



Australian Government
Australian Industrial Registry

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80 Collins Street, Melbourne, VIC 3000
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Mr Michael O'Donnell
Secretary
National Tertiary Education Industry Union
Australian National University Branch
1st Floor, Arts Centre ANU
CANBERRA ACT 0200

Dear Mr O'Donnell

**Re: Financial Report for year ended 30 June 2004 - National Tertiary Education Industry
Union - ANU Branch - FR 2004/495**

I refer to my letter of 2 February 2005 in which I informed you that I had filed the above financial report. I am writing to inform you I did so in the mistaken belief that the organisation's rules made provision for the full report to be presented to a committee of management meeting.

Subsection 266 (1) of the RAO Schedule provides that the full financial report should be presented to "a general meeting of the members ...". Subsection (3) of that section allows reporting units to present the report to a committee of management meeting if "the rules of the reporting unit provide for a specified percentage (not exceeding 5%) of members to be able to call a general meeting of the reporting unit for the purpose of considering the auditor's report, the general purpose financial report and the operating report ...".

Rule 53A (1) and (2) of the organisation's rules makes such provision with respect to the organisation and Divisions respectively. However, the rule does not extend to branches of the organisation. I have discussed this oversight with Ms Sam Maynard from the National Office. I understand from that conversation the organisation will seek to make the necessary amendment to its rules in the future, certainly before branches are required to present their financial reports for the financial year ended 30 June 2005 to a meeting.

Whilst I am not asking you to do anything in relation to the financial report for the year ended 30 June 2004, which have already been filed as I indicated previously, however, I note that unless the rules of the organisation are altered in a manner consistent with subsection 266(3) then, the branch would have to present its financial report for the financial year ended 30 June 2005 to a general meeting, not a branch committee of management meeting.

Should you wish to discuss any of the matters raised in this letter, I can be contacted on (03) 8661 7787.

Yours sincerely

IS

Iain Stewart
Statutory Services Branch

2 March 2005



Australian Government

Australian Industrial Registry

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Mr Michael O'Donnell
Secretary
National Tertiary Education Industry Union
Australian National University Branch
1st Floor, Arts Centre ANU
CANBERRA ACT 0200

Dear Mr O'Donnell

Re: Financial Reports for year ended 30 June 2004 - National Tertiary Education Industry Union - ANU Branch - FR 2004/495

I have received the financial reports of the National Tertiary Education Industry Union - ANU Branch for the year ended 30 June 2004. The documents were lodged in the Industrial Registry on 30 December 2004.

The documents have been filed.

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

1. Operating Report

(a) Subsection 254(2)(a) of Schedule 1B provides the report should contain "a review of the reporting unit's principal activities". I think this requirement demands more than a statement that the principal activity of the branch was "to represent the interest of the members". I suggest as a minimum the branch need state, in broad terms at least, how it represented those members.

(b) The requirement under ss254(2)(d) to disclose the identity of any officer or member of the reporting unit of certain superannuation bodies is qualified so that disclosure is only required in circumstances when that person holds the position by the fact of them being an officer or member of the organisation.

(c) In addition to providing the names of person on the Committee of Management regulation 159(c) of the RAO Regulations requires that the person's position on the committee is identified.

2. General Purpose Financial Report

The reference in the Notes under the heading Information to be provided to members or Registrar refers to subsections (1), (2) and (3) under s274. This reference now ought to be to the equivalent subsections of s272.

3. Committee of Management's Statement

(a) Please note the Committee of Management's Statement failed to specify the date of the resolution passed (see item 26(b) of the Reporting Guideline for the purposes of s253 of the RAO Schedule).

(b) The Committee of Management Statement need only be signed by a designated officer (see item 26(c) of the Reporting Guideline for the purposes of s253 of the RAO Schedule).

4. Auditor's Report

Subsection 257(5) of the RAO Schedule now sets out the matters upon which an auditor is required to make an opinion. The following wording would satisfy the requirements of the Schedule:

“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 Schedule 1B of the Workplace Relations Act 1996.”

A copy of this letter has also been forwarded to your auditor.

Should you wish to discuss any of the matters raised in this letter, I can be contacted on (03) 8661 7787.

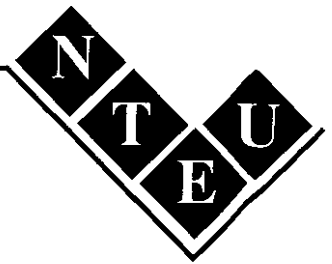
Yours sincerely



Iain Stewart
Statutory Services Branch

2 February 2005

cc Canberra Assurance Specialists



ANU BRANCH

**Certificate of Secretary or other Authorised Officer
s268 of Schedule 1B Workplace Relations Act 1996**

I, Michael O'Donnell, Secretary of the NTEU ANU Branch certifies:

- That the document lodged herewith is a copy of the full NTEU ANU Branch Financial Report for the year ended 30 June 2004 referred to in s268 of the RAO Schedule; and
- That the NTEU ANU Branch Financial Report for the year ended 30 June 2004 was provided to members on 26 November 2004; and
- That the full report was presented to a meeting of the ANU Branch Committee [the committee of management] on 21 December; in accordance with s266 of the RAO Schedule.

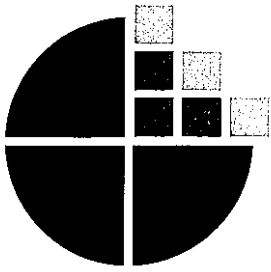
A handwritten signature in black ink that reads "Michael O'Donnell".

Michael O'Donnell
Secretary

Dated: 21/12/2004

A circular stamp with a decorative border. Inside the circle, the text "ACT DIVISION" is printed in a bold, sans-serif font. The stamp is slightly faded and has a textured appearance.

◆ ACT DIVISION



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Canberra Assurance Specialists

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 Monday, 30 June 2004 being the Operating Report, Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows, notes to the Financial Statements, and Statement by the Committee of Management. The Committee of Management is responsible for the financial report. 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 Australian Accounting Standards, the Workplace Relations Act, and other mandatory professional reporting requirements in Australia so as to present a view which is consistent with our understanding of the National Tertiary Education Union - ANU branch's financial position and performance as represented by 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,

- 1 There were kept by the National Tertiary Education Union - ANU branch in respect of the year, satisfactory accounting records detailing the sources and nature of the receipts of the National Tertiary Education Union - ANU branch (including receipts from members) and the nature and purpose of payments, and
- 2 The Financial Report, prepared in accordance with the Workplace relations Act, as amended, are properly drawn up so as to give a true and fair view of:
 - the financial affairs of the National Tertiary Education Union - ANU branch as at 30 June 2004, and
 - the receipts and payments, and the surplus of the National Tertiary Education Union - ANU branch for the year ended on that date

and have been prepared in accordance with applicable Australian Accounting Standards and other mandatory professional requirements.

John Little
Registered Company Auditor
Canberra Assurance Specialist Pty Ltd
PO Box 4186
Manuka ACT 2603

14 November 2004

Canberra Assurance Specialist Pty Ltd **Chartered Accountant**
ABN 93 101 091 310 **Registered Company Auditor**
PO Box 4186 Assurance Services
Manuka ACT 2603 Incorporated Associations
Phone: 02 6283 8157 Companies, Trust Accounts
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NATIONAL TERTIARY EDUCATION UNION - ANU BRANCH

**FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2004**

NATIONAL TERTIARY EDUCATION UNION - ANU BRANCH

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NATIONAL TERTIARY EDUCATION UNION - ANU BRANCH

OPERATING REPORT

Your committee members submit the financial report of the National Tertiary Education Union - ANU Branch for the financial year ended 30 June 2004.

This Operating Report is prepared in accordance with section 254 of the Workplace Relations Act.

Committee Members

The names of each person who has been a member of the committee of management of this reporting unit at any time during the reporting period, and the period for which they held such a position is detailed below:

Committee of Management	Period on Committee of Management for this reporting period
Derek Corrigan	12 Months
Deborah Crisp	12 Months
Andrew Stewart	12 Months
Alison Edwards	12 Months
Jingara Hart (Appointed)	4 Months
Karen Hill	12 Months
Ewan Maidment	12 Months
Sigrid McCausland	12 Months
Craig McGarty	12 Months
Michael O'Donnell (Appointed)	3 Months
Dave Rowell	12 Months
Bill Speed	12 Months
Matt Wilkinson (Appointed)	3 Months
Mandy Lupton (Retired)	7 Months

Principal Activities

The principal activity of the Reporting unit (association) during the financial year was to represent the interest of its members.

Significant Changes

No significant change in the nature of these activities occurred during the year.

Operating Result

The profit from ordinary activities after providing for income tax amounted to \$23,481.

After Balance Date Events

No matters or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the operations of the association, the results of those operations, or the state of affairs of the association in future financial years.

Right of Members to Resign

Under section 174 of the Workplace relations Act, details of the right of members to resign is required to be disclosed. Rule 11 deals with resignation from membership.

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.

A notice of resignation from membership takes effect:

(a) where the member ceases to be eligible to become a member of the Union on the day on which the notice is received by the Union; or 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: at the end of two weeks, or if permitted by law three months after the notice is received by the Union; or on the day specified in the notice; whichever is later.

Trustee of Superannuation Entity

No member of the Committee of Management is:

- a trustee of a superannuation entity or an exempt public sector superannuation scheme; or
- a director of a company that is a trustee of a superannuation entity or an exempt public sector superannuation scheme; and the Committee is not aware of any other information that is considered relevant.

The Committee is not aware of any member of this Association who is:

- a trustee of a superannuation entity or an exempt public sector superannuation scheme; or
- a director of a company that is a trustee of a superannuation entity or an exempt public sector superannuation scheme; and the Committee is not aware of any other information that is considered relevant.

Number of Members of the Association

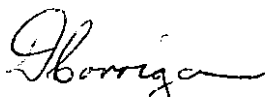
The number of persons that were, at the end of the financial year to which this report relates, recorded in the register of members for section 230 of the Registration and Accountability of Organisations (RAO) Schedule and who are taken to be members of this reporting unit under Section 244 of the RAO Schedule are 1,030 (2003 – 979, 2002 – 984, 2001 – 891, 2000 – 891; 1999 - 924).

Number of Employees

The number of persons who were, at the end of the financial year to which this report relates, employees of the reporting unit, measured on a full-time equivalent basis is Nil.

This operating report has been prepared by a designated officer of the committee of management.

Signed in accordance with a resolution of the Members of the Committee:


Derek Corrigan


Michael O'Donnell

Dated this 12th day of October 2004

NATIONAL TERTIARY EDUCATION UNION - ANU BRANCH

**STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 30 JUNE 2004**

	Notes	2004 \$	2003 \$
Revenue from ordinary activities		343,107	459,434
Other expenses from ordinary activities		<u>(319,626)</u>	<u>(410,127)</u>
Profit from ordinary activities before income tax expense (income tax revenue)		23,481	49,307
Income tax revenue (income tax expense) relating to ordinary activities		<u>-</u>	<u>-</u>
Profit from ordinary activities after related income tax expense (income tax revenue)	2	23,481	49,307
Total changes in equity other than those resulting from transactions with owners as owners		<u><u>23,481</u></u>	<u><u>49,307</u></u>

**INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30 JUNE 2004**

	2004 \$	2003 \$
INCOME		
Member income	335,656	431,333
Interest	7,451	6,374
Other income	<u>-</u>	<u>21,727</u>
TOTAL INCOME	343,107	459,434
LESS EXPENSES		
Accounting fees	-	300
Administration costs	1,363	498
Audit fees	1,525	1,470
Bank charges	1	1
Commission paid	8,586	8,578
Computer expenses	78	-
National office capitation	109,462	148,753
ACT Division capitation	151,921	206,196
National defence capitation fund	22,802	27,145
Donations	400	4,300
Newspapers	88	-
Recruitment expenditure	71	-
Office Services	13,900	7,590
Postage	205	274
Printing and stationery	5,157	2,357
Leaflets and posters	1,600	1,310
Staff training and welfare	-	182
Sundry expenses	138	421
Telephone	1,094	22
Traveling expenses	<u>1,235</u>	<u>730</u>
TOTAL EXPENSES	<u>319,626</u>	<u>410,127</u>
OPERATING PROFIT/(LOSS)	<u><u>23,481</u></u>	<u><u>49,307</u></u>

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NATIONAL TERTIARY EDUCATION UNION - ANU BRANCH

**STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2004**

	Notes	2004 \$	2003 \$
CURRENT ASSETS			
Cash assets		171,831	148,754
Receivables	3	<u>200</u>	<u>96</u>
TOTAL CURRENT ASSETS		<u>172,031</u>	<u>148,850</u>
TOTAL ASSETS		<u>172,031</u>	<u>148,850</u>
CURRENT LIABILITIES			
Payables	4	-	300
Other		<u>346</u>	<u>346</u>
TOTAL CURRENT LIABILITIES		<u>346</u>	<u>646</u>
TOTAL LIABILITIES		<u>346</u>	<u>646</u>
NET ASSETS		<u><u>171,685</u></u>	<u><u>148,204</u></u>
EQUITY			
Retained profits	5	<u>171,685</u>	<u>148,204</u>
TOTAL EQUITY		<u><u>171,685</u></u>	<u><u>148,204</u></u>

NATIONAL TERTIARY EDUCATION UNION - ANU BRANCH

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2004**

	Notes	2004 \$	2003 \$
CASH FLOW FROM OPERATING ACTIVITIES			
Receipts from members		335,552	452,964
Payments to suppliers and employees		(319,926)	(407,551)
Interest received		<u>7,451</u>	<u>6,374</u>
Net cash provided by operating activities	8 (b)	<u>23,077</u>	<u>51,787</u>
Net increase in cash held		23,077	51,787
Cash at beginning of financial year		<u>148,754</u>	<u>96,967</u>
Cash at end of financial year	8 (a)	<u><u>171,831</u></u>	<u><u>148,754</u></u>

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NATIONAL TERTIARY EDUCATION UNION - ANU BRANCH

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004**

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 as amended.

The financial report is for the entity National Tertiary Education Union - ANU Branch as an individual entity (Reporting Unit). National Tertiary Education Union - ANU Branch is an association incorporated under the Workplace Relations Act as amended.

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) Leases

Leases of fixed assets, where substantially all the risks and benefits incidental to the ownership of the asset, but not the legal ownership, are transferred to the association are classified as finance leases. Finance leases are capitalised, recording an asset and a liability equal to the present value of the minimum lease payments, including any guaranteed residual values. Leased assets are depreciated on a straight line basis over their estimated useful lives where it is likely that the association will obtain ownership of the asset, or over the term of the lease. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

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.

Lease incentives received under operating leases are recognised as a liability. Lease payments received reduced the liability.

(b) Cash

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

(c) 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.

All revenue is stated net of the amount of goods and services tax (GST).

(d) 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.

(e) Adoption of Australian Equivalents to International Financial Reporting Standards

Australia is currently preparing for the introduction of International Financial Reporting Standards (IFRS) effective for financial years commencing 1 January 2005. This requires the production of accounting data for future comparative purposes at the beginning of the next financial year.

The association's management are assessing the significance of these changes and preparing for their implementation.

(f) 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 2004**

	Note	2004 \$	2003 \$
NOTE 2: PROFIT FROM ORDINARY ACTIVITIES			
Profit (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>1,525</u>	<u>1,470</u>
NOTE 3: RECEIVABLES			
CURRENT			
Other debtors		<u>200</u>	<u>96</u>
NOTE 4: PAYABLES			
Unsecured liabilities			
Sundry creditors and accruals		<u>-</u>	<u>300</u>
NOTE 5: RETAINED PROFITS			
Retained profits at the beginning of the financial year		148,204	98,897
Net profit (loss) attributable to members of the entity		<u>23,481</u>	<u>49,307</u>
Retained profits at the end of the financial year		<u>171,685</u>	<u>148,204</u>
NOTE 6: CASH FLOW INFORMATION			
(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		110	190
Cash at bank		<u>171,721</u>	<u>148,564</u>
		<u>171,831</u>	<u>148,754</u>
(b) Reconciliation of cash flow from operations with profit from ordinary activities after income tax			
Surplus from ordinary activities after income tax		23,481	49,307
Changes in assets and liabilities			
Increase in receivables		(104)	(96)
Decrease in other assets		-	13,712
Decrease in payables		<u>(300)</u>	<u>(11,136)</u>
Cash flows from operations		<u>23,077</u>	<u>51,787</u>

NATIONAL TERTIARY EDUCATION UNION - ANU BRANCH

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004

Note 2004 2003
 \$ \$

NOTE 7: FINANCIAL INSTRUMENTS

(a) 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		Floating Interest Rate		Non Interest Bearing		Total	
	2004	2003	2004	2003	2004	2003	2004	2003
	%	%	\$	\$	\$	\$	\$	\$
Financial Assets:								
Cash	4.00	4.00	171,641	148,564	190	190	171,831	148,754
Receivables	-	-	-	-	200	96	200	96
Total Financial Assets			<u>171,641</u>	<u>148,564</u>	<u>390</u>	<u>286</u>	<u>172,031</u>	<u>148,850</u>
Financial Liabilities:								
Trade and sundry creditors	-	-	-	-	346	646	-	300
Total Financial Liabilities			<u>-</u>	<u>-</u>	<u>346</u>	<u>646</u>	<u>-</u>	<u>300</u>

NOTE 10: ASSOCIATION DETAILS

The principal place of business of the association is:

National Tertiary Education Union - ANU Branch
1ST FLOOR
ARTS CENTRE
ANU ACT 0200

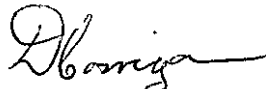
NATIONAL TERTIARY EDUCATION UNION - ANU BRANCH

STATEMENT BY THE COMMITTEE OF MANAGEMENT

In the opinion of the Committee of Management, this general purpose financial report:

1. Presents a true and fair view of the financial position of National Tertiary Education Union - ANU Branch as at 30 June 2004 and its financial performance and cash flows for the financial year ended on that date;
2. Complies with the Australian Accounting Standards and other mandatory professional reporting requirements including the reporting guidelines of the Industrial registrar, and other authoritative pronouncements of the Australian Accounting Standards Board
3. At the date of this statement, there are reasonable grounds to believe that National Tertiary Education Union - ANU Branch will be able to pay its debts as and when they fall due.
4. During this financial year to which this general purpose financial report relates and since the end of that year;
 - Meetings of the Committee of Management were held in accordance with the rules of the association including the rules of National Tertiary Education Union - ANU Branch;
 - The financial affairs of the association have been managed in accordance with the rules of the Association including the rules of National Tertiary Education Union - ANU Branch;
 - The financial records of the Association have been kept and maintained in accordance with the RAO Schedule and the RAO regulations;
 - The financial records of the Association have been kept as far as practicable, in a consistent manner to each of the other Branches, Divisions and National office of the National Tertiary Education Union;
 - The information sought in any request of the Association or a Registrar duly made under Section 272 of the RAO schedule has been furnished to the Member or the registrar; and
 - There has been compliance with any order for inspection of financial records where made by the Commission under section 273 of the RAO Schedule.

This statement is made in accordance with a resolution of the committee and is signed for and on behalf of the Committee by:


Derek Corrigan


Michael O'Donnell

Dated this 17th day of October 2004

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