



**AUSTRALIAN INDUSTRIAL REGISTRY**

Level 35, Nauru House  
80 Collins Street, Melbourne, VIC 3000  
GPO Box 1994S, Melbourne, VIC 3001  
Telephone: (03) 8661 7764  
Fax: (03) 9654 6672

Mr. Michael Barry  
Secretary  
National Tertiary Education Industry Union  
Melbourne University Branch  
Old Metallurgy Building  
University of Melbourne  
Parkville VIC 3052

Dear Mr. Barry,

**Re: Financial documents for year ended 30 June 2003  
FR2003/438**

I have received the financial documents of the Melbourne University Branch of the National Tertiary Education Industry Union for the year ended 30 June 2003 lodged under cover of your communication dated 22 December 2003.

Having regard to the requirements of Division 11 of Part IX of the Workplace Relations Act 1996 and Part VII of the Workplace Relations Regulations your attention is drawn to the following:

**Secretary's certificate**

***Date of meeting***

As discussed the inclusion of the date of the meeting in the secretary's certificate is not expressly required by section 280 but including the date can demonstrate compliance with the timescale requirements arising under subsections 279(6) or (7), as the case may be.

The documents have been filed.

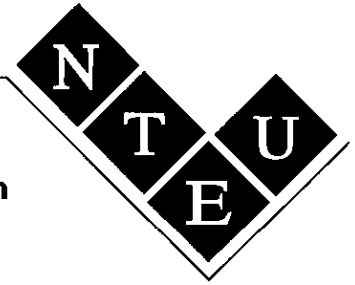
Yours sincerely,

  
Marylyn Beare  
Statutory Services Branch

8 January, 2004

FK20031438

**National  
Tertiary  
Education  
Industry  
Union**



22<sup>nd</sup> December 2003

**UNIVERSITY OF MELBOURNE BRANCH**

Old Metallurgy Building, The University of Melbourne 3010  
Tel: (03) 8344 6828 Fax: (03) 9348 1162  
Email: v.mimis@unimelb.edu.au

Deputy Industrial Registrar  
Australian Industrial Registry  
G.P.O. Box 1994S  
Melbourne 3001

Dear Sir/Madam

Re: National Tertiary Education Industry Union – University of Melbourne Branch  
Audited Accounts 2002/2003.

Enclosed are the audited accounts for NTEU University of Melbourne Branch for the period 1/7/2002 – 30/6/2003. The attached documents have been supplied to members in accordance with subsections 279(1) and (3), and presented to a meeting in accordance with subsection 279(6).

Yours sincerely

Michael Barry  
Secretary

# **NATIONAL TERTIARY EDUCATION UNION UNIVERSITY OF MELBOURNE BRANCH**

## **FINANCIAL REPORT FOR THE YEAR ENDED 30TH JUNE 2003**

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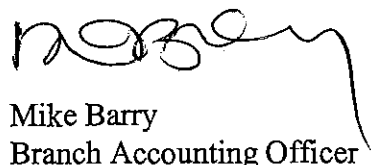
**NATIONAL TERTIARY EDUCATION UNION  
UNIVERSITY OF MELBOURNE BRANCH**

**ACCOUNTING OFFICER'S CERTIFICATE  
FOR THE YEAR ENDED 30TH JUNE 2003**

I, Mike Barry, being the officer responsible for keeping the accounting records of the National Tertiary Education Union - University of Melbourne Branch certify that as at 30th June 2003 the number of members of the organisation was 1,792 (2002 1,736).

In my opinion:

- (i) The accompanying accounts show a true and fair view of the financial affairs of the organisation as at 30th June 2003.
- (ii) A record has been kept of all monies paid or collected from members of the organisation and all monies so paid or collected have been credited to the bank account to which those monies are to be credited in accordance with the rules of the organisation.
- (iii) 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.
- (iv) No payments were made out of funds or accounts operated by contributions collected from members, or other funds, the operation of which is required by the rules of the organisation, for a purpose other than the purpose for which the fund was empowered.
- (v) No loans or other financial benefits, other than remuneration in respect of their full time employment with the organisation (or honoraria in respect of their holding office in the organisation) were made to persons holding office in the organisation.
- (vi) The register of members of the organisation was maintained in accordance with the requirements of the Workplace Relations Act 1996, as amended.



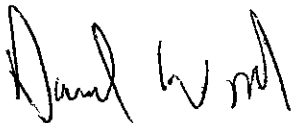
Mike Barry  
Branch Accounting Officer  
16 September 2003

**NATIONAL TERTIARY EDUCATION UNION  
UNIVERSITY OF MELBOURNE BRANCH**

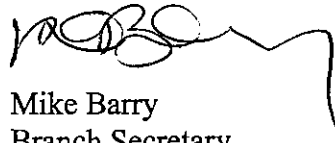
**COMMITTEE OF MANAGEMENT'S CERTIFICATE  
FOR THE YEAR ENDED 30TH JUNE 2003**

We, David Wood and Mike Barry, being two members of the Branch Committee of the National Tertiary Education Union - University of Melbourne Branch do state on behalf of the Branch Committee and in accordance with a resolution passed by the Branch Executive that:

- (1) in the opinion of the Branch Committee the attached accounts show a true and fair view of the financial affairs of the organisation as at 30th June 2003;
- (2) in the opinion of the Branch Committee meetings of the Committee of Management of the organisation were held during the year ended 30th June 2003 in accordance with the rules of the organisation;
- (3) to the knowledge of any member of the Branch Committee there have been no 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 (1, 2, & 3) Workplace Relations Act 1996 or copies of those records or documents, or copies of the rules of the organisation, have not been furnished, or made available, to members in accordance with the requirements of the Workplace Relations Act 1996, as amended, the Regulations thereto or the rules of the organisation; and
- (4) the organisation has complied with Sub-sections 279 (1) and (6) of the Act in relation to the Financial Accounts in respect of the year ended 30th June 2002 and the Auditor's report therein



David Wood  
Branch Treasurer  
16 September 2003



Mike Barry  
Branch Secretary  
16 September 2003

**NATIONAL TERTIARY EDUCATION UNION  
UNIVERSITY OF MELBOURNE BRANCH**

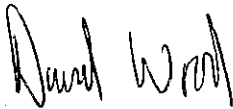
**STATEMENT BY MEMBERS OF THE COMMITTEE OF MANAGEMENT  
FOR THE YEAR ENDED 30TH JUNE 2003**

The trustees have determined that the organisation is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

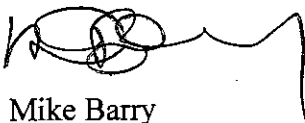
In the opinion of the trustees the attached financial statements as set out on pages 1 to 10:

1. Present fairly the financial position of the National Tertiary Education Union - University of Melbourne Branch as at 30th June 2003 and the result of the association for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that the National Tertiary Education Union - University of Melbourne Branch will be able to pay its debts as and when they fall due.

This statement is signed for and on behalf of the trustees by:



David Wood  
Branch Treasurer



Mike Barry  
Branch Secretary

Dated 14 October 2003

**NATIONAL TERTIARY EDUCATION UNION  
UNIVERSITY OF MELBOURNE BRANCH**

**BALANCE SHEET  
AS AT 30TH JUNE 2003**

	Note	2003 \$	2002 \$
<b>CURRENT ASSETS</b>			
Cash	2	138,683	204,809
Receivables	3	16,000	6,000
		-----	-----
<b>TOTAL CURRENT ASSETS</b>		<b>154,683</b>	<b>210,809</b>
		-----	-----
<b>NON-CURRENT ASSETS</b>			
Plant and equipment	4	5,233	4,957
		-----	-----
<b>TOTAL NON-CURRENT ASSETS</b>		<b>5,233</b>	<b>4,957</b>
		-----	-----
<b>TOTAL ASSETS</b>		<b>159,916</b>	<b>215,766</b>
		-----	-----
<b>CURRENT LIABILITIES</b>			
Creditors and accruals	5	2,300	88,012
Provisions	6	26,646	20,252
		-----	-----
<b>TOTAL CURRENT LIABILITIES</b>		<b>28,946</b>	<b>108,264</b>
		-----	-----
<b>TOTAL LIABILITIES</b>		<b>28,946</b>	<b>108,264</b>
		-----	-----
<b>NET ASSETS</b>		<b>130,970</b>	<b>107,502</b>
		=====	=====
<b>MEMBERS' FUNDS</b>			
Retained Profits		130,970	107,502
		-----	-----
<b>TOTAL MEMBERS' FUNDS</b>		<b>130,970</b>	<b>107,502</b>
		=====	=====

The accompanying notes form part of this financial report.

**NATIONAL TERTIARY EDUCATION UNION  
UNIVERSITY OF MELBOURNE BRANCH**

**INCOME AND EXPENDITURE STATEMENT  
FOR THE YEAR ENDED 30TH JUNE 2003**

	2003	2002
	\$	\$
Profit / (Loss) from ordinary activities	23,468	(18,170)
Retained Profits at the beginning of the financial year	107,502	125,672
Retained Profits at the end of the financial year	<u>130,970</u>	<u>107,502</u>

The accompanying notes form part of this financial report.



**NATIONAL TERTIARY EDUCATION UNION  
UNIVERSITY OF MELBOURNE BRANCH**

**DETAILED INCOME & EXPENDITURE STATEMENT  
FOR THE YEAR ENDED 30TH JUNE 2003**

	2003	2002
	\$	\$
<b>INCOME</b>		
Membership Subscriptions	722,727	636,997
Less:		
Capitation Fees - National Office	317,998	282,242
Capitation Fees - Victorian Division	250,146	267,714
	-----	-----
Net Branch Income from Membership Subscriptions	154,583	87,041
Interest	2,910	3,009
Sundry Income	10,050	421
	-----	-----
<b>NET BRANCH INCOME</b>	<b>167,543</b>	<b>90,471</b>
	-----	-----
<b>EXPENDITURE</b>		
Audit Fees	2,300	2,100
Bank Charges	307	253
<b>Office Administration</b>		
Computer Consumables	224	281
Office Amenities	459	192
Postage	391	144
Printing	1,822	1,155
Stationery	1,622	1,033
Telephone	2,261	1,518
Computer Software	796	930
Depreciation	3,348	2,992
<b>Industrial Campaigns</b>		
Mailouts	-	275
<b>Membership Servicing &amp; Recruitment</b>		
Mailouts	32	50
Meetings	1,603	416
New Members Kits	-	421
Printing	6,530	1,829
Special Events	5,875	4,274
Stationery	231	150
<b>Branch Administration</b>		
Conferences	2,457	1,185
<b>Recruitment</b>		
Campaigns	-	506
Printing	143	2,127
Stationery	-	279

**NATIONAL TERTIARY EDUCATION UNION  
UNIVERSITY OF MELBOURNE BRANCH**

**DETAILED INCOME & EXPENDITURE STATEMENT  
FOR THE YEAR ENDED 30TH JUNE 2003**

	2003	2002
	\$	\$
<b>EXPENDITURE (cont'd)</b>		
Accounting Fees	400	-
Donations	100	200
Insurance	541	541
Parking & Travel	1,558	853
Subscriptions	701	626
University Service Charge	675	427
Annual Leave Provision	4,600	3,619
Hardship Payments	-	890
Payroll Tax	2,728	3,473
Time Release	10,476	-
Long Service Leave Provision	1,794	1,984
Repairs & Maintenance	-	1,025
Sundry Expenses	700	-
Superannuation	12,718	9,228
Wages – Employees	74,810	62,677
Workcover	1,873	988
<b>TOTAL BRANCH EXPENDITURE</b>	144,075	108,641
<b>PROFIT / (LOSS) FROM ORDINARY ACTIVITIES</b>	23,468	(18,170)

**NATIONAL TERTIARY EDUCATION UNION  
UNIVERSITY OF MELBOURNE BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30TH JUNE 2003**

**1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES**

This financial report is a special purpose financial report prepared in order to satisfy the Trustees' accountability requirements under the Branch's Rules and the requirements under the Workplace Relations Act 1996 to prepare a financial report. The Trustees' have determined that the Branch is not a reporting entity.

The financial report has been prepared in accordance with the requirements of the Workplace Relations Act 1996, and the following Australian Accounting Standards.

- AAS 4 Depreciation of Non-Current Assets
- AAS 5 Materiality
- AAS 8 Events Occurring After Reporting Date

No other applicable Accounting Standards, Urgent Issues Group Consensus Views or other authoritative pronouncements of the Australian Accounting Standards Board have been applied.

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 specifically stated, current valuations of non-current assets.

The following material accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this report:

**(a) Plant & Equipment**

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.

**(b) Provision for Employee Entitlements**

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

**NATIONAL TERTIARY EDUCATION UNION  
UNIVERSITY OF MELBOURNE BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30TH JUNE 2003**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)**

(c) Income Tax

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

(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 274, which reads as follows:

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

**NATIONAL TERTIARY EDUCATION UNION  
UNIVERSITY OF MELBOURNE BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30TH JUNE 2003**

	2003	2002
	\$	\$
<b>2. CASH</b>		
Cash at Bank	18,808	86,116
Interest Bearing Deposits	119,875	118,693
	<u>138,683</u>	<u>204,809</u>
<b>3. RECEIVABLES</b>		
Sundry Debtor	10,000	-
Unsecured Loan - Melbourne University	6,000	6,000
	<u>16,000</u>	<u>6,000</u>
<b>4. PLANT &amp; EQUIPMENT</b>		
Office Equipment - at Cost	19,473	22,132
Less Accumulated Depreciation	(14,240)	(17,175)
	<u>5,233</u>	<u>4,957</u>
<b>5. CREDITORS &amp; ACCRUALS</b>		
Sundry Creditors & Accruals	2,300	82,746
GST Clearing	-	5,266
	<u>2,300</u>	<u>88,012</u>
<b>6. PROVISIONS</b>		
Annual Leave	15,766	11,166
Long Service Leave	10,880	9,086
	<u>26,646</u>	<u>20,252</u>

**INDEPENDENT AUDIT REPORT  
TO THE MEMBERS OF**Lockwood Wehrens  
ABN 74 135 421 190  
Chartered Accountants  
Auditors**NATIONAL TERTIARY EDUCATION UNION  
UNIVERSITY OF MELBOURNE BRANCH****Scope**

We have audited the financial report, being a special purpose financial report set out on pages 1 to 10 of the National Tertiary Education Union – University of Melbourne Branch for the year ended 30<sup>th</sup> June 2003. The Union's Branch Committee is responsible for the financial report and has determined that the accounting policies used and described in Note 1 to the financial statements which form part of the financial report are appropriate to meet the requirements of the Workplace Relations Act and are appropriate to meet the needs of the members. We have conducted an independent audit of this financial report in order to express an opinion on it to the members of the National Tertiary Education Union - University of Melbourne Branch. No opinion is expressed as to whether the accounting policies used are appropriate to the needs of the members.

The financial report has been prepared for the purpose of fulfilling the requirements of the Workplace Relations Act. We disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

Our audit has been conducted in accordance with Australian Auditing Standards. Our procedures include examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report and the evaluation of significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with the accounting policies described in Note 1 so as to present a view which is consistent with our understanding of the Branch's financial position and performance as represented by the results of its operations. These policies do not require the application of all Accounting Standards and other mandatory professional reporting requirements in Australia.

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

**Opinion**

(a) In our opinion:

(i) there were kept by the organisation in relation to the year satisfactory accounting records, including:

(A) the sources and nature of the income of the organisation (including income from members); and

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**INDEPENDENT AUDIT REPORT  
TO THE MEMBERS OF**

Lockwood Wehrens  
ABN 74 135 421 190  
Chartered Accountants  
Auditors

**NATIONAL TERTIARY EDUCATION UNION  
UNIVERSITY OF MELBOURNE BRANCH**

- (B) records of the nature and purposes of the expenditure of the organisation;  
and
- (ii) the accounts and statements prepared under section 273 in relation to the year  
were properly drawn up so as to give a true and fair view of:-
- (A) the financial affairs of the organisation as at the end of the year; and
  - (B) the income and expenditure, and any surplus or deficit, of the  
organisation for the year; and
- (b) all the information and explanations that under subsection (2), officers or  
employees of the organisation were required to provide were provided;

and there were no deficiencies, failures or shortcomings in relation to any matters  
referred to in paragraphs (a) or (b).

*Lockwood Wehrens*

LOCKWOOD WEHRENS  
Chartered Accountants

*A. Wehrens*

ANDREW WEHRENS  
Registered Company Auditor

Camberwell

14 October 2003



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