cost to the NTEU.

We would ask that the audit opinion could be put aside.

Further to your request we advise:

1. *"advice as to whether recovery of wages was undertaken"* Recovery of wages was not undertaken.
2. *"names of each person of the committee of management at any time during the relevant financial year"- please see attached*

Yours sincerely,

GRAHAME MCCULLOCH  
General Secretary



**Macquarie University Branch Committee and National Councillors**

**Elected from Oct 2004 til Oct 2006**

**Elected from Oct 2005 til Oct 2006**

(supplementary elections)

**Branch President**

Judith Dorothy Goyen

**Branch Secretary**

John Busby Andrews

**Branch Vice-President (Academic)**

Carolyn Anne Kennett

**Branch Vice-President (General)**

Stephanie Grolimund

**Ordinary Committee Member**

Catherine Ruth Rytmeister

**Ordinary Committee Member**

Susan Greer

**Ordinary Committee Member**

Sandra Ticehurst

**Ordinary Committee Member**

Cindy Davids

**Ordinary Committee Member (Academic)**

*vacant*

Carol Beth Floyd

**Ordinary Committee Member (General)**

*vacant*

Austin Whitten

**National Councillor**

John Busby Andrews

**National Councillor**

Catherine Ruth Rytmeister

**Elected from Oct 2006 til Oct 2008**

**Branch President**

Carolyn Anne Kennett

**Branch Secretary**

John Busby Andrews

**Branch Vice-President (Academic)**

Judith Dorothy Goyen

**Branch Vice-President (General)**

Stephanie Grolimund

**Ordinary Committee Member**

Julian Leslie

**Ordinary Committee Member**

Catherine Ruth Rytmeister

**Ordinary Committee Member**

Vasanth Saparamadu

**Ordinary Committee Member (Academic)**

Susan Eileen Spinks

**Ordinary Committee Member (General)**

*vacant*

**Ordinary Committee Member**

Alan Tilley

**Ordinary Committee Member (Indigenous)**

Alana Freeburn

**National Councillor**

John Busby Andrews

**National Councillor**

Carolyn Anne Kennett