



Australian Government
Australian Industrial Registry

Level 36, 80 Collins Street
Melbourne, VIC 3000
GPO Box 1994, Melbourne, VIC 3001
Telephone: (03) 8661 7777
Fax: (03) 9655 0401
Email: melbourne@air.gov.au

Mr Michael Barry
Secretary
National Tertiary Education Industry Union
University of Melbourne Branch
Old Metallurgy Building,
The University of Melbourne VIC 3010

Dear Mr Barry

RE: Schedule 1B of the Workplace Relations Act 1996 (the RAO Schedule) Financial Reports for year ended 30 June 2005 – FR2005/367

I have received the financial documents of the University of Melbourne Branch of the National Tertiary Education Industry Union for the year ended 30 June 2005. The documents were lodged in the Industrial Registry on 9 March 2006.

The documents have been filed.

Although the documents have been filed, I would like to comment on an issue arising out of the reports. I make this comment to assist you when you next prepare financial reports. You do not need to take any further action in respect of the financial reports already lodged.

1. General Purpose Financial Report (GPFR)

Notes to Accounts

Your 'Notes to the Financial Statements' prepared under the General Purpose Financial Report (GPFR) sets out provisions relating to subsection 272(1), (2) and (4) of the RAO Schedule. Subsection 272(5) requires the GPFR to set out subsections 272(1), (2) and (3). Would you please ensure those subsections are included in the GPFR next year.

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 7764 or by email at dimitra.doukas@air.gov.au.

Electronic Lodgement

I encourage you to take advantage of the electronic lodgement service provided by the Registry for future lodgements. You may register as a user and then lodge your documents via the Electronic Lodgement page of the AIRC website at www.airc.gov.au. Alternatively, you may send an email with the documents attached to riateam3@air.gvo.au.

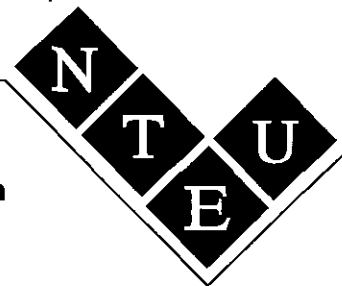
Yours sincerely,

Dimitra Doukas
Statutory Services Branch

8 May 2006

FB2005/367

**National
Tertiary
Education
Industry
Union**



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

2nd March 2006

Mr Larry Powell
Australian Industrial Registry
Level 35
80 Collins Street
Melbourne 3000

Dear Mr Powell,

Enclosed are the audited accounts for National Tertiary Education Industry Union, University of Melbourne Branch for the financial year ended 2004-2005. Please contact me if you have any queries in reference to the audit.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Michael Barry', with a long horizontal flourish extending to the right.

Michael Barry
Secretary

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

GENERAL PURPOSE FINANCIAL REPORT

FOR THE YEAR ENDED

30th JUNE 2005

Full Report

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

CERTIFICATE OF SECRETARY OR OTHER AUTHORISED OFFICER

I, Mr Michael Barry, being the Branch Secretary of National Tertiary Education Industry Union – University of Melbourne Branch (the reporting unit) certify:

- that the documents lodged herewith are copies of the full report referred to in s268 of the RAO Schedule;
- that the full report was provided to members on 23rd Dec. 2005; and
- that the full report was presented to a general meeting of members on 16th February 2006, in accordance with section 266 of the RAO Schedule.

Signature: 

Date: 23rd February 2006

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

OPERATING REPORT FOR THE YEAR ENDED 30th JUNE 2005

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 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 1,940.

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

OPERATING REPORT FOR THE YEAR ENDED 30th JUNE 2005 (Continued)

Number of Employees

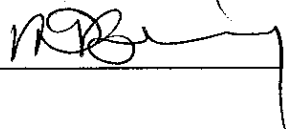
The number of persons who were, at the end of the financial year, employees of the Branch was 1.6 (including one part time employee) measured on a full time equivalent basis.

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 Sean Cooney
Vice-President (Academic)	Mr Ted Clark
Vice-President (General)	Ms Louise Walker
Branch Secretary	Mr Michael Barry
Branch Treasurer	Mr David Wood
Committee Member	Ms Ailsa Dott
Committee Member	Ms Melanie Lazarow
Committee Member	Ms Katy LeRoy
Committee Member	Ms Lisa Sarmas
Committee Member	Mr Kim Sawyer
Committee Member	Mr Graham Sewell

There were no changes to the composition of the Committee of Management during the financial year.

Name MICHAEL BARRY
Title SECRETARY (BRANCH)
Signature 

Date: 1 / 12 / 2005

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

OPERATING REPORT FOR THE YEAR ENDED 30th JUNE 2005 (Continued)

Manner of Resignation – s254(2)(c)

Members may resign from the Branch 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
UNIVERSITY OF MELBOURNE BRANCH**

OPERATING REPORT FOR THE YEAR ENDED 30th JUNE 2005 (Continued)

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

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

COMMITTEE OF MANAGEMENT STATEMENT

On 16th Feb. 2006, the Committee of Management of National Tertiary Education Industry Union – University of Melbourne Branch (the reporting unit) passed the following resolution in relation to the General Purpose Financial Report (GPFR) of the reporting unit for the year ended 30th June 2005:

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 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 National Tertiary Education Industry Union, including the rules concerning Branches of that union;
 - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of National Tertiary Education Industry Union, including the rules concerning Branches of that union;
 - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations;
 - (iv) the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner to each of the other reporting units of 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
UNIVERSITY OF MELBOURNE BRANCH**

COMMITTEE OF MANAGEMENT STATEMENT (Continued)

- (vi) No orders for the inspection of financial records have been made by the Commission under section 273 of the RAO Schedule.

For the Committee of Management: Mr Michael Barry

Title of Office Held: Branch Secretary

Signature:  _____

Date: 16th February 2006

NATIONAL TERTIARY EDUCATION INDUSTRY UNION
UNIVERSITY OF MELBOURNE BRANCH

PROFIT & LOSS STATEMENT
FOR THE YEAR ENDED 30th JUNE 2005

	2005	2004
	\$	\$
Profit from Ordinary Activities	68,485	74,908
Retained Profits at the beginning of the financial year	205,878	130,970
Retained Profits at the end of the financial year	<u>274,363</u>	<u>205,878</u>

The accompanying notes form part of these accounts.

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

**BALANCE SHEET
AS AT 30th JUNE 2005**

	Note	2005 \$	2004 \$
CURRENT ASSETS			
Cash	2	302,303	215,137
Receivables	3	8,000	18,000
TOTAL CURRENT ASSETS		<u>310,303</u>	<u>233,137</u>
NON CURRENT ASSETS			
Plant & Equipment	4	11,265	7,941
TOTAL NON-CURRENT ASSETS		<u>11,265</u>	<u>7,941</u>
TOTAL ASSETS		<u>321,568</u>	<u>241,078</u>
 CURRENT LIABILITIES			
Payables	5	12,595	4,235
Employee Provisions	6	34,610	30,965
TOTAL CURRENT LIABILITIES		<u>47,205</u>	<u>35,200</u>
TOTAL LIABILITIES		<u>47,205</u>	<u>35,200</u>
NET ASSETS		<u>274,363</u>	<u>205,878</u>
 MEMBERS' FUNDS			
Retained Profits		274,363	205,878
TOTAL MEMBERS' FUNDS		<u>274,363</u>	<u>205,878</u>

The accompanying notes form part of these accounts.

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

**DETAILED STATEMENT OF INCOME AND EXPENDITURE
FOR THE YEAR ENDED 30th JUNE 2005**

	2005 \$	2004 \$
INCOME		
Gross Member Subscriptions	859,192	838,462
Less:		
Capitation Fees - National Office	(320,818)	(319,414)
Capitation Fees - Victoria Division	(294,076)	(288,731)
Net Branch Income from Member Subscriptions	<u>244,298</u>	<u>230,317</u>
Interest Received	12,304	6,018
Other Income	1,308	229
NET BRANCH INCOME	<u>257,910</u>	<u>236,564</u>
 EXPENDITURE		
Audit Fees	2,500	2,500
Bank Charges	585	659
Office Administration		
Computer Consumables	3,091	539
Office Amenities	1,199	488
Postage	622	798
Printing	363	538
Stationery	1,175	899
Telephone	2,675	2,829
Computer Software	818	193
Depreciation	4,540	2,799
Industrial Campaigns		
Mailouts	111	165
Enterprise Bargaining	4,350	4,759
Membership Servicing & Recruitment		
Mailouts	286	485
Meetings	-	437
Outer Campus Servicing	3,345	1,911
Printing	2,892	1,233
Special Events	8,593	6,510
Stationery	132	-
New Members	-	395
Branch Administration		
Conferences	4,627	4,452
Committee Meetings	1,206	646
Delegates Meetings	77	101
Recruitment		
Campaigns	1,733	148
Printing	516	512
Mailouts	674	365

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

**DETAILED STATEMENT OF INCOME AND EXPENDITURE
FOR THE YEAR ENDED 30th JUNE 2005**

	2005	2004
	\$	\$
Expenditure (cont'd)		
Donations	400	360
Insurance	666	596
Parking and Travel	1,088	1,921
Subscriptions	400	812
University Service Charge	1,066	1,218
Annual Leave Provision	820	2,443
Payroll Tax	4,587	7,575
Time Release	10,000	-
Long Service Leave Provision	2,825	1,875
Repairs & Maintenance	363	736
Sundry Expenses	353	583
Superannuation	16,917	15,891
Wages – Employees	101,892	91,018
Workcover	1,938	1,790
Training	-	478
TOTAL BRANCH EXPENDITURE	189,425	161,656
PROFIT FROM ORDINARY ACTIVITIES	68,485	74,908

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

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30th JUNE 2005**

	2005	2004
	\$	\$
	Inflows (Outflows)	Inflows (Outflows)
Cash flows from Operating Activities		
Receipts from members	859,192	838,462
Interest received	12,304	6,018
Other income	1,308	229
Payments to suppliers & employees	(777,774)	(762,748)
	-----	-----
Net cash provided by / (used in) operating activities – Note B	95,030	81,961
	-----	-----
Cash flows from Investing Activities		
Purchases of fixed assets	(7,864)	(5,507)
	-----	-----
Net cash (used in) investing activities	(7,864)	(5,507)
	-----	-----
Cash flows from Financing Activities	-	-
	-----	-----
Net increase / (decrease) in cash held	87,166	76,454
Cash at the beginning of the financial year	215,137	138,683
	-----	-----
Cash at the end of the financial year – Note A	302,303	215,137
	=====	=====

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

**STATEMENT OF CASH FLOWS (Continued)
FOR THE YEAR ENDED 30th JUNE 2005**

	2005	2004
	\$	\$
Note A Reconciliation of Cash		
For the purposes of the statement of cash flows, cash includes cash on hand and in banks and investments in money markets. Cash at the end of the financial year is shown in the statement of cash flows is reconciled to the related items in the balance sheet as follows:		
Cash at Bank	44,980	42,124
Interest Bearing Deposits	257,323	173,013
	<u>302,303</u>	<u>215,137</u>

Note B Reconciliation of net cash provided by / (used in) operating activities to profit from ordinary activities

Profit from ordinary activities	68,485	74,908
Non-cash flows in profit from ordinary activities:		
Depreciation	4,540	2,799
Changes in Assets & Liabilities:		
(Increase) / decrease in receivables	10,000	(2,000)
Increase / (decrease) in payables	8,360	1,935
Increase / (decrease) in provisions	3,645	4,319
	<u>95,030</u>	<u>81,961</u>

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

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

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED
30th JUNE 2005**

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 – University of Melbourne Branch as an individual entity. The National Tertiary Education Industry Union – University of Melbourne Branch is a trade union, recognised 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 by the economic entity in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

(a) Fixed Assets

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

Depreciation rates used for each class of assets are:

Class of asset	Depreciation Rate
Office Furniture and Equipment	20 – 33%

(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
UNIVERSITY OF MELBOURNE BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30th JUNE 2005**

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

(c) Provision for Employee Entitlements

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

(d) Leases

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

(e) Income Tax

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

(f) Information to be provided to members or registrar

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

- (1) A member of an organisation or a 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.

(g) Economic Dependency

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

(h) Segment Reporting

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

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30th JUNE 2005**

	2005 \$	2004 \$
2. CASH ASSETS		
Cash at bank	44,980	42,124
Interest Bearing Deposits	257,323	173,013
	302,303	215,137
3. RECEIVABLES		
Sundry Debtor – Faculty of Law	-	10,000
Unsecured Loan – University of Melbourne	8,000	8,000
	8,000	18,000
4. PLANT AND EQUIPMENT		
Office Furniture and Equipment- at cost	32,380	24,516
Less : Accumulated Depreciation	(21,115)	(16,575)
	11,265	7,941
5. PAYABLES		
Sundry Creditors And Accruals	12,595	4,235
	12,595	4,235
6. EMPLOYEE PROVISIONS		
Annual Leave	19,029	18,209
Long Service Leave	15,581	12,756
	34,610	30,965

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30th JUNE 2005**

7. FINANCIAL INSTRUMENTS

(a) Interest Rate Risk

The reporting entity's exposure to interest rate risk, which is the risk that a financial instrument's value will fluctuate as a result of changes in market interest rates and the effective weighted average interest rates on those financial assets and liabilities, is as follows:

	Weighted Average Effective Interest Rate		Floating Interest Rate	
	2005	2004	2005	2004
Financial Assets				
Cash at bank	\$44,980	\$42,124	1.55%	1.85%
Interest Bearing Deposits	\$257,323	\$173,013	5.50%	4.52%

No financial assets are subject to a fixed interest rate.

(b) Credit Risk

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

(c) Net Fair Values

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

8. UNION DETAILS

The registered office of the union is:

Old Metallurgy Building
UNIVERSITY OF MELBOURNE VIC 3010

INDEPENDENT AUDIT REPORT

**TO THE MEMBERS OF
NATIONAL TERTIARY EDUCATION INDUSTRY UNION
UNIVERSITY OF MELBOURNE BRANCH**

Scope

The financial report and trustees' responsibility

The financial report comprises the profit and loss statement, balance sheet, detailed statement of income and expenditure statement, statement of cash flows and accompanying notes to the financial statements and the committee of management statement for the National Tertiary Education Industry Union – University of Melbourne Branch for the year ended 30th June 2005.

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

Audit Approach

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

We performed procedures to assess whether in all material respects the financial report presents fairly, in accordance with the 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 of its performance as represented by the results of its operations and its cash flows. These policies do not require the application of all Accounting Standards and other mandatory professional reporting requirements in Australia. No opinion is expressed as to whether the accounting policies used and described in Note 1, are appropriate for the needs of the members.



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email: synergy@lock-wood.com.au
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Lockwood & Co (Melb) Pty Ltd
ABN 36 290 638 803
ACN 101 133 804
Chartered Accountants / Business Consultants

Lockwood Wehrens
ABN 74 135 421 190
Auditors

INDEPENDENT AUDIT REPORT

**TO THE MEMBERS OF
NATIONAL TERTIARY EDUCATION INDUSTRY UNION
UNIVERSITY OF MELBOURNE BRANCH**

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

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

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

Independence

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

Audit Opinion

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

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

Lockwood Wehrens

LOCKWOOD WEHRENS
Chartered Accountants
Camberwell

A. Wehrens

ANDREW WEHRENS
Registered Company Auditor 176520
1st December 2005

FINANCIAL RETURNS CHECKLIST (RAO SCHEDULE)

Org Key: _____

FR 2005/367

ORGANISATION: NTEU - University of Melbourne Branch.

REPORTING UNIT(S): _____

The documents lodged appear to relate to those of a reporting unit under Schedule 1B Yes/No

The documents lodged are drawn up for the period of 12 months ended 30/06/2005

Date Documents Lodged / /

I. PRELIMINARY ASSESSMENT
(Information obtained from CMS or file)

Consolidation Certificate in force¹ Yes/No
 S245 determination issued² Yes/No
 S269(2)(a) certificate issued for current year³ Yes/No
 S270(1) certificate issued for current year⁴ Yes/No

Previous years documents for _____ months ended / /
 - Our letter and any response studied Yes/No
 - Any matters outstanding Yes/No

2. SECRETARY'S CERTIFICATE (s268 & reg.162)

Date of Secretary's Certificate 23/02/06
 Name and position of person signing Michael Rony
Branch Secretary.
 Is the signatory an office-holder Yes/No
 Documents lodged copy of those provided to members & presented at meeting⁵ Yes/No
 Date of meeting of COM or members / /
 If COM meeting do rules provide for calling of meeting of members by 5% (s266(3)) Yes/No/N/A

3. AUDITOR'S REPORT (s257(5))⁶

Date of Auditor's Report 1/12/05
 Name of Auditor Lockwood Wehrens
 Name of Signatory Andrew Wehrens
 Audit Class _____
 Approved auditor⁷ Yes/No
 GPFR presented fairly Yes/No
 Australian Accounting Standards Yes/No
 Effect of non compliance on GPFR quantified Yes/No
 Any defect or irregularity Yes/No
 Any deficiency, failure or shortcoming Yes/No
 Recovery of wages activity (if any)⁸ Yes/No
IF YES
 - scope of audit Yes/No
 - All information properly and fairly reported Yes/No
 - Fees charged/reimbursements of expenses Yes/No
 - Donations or other contributions Yes/No

4. OPERATING REPORT (s254 & reg 159)

Date 01/12/05
 Name and position of person signing Michael Rony - Branch Secretary.
 Is signatory an office-holder Yes/No
 No. of members 1940
 No. of employees 1.6
 Review of principal activities Yes/No
 Significant changes in financial affairs Yes/No
 Right of members to resign Yes/No

Trustee of super entity (if any) Yes/No
 Names of members of COM/periods positions held Yes/No
 Any other relevant information Yes/No

5. GENERAL PURPOSE FINANCIAL REPORT
(s253 and Reporting guidelines 8 to 9)

Profit and loss statement⁹ Yes/No
 (statement of financial performance)
 Balance Sheet¹⁰ Yes/No
 (statement of financial position)
 Statement of cash flows Yes/No
 Other AAS required statements Yes/No
 Notes to financial statements Yes/No
 (Reporting guidelines 8 and 9)
 - Dependency on other reporting unit Yes/No
 - Information for preceding year¹¹ Yes/No
 - Notice under Section 272(5) Yes/No
 - Disclosure of assets or liabilities acquired Yes/No
 - Recovery of wages activity (if any) Yes/No

6. COMMITTEE OF MANAGEMENT'S STATEMENT
(s253(2)(c) & reporting guidelines 23 & 24)

In accordance with resolution Yes/No
 Date of resolution Yes/No
 Signed by designated officer Yes/No
 Date of signature by designated officer 16/02/06
 Date of statement¹² 16/02/06
 Compliance with AAS Yes/No
 Compliance with reporting guidelines Yes/No
 True and fair view Yes/No
 Payment of debts Yes/No
 Meetings in accordance with rules Yes/No
 Financial affairs in accordance with rules Yes/No
 Financial records kept and maintained Yes/No
 Financial records kept in consistent manner Yes/No/N/A
 Information sought furnished Yes/No
 Compliance with Commission order Yes/No
 Consistent with other reporting units¹³ Yes/No/N/A
 Recovery of wages activity (if any) Yes/No
IF YES
 - report prepared fairly and accurately Yes/No
 - recovery of wages activity included Yes/No
 - fees/reimbursements of expenses not deducted Yes/No
 - written policy before acting for worker Yes/No
 - fees/reimbursement authorised by worker Yes/No

7. RECOVERY OF WAGES REPORT

Recovery of wages activity (if any) Yes/No

8. LOAN, GRANT OR DONATION

Section 237(1) statement lodged Yes/No
IF YES, entered on CMS Yes/No
 Loan, grant or donation consistent with s237 statement Yes/No