

Australian Industrial Registry  
GPO Box 1994S  
Melbourne VIC 3001

12 November 2002

**National Tertiary Education Industry Union**

**Australian National University Branch**

**Financial Statements of the Branch for 2001-2002**

**Secretary's Certificate**

I, Barry Howarth, Secretary of the Australian National University Branch of the National Tertiary Education Industry Union, certify that:

1. In accordance with a resolution of the managing committee of the branch adopted on 15 October 2002, a shortened version of the audited financial statements and the auditor's report for the financial year 2001-2002, both authorised by the auditor, were issued to all members of the Branch in electronic form, free of charge, on 4 November 2002. Members of the Branch were informed of their right to examine the full report and financial statements.
2. The enclosed documents include copies of the shortened version of the audited financial statements and the auditor's report and the full financial statements and auditor's report containing the certificates of the accounting officer and of the Committee of Management. These were presented to a meeting of the Committee of Management of the Branch on 12 November 2002 which resolved that they be send to the Industrial Registry.
4. The information contained in the accounts, statements and reports is correct.

Signed:

Copy to: NTEU National Office  
(Attention National Finance Officer)  
PO Box 1323  
South Melbourne VIC 3205

◆ ACT DIVISION

1st Floor • Arts Centre • ANU • Canberra 0200  
Telephone: (02) 6125 2043 • Fax: (02) 6247 1032  
Email: nteu@anu.edu.au

Accepted

**NATIONAL TERTIARY EDUCATION UNION - ANU BRANCH**

**FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2002**

**NATIONAL TERTIARY EDUCATION UNION - ANU BRANCH**

**YEAR ENDED 30TH JUNE 2002**

**ACCOUNTING OFFICER'S CERTIFICATE**

I, Andrew Morven Stewart, being the Officer responsible for keeping the Accounting Records of the National Tertiary Education Union — ANU Branch, certify that as at 30 June 2001 the number of members of the Organisation was 984 (2001 — 891, 2000 — 891; 1999 - 924).

In my opinion,

- (i) the attached accounts show a true and fair view of the financial affairs of the Organisation as at 30 June 2002.
- (ii) a record has been kept of all monies paid by, or collected from, all members and all monies so paid or collected have been credited to the bank accounts 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) with regard to funds of the Organisation raised by compulsory levies or voluntary contributions from members, or funds other than the general funds operated in accordance with the rules, no payments were made out of such funds for purposes other than those for which the fund was operated;
- (v) no loans or other financial benefits, other than remuneration in respect of their full-time employment with 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 Act.

Canberra

15 October 2002



.....  
Andrew Morven Stewart

**NATIONAL TERTIARY EDUCATION UNION - ANU BRANCH**

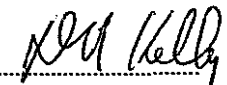

**YEAR ENDED 30TH JUNE 2002**

**COMMITTEE OF MANAGEMENT'S CERTIFICATE**

We, D. H. Kelly and A. M. Stewart, being two members of the Committee of Management of the National Tertiary Education Union — ANU Branch, do state on behalf of the Committee and in accordance with a resolution passed by the Committee, that:

- (i) in the opinion of the Committee of Management, the attached accounts show a true and fair view of the financial affairs of the Organisation as at 30 June 2002;
- (ii) in the opinion of the Committee of Management, meetings of the Committee were held during the year ended 30 June 2001, in accordance with the rules of the Organisation;
- (iii) to the knowledge of any members of the 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 (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, the Regulations thereto, or the Rules of the Organisation; and
- (vi) the Organisation has complied with sub-section S279(1) and (6) of the Act in relation to the financial accounts in respect of the year ended 30 June 2001 and the Auditor's Report thereon.

Canberra  
15 October 2002

  
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D. H. Kelly  
  
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A. M. Stewart

**NATIONAL TERTIARY EDUCATION UNION - ANU BRANCH**

**INCOME AND EXPENDITURE STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2002**

	2002 \$	2001 \$
<b>INCOME</b>		
Income from members	386,074	338,365
Interest	4,830	6,008
Sundry income	<u>-</u>	<u>15</u>
<b>TOTAL INCOME</b>	<b>390,904</b>	<b>344,388</b>
<b>LESS EXPENSES</b>		
ACT Division capitation	181,892	153,820
National office capitation	138,624	128,243
Recruitment expenditure	45,274	24,608
National defence capitation fund	20,363	13,865
Office Services	10,960	17,500
Collection fees paid to ANU	7,678	6,248
Printing and stationery	4,910	3,662
Travelling expenses	2,462	136
Leaflets and posters	2,186	1,776
Computer expenses	2,000	-
Audit fees	1,550	1,720
Administration costs	890	2,756
Postage	224	239
Sundry expenses	73	101
Bank charges	1	(1)
Subscriptions	-	73
Staff training and welfare	-	811
Donations	<u>-</u>	<u>200</u>
<b>TOTAL EXPENSES</b>	<b><u>419,087</u></b>	<b><u>355,757</u></b>
<b>OPERATING SURPLUS/(LOSS)</b>	<b><u>(28,183)</u></b>	<b><u>(11,369)</u></b>

**STATEMENT OF FINANCIAL PERFORMANCE  
FOR THE YEAR ENDED 30 JUNE 2002**

	Notes	2002 \$	2001 \$
Revenue from ordinary activities		390,904	344,388
Other expenses from ordinary activities		<u>(419,087)</u>	<u>(355,757)</u>
<b>Deficit from ordinary activities before income tax expense (income tax revenue)</b>		<b>(28,183)</b>	<b>(11,369)</b>
Income tax revenue (income tax expense) relating to ordinary activities		<u>-</u>	<u>-</u>
<b>Deficit from ordinary activities after related income tax expense (income tax revenue)</b>	2	<b><u>(28,183)</u></b>	<b><u>(11,369)</u></b>

The accompanying notes form part of these financial statements.

**NATIONAL TERTIARY EDUCATION UNION - ANU BRANCH**

**STATEMENT OF FINANCIAL POSITION  
AS AT 30 JUNE 2002**

	Notes	2002 \$	2001 \$
<b>CURRENT ASSETS</b>			
Cash assets	3	96,967	125,160
Receivables		-	32,203
Other		<u>13,712</u>	<u>9,998</u>
<b>TOTAL CURRENT ASSETS</b>		<u><b>110,679</b></u>	<u><b>167,361</b></u>
<b>TOTAL ASSETS</b>		<u><b>110,679</b></u>	<u><b>167,361</b></u>
<b>CURRENT LIABILITIES</b>			
Payables	4	1,120	31,224
Other		<u>10,662</u>	<u>9,057</u>
<b>TOTAL CURRENT LIABILITIES</b>		<u><b>11,782</b></u>	<u><b>40,281</b></u>
<b>TOTAL LIABILITIES</b>		<u><b>11,782</b></u>	<u><b>40,281</b></u>
<b>NET ASSETS</b>		<u><b>98,897</b></u>	<u><b>127,080</b></u>
<b>EQUITY</b>			
Accumulated surplus	5	<u>98,897</u>	<u>127,080</u>
<b>TOTAL EQUITY</b>		<u><b>98,897</b></u>	<u><b>127,080</b></u>

The accompanying notes form part of these financial statements.

**NATIONAL TERTIARY EDUCATION UNION - ANU BRANCH**

**STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 30 JUNE 2002**

	Notes	2002 \$	2001 \$
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>			
Receipts from members		386,074	338,380
Payments to suppliers and employees		(421,196)	(357,677)
Interest received		<u>4,830</u>	<u>6,008</u>
Net cash used in operating activities	6 (b)	<u>(30,292)</u>	<u>(13,289)</u>
<b>CASH FLOW FROM FINANCING ACTIVITIES</b>			
Proceeds from borrowings		<u>2,099</u>	<u>-</u>
Net cash provided by financing activities		<u>2,099</u>	<u>-</u>
Net decrease in cash held		(28,193)	(13,289)
Cash at beginning of financial year		<u>125,160</u>	<u>138,449</u>
Cash at end of financial year	6 (a)	<u><u>96,967</u></u>	<u><u>125,160</u></u>

The accompanying notes form part of these financial statements.

## NATIONAL TERTIARY EDUCATION UNION - ANU BRANCH

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2002

#### NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

The financial report is a general purpose financial report that has been prepared in accordance with Australian Accounting Standards, Urgent Issues Group Consensus Views and other authoritative pronouncements of the Australian Accounting Standards Board and the requirements of the Workplace Relations Act 1996.

The financial report is for the entity National Tertiary Education Union - ANU Branch as an individual entity. National Tertiary Education Union - ANU Branch is a Trade Union under the Workplace Relations act 1996.

The financial report has been prepared on an accruals basis and is based on historical costs. It does not take into account changing money values or, except where stated, current valuations of non-current assets. Cost is based on the fair values of the consideration given in exchange for assets.

The following is a summary of the material accounting policies adopted by the association in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

#### (a) Cash

For the purposes of the Statement of Cash Flows, cash includes cash on hand, at banks and on deposit.

#### (b) Revenue

Revenue from the rendering of a service is recognised upon the delivery of the service to the customers.

Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial assets.

Other revenue is recognised when the right to receive the revenue has been established.

#### (c) Goods and Services Tax (GST)

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

#### (d) Information to be provided to members or Registrar

In accordance with the requirements of the Workplace Relations Act 1996, as amended, attention is drawn to the provision of subsections (1), (2) and (3) of Section 274, which reads:

(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 sub-section (1) by a member of the organisation or the Registrar, make the specified information available to the member or the Registrar in such manner, and within such time, as is prescribed. PENALTY: \$1,000.



**NATIONAL TERTIARY EDUCATION UNION - ANU BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2002**

	Note	2002 \$	2001 \$
<b>NOTE 2: SURPLUS FROM ORDINARY ACTIVITIES</b>			
Surplus (losses) from ordinary activities before income tax expenses (income tax revenue) has been determined after:			
(a) Expenses:			
Remuneration of the auditors for:			
- audit or review services		<u>1,550</u>	<u>1,720</u>
<b>NOTE 3: CASH ASSETS</b>			
Cash on hand		91	37
Cash at bank		<u>96,876</u>	<u>125,123</u>
		<u>96,967</u>	<u>125,160</u>
<b>NOTE 4: PAYABLES</b>			
CURRENT			
Unsecured liabilities			
Sundry creditors and accruals		<u>1,120</u>	<u>31,224</u>
<b>NOTE 5: RETAINED SURPLUS</b>			
Retained Surplus at the beginning of the financial year		127,080	138,449
Net Surplus (loss) attributable to members of the entity		<u>(28,183)</u>	<u>(11,369)</u>
Retained Surplus at the end of the financial year		<u>98,897</u>	<u>127,080</u>
<b>NOTE 6: CASH FLOW INFORMATION</b>			
(a) Reconciliation of cash			
Cash at the end of the financial year as shown in the statement of Cash Flows is reconciled to the related items in the statement of financial position as follows:			
Cash on hand		91	37
Cash at bank		<u>96,876</u>	<u>125,123</u>
		<u>96,967</u>	<u>125,160</u>
(b) Reconciliation of cash flow from operations with Surplus from ordinary activities after income tax			
Deficit from ordinary activities after income tax		(28,183)	(11,369)
Changes in assets and liabilities			
Increase in receivables		-	(978)
Increase in other assets		(3,714)	(9,998)
Increase in payables		<u>1,605</u>	<u>9,057</u>
Cash flows from operations		<u>(30,292)</u>	<u>(13,288)</u>

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2002

NOTE 7: FINANCIAL INSTRUMENTS

(a) Financial Instruments

(i). Derivative Financial Instruments

Derivative financial instruments are used by the entity to hedge exposure to exchange rate risk associated with foreign currency borrowings and interest rate risk associated with movements in interest rates which impact on the borrowings of the entity. The derivative financial instruments used by the entity are not recognised in the financial statements. Transactions for hedging purposes are undertaken without the use of collateral as only reputable institutions with sound financial positions are dealt with.

(b) Interest Rate Risk

The association'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 classes of financial assets and financial liabilities, is as follows:

	Weighted Average Effective Interest Rate		Floating Interest Rate		Fixed Interest Rate Maturing			
					Within 1 Year		1 to 5 Years	
	2002	2001	2002	2001	2002	2001	2002	2001
	%	%	\$	\$	\$	\$	\$	\$
Financial Assets								
Cash	-	-	96,876	125,123	-	-	-	-
Total financial assets			96,876	125,123	-	-	-	-

	Fixed Interest Rate Maturing Over 5 Years		Non-Interest Bearing		Total	
	2002	2001	2002	2001	2002	2001
	\$	\$	\$	\$	\$	\$
Cash	-	-	91	37	96,967	125,160
Receivables	-	-	-	32,203	-	32,203
Total financial assets	-	-	91	32,240	96,967	157,363
Financial liabilities						
Trade and sundry creditors	-	-	1,120	31,224	1,120	31,224
Total financial liabilities	-	-	1,120	31,224	1,120	31,224

**NATIONAL TERTIARY EDUCATION UNION - ANU BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2002**

**(c) Credit Risk**

The maximum exposure to credit risk, excluding the value of any collateral or other security, at balance date to recognised financial assets is the carrying amount of those assets, net of any provisions for doubtful debts, as disclosed in the statement of financial position and notes to the financial report.

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

**(d) Net Fair Values**

The net fair value of listed investments have been valued at the quoted market bid price at balance date adjusted for transaction costs expected to be incurred. For other assets and other liabilities the net fair value approximates their carrying value. No financial assets and financial liabilities are readily traded on organised markets in standardised form other than listed investments, forward exchange contracts and interest rate swaps. Financial assets where the carrying amount exceeds net fair values have not been written down as the association intends to hold these assets to maturity.

The aggregate net fair values and carrying amount of financial assets and financial liabilities are disclosed in the statement of financial position and in the notes to the financial statements.

**NATIONAL TERTIARY EDUCATION UNION - ANU BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2002**

Note	2002 \$	2001 \$
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**NOTE 8: ASSOCIATION DETAILS**

The principal place of business of the association is:

National Tertiary Education Union - ANU Branch

1ST FLOOR

ARTS CENTRE

ANU ACT 0200

**NATIONAL TERTIARY EDUCATION UNION - ANU BRANCH**  
**INDEPENDENT AUDIT REPORT**  
**TO THE MEMBERS OF**  
**NATIONAL TERTIARY EDUCATION UNION - ANU BRANCH**

**Scope**

We have audited the financial report of National Tertiary Education Union - ANU Branch for the financial year ended 30 June 2002, being the Accounting Officers Certificate, Committee of Managements' Certificate, Income and Expenditure Statement, Balance Sheet, Statement of Cash Flows, notes to the Financial Statements and the Statement by Members of the Committee. The committee is responsible for the financial report and have determined that the accounting policies used are appropriate to meet the needs of the Workplace Relations Act and 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.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance whether the financial report is free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of accounting policies and 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 Accounting Standards, the Workplace Relations Act, and other mandatory professional reporting requirements so as to present a view which is consistent with our understanding of the association's financial position, the results of its operations and its cash flows.

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

**Audit Opinion**

In our opinion, the financial report of National Tertiary Education Union – ANU Branch presents fairly in accordance with Australian Accounting Standards, the Workplace Relations Act and other mandatory professional reporting requirements, the financial position of National Tertiary Education Union - ANU Branch as at 30 June 2001 and the results of its operations and its cash flows for the financial year then ended.



John Little  
Registered Company Auditor

24 October 2002

Canberra

**SUMMARY OF THE FINANCIAL ACCOUNTS OF  
NATIONAL TERTIARY EDUCATION UNION  
ANU BRANCH**

REGISTERED IN ACCORDANCE WITH THE WORKPLACE RELATIONS ACT 1996

The Financial Accounts of the ANU Branch have been audited in accordance with the provisions of the Workplace Relations ACT 1996, and the following Summary is provided for members in accordance with Section 279 (2) of the Act.

A copy of the Auditor's Report, Accounts and Statements will be supplied free of charge to members on request.

Certificates required to be given under the Act by the Accounting Officer and Division Committee of Management have been completed in accordance with the provisions of the Act and contain no qualifications.

**Information to be provided to members or Registrar**

Section 274 (4) of the Workplace Relations Act 1996 states the 'Accounts prepared under section 273 shall include a notice drawing attention to sub-sections (1), (2) and (3) and setting out those subsections.'

**Section 274 (1)**

A member of an organisation, or a Registrar may apply to the organisation for specified prescribed information in relation to the organisation.

**Section 274 (2)**

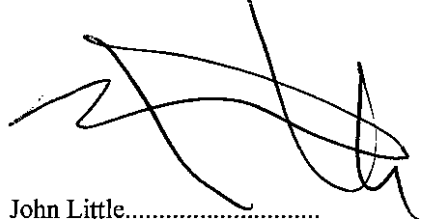
An organisation shall, on application made under subsection (1) by a member of the organisation or a Registrar, make the specified information available to a member or a Registrar in such a manner and within such time, as is prescribed.

**Section 274 (3)**

A Registrar may only make an application under subsection (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 member.

**AUDITOR'S CERTIFICATE**

I certify that the Summary of the Financial Accounts of the National Tertiary Education Union, ANU Branch, is a fair and accurate summary of the Report, Accounts and Statements of the National Tertiary Education Union, ANU Branch for the year ended 30 June 2002. My Auditor's Report dated 22 October 2002, on the Accounts and Statements was unqualified, and did not contain particulars of any deficiency, failure or shortcoming as referred to in the Workplace Relations Act 1996.



John Little.....  
Registered Company Auditor  
22 October 2002

**NATIONAL TERTIARY EDUCATION UNION – ANU BRANCH**

**INCOME AND EXPENDITURE FOR THE YEAR  
ENDED 30 JUNE 2002**

	<b>2002</b>	<b>2001</b>
	<b>\$</b>	<b>\$</b>
INCOME	390,904	344,388
LESS EXPENDITURE	419,087	355,757
NET SURPLUS FOR THE YEAR	<u>(28,183)</u>	<u>(11,369)</u>

**BALANCE SHEET AS AT 30 JUNE 2002**

	<b>2002</b>	<b>2001</b>
	<b>\$</b>	<b>\$</b>
ACCUMULATED FUNDS	98,897	127,080
REPRESENTED BY:		
CURRENT ASSETS	<u>110,679</u>	<u>167,361</u>
<b>TOTAL ASSETS</b>	<u><b>110,679</b></u>	<u><b>167,361</b></u>
LESS LIABILITIES	11,728	40,281
<b>NET ASSETS</b>	<u><b>98,897</b></u>	<u><b>127,080</b></u>



**AUSTRALIAN INDUSTRIAL REGISTRY**

Level 35, Nauru House  
80 Collins Street, Melbourne, VIC 3000  
GPO Box 1994S, Melbourne, VIC 3001  
Telephone: (03) 8661 7777  
Fax: (03) 9654 6672

Mr Brian Howarth  
Secretary  
National Tertiary Education Industry Union  
Australian National University Branch  
PO Box 4  
ANU  
CANBERRA ACT 0200

Dear Mr Howarth

**Re : Financial statements for year ended 30 June 2002 - FR2002/460**

Reference is made to the financial documents of the Australian National University Branch of the National Tertiary Education Industry Union for the year ended 30 June 2002 which were lodged in the Industrial Registry on 20 November 2002.

While the financial documents have been filed the following matter should be drawn to the auditor's attention.

Subsection 276(4) of the *Workplace Relations Act 1996* requires an auditor to state, whether in the auditor's opinion:

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

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

*(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) whether all the information and explanations that, under subsection (2), officers or employees of the organisation were required to provide were*

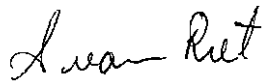


*provided and, in addition, the auditor shall state in the report particulars of any deficiency, failure or shortcoming in relation to a matter referred to in paragraph (a) or (b).*

The auditor's report omitted the above.

Should you wish to discuss this letter or if you require further information on the financial reporting requirements of the *Workplace Relations Act 1996*, I may be contacted on 03-8661 7776.

Yours sincerely



Sylvia van Riet  
Statutory Services Branch

25 November 2002