



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

Ms. Gloria Obbens
Branch Executive Officer
National Tertiary Education Industry Union
University of New England
NTEU Office
Black Rose Building
Armidale NSW 2351

Dear Ms. Obbens,

**Re: Financial documents for year ended 30 June 2003
FR2003/442**

I have received the financial documents of the University of Newcastle Branch of the National Tertiary Education Industry Union for the year ended 30 June 2003. The documents were lodged in the Industrial Registry on 16 December 2003.

The documents have been filed.

Yours sincerely,


Marylyn Beare
Statutory Services Branch

13 January, 2004



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**Re: Financial documents for year ended 30 June 2003
FR2003/442**

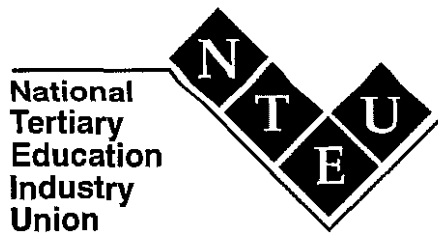
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Marylyn Beare
Statutory Services Branch

13 January, 2004



FR 2003/442

University of New England Branch
ARMIDALE 2351
phone: 02 6773 3175
fax: 02 6773 3973
email: nteuune@metz.une.edu.au



8 December 2003

Statutory Services Branch
Australian Industrial Registry
Level 5 Nauru House
80 Collins Street
MELBOURNE 3001

Please find enclosed the 2002/2003 Audit report for the National Tertiary Education Union University of New England Branch.

The Audit report was sent to members on 14 November and discussed at an Annual General Meeting on 4 December where the following resolution was passed:

The Chairman tabled a copy of the financial accounts, auditor's report and certificates given by the Accounting Officer and Committee of Management.

It was resolved that these be accepted and lodged in the Industrial Registry under cover of a certificate of the Branch Secretary detailing the date the documents were published in the Branch Newsletter and the date they were presented to a meeting of the members.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'G. Obbens'.

Gloria Obbens
Branch Executive Officer
NTEU UNE Branch

**NATIONAL TERTIARY EDUCATION
INDUSTRY UNION –
UNE BRANCH**

**Financial Accounts & Certificates
For the Year Ended 30 June 2003**

NATIONAL TERTIARY EDUCATION UNION - UNE BRANCH

CERTIFICATE BY COMMITTEE OF MANAGEMENT

(The provisions of section 510(2) of the NSW Industrial Relations Act 1991 and clause 59(1)(b) of the NSW Industrial Relations Regulation 1992 apply as regulations under section 282(3) of the NSW Industrial Relations Act 1996 and section 273(2) Regulations 109(1)(b) of the Workplace Relations Act 1996.)

We, the undersigned members of the committee of management of **National Tertiary Education Union - UNE Branch** hereby certify in respect of the financial year ended 30 June 2003 that:

- (i) in the opinion of the committee of management the accounts prepared show a true and fair view of the financial affairs of the organisation as at the end of the financial year to which they relate; and
- (ii) in the opinion of the committee of management, during the financial year to which the accounts relate, meetings of the committee of management were, in the opinion of the committee, held in accordance with the results of the organisation; and
- (iii) to the knowledge of any member of the committee, there have not been, during the financial year to which the accounts relate, instances where records of the organisation or other documents (not being documents containing information made available to a member of the organisation under section 512(2) of the 1991 Act, as applied by section 282(3) of the NSW Industrial Relations Act 1996 and section 274 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 Act, this Regulation or the rules of the organisation, as the case may be; and
- (iv) in relation to the report prepared in accordance with section 514 of the 1991 Act, as applied by section 282(3) of the NSW Industrial Relations Act 1996 and section 276(4) of the Workplace Relations Act 1996 by the auditor of the organisation in respect of the financial year immediately preceding the financial year to which the accounts relate (ie, the second most recently concluded financial year) and in relation to any accounts and statements prepared in accordance with section 510(1) of the 1991 act to which that report relates, the organisation has complied with section 517(1) of the 1991 Act and whichever of subsections (5) and (6) of the Act is applicable.

This certificate is in accordance with a resolution passed by the committee of management of the organisation in relation to the matters to be stated in the certificate and is signed on behalf of the committee of management by at least 2 members of the committee.



T BATTIN
President



M DARNELL
Secretary

Signed at Armidale this 4th day of December 2003

NATIONAL TERTIARY EDUCATION UNION – UNE BRANCH

CERTIFICATE BY THE ACCOUNTING OFFICER

[The provisions of section 510(02) of the *Industrial Relations Act 1991* and clause 59(1)(a) of the *Industrial Relations Regulation 1992* apply as regulations under section 282(3) of the *Industrial Relations Act 1996*]

I, **Mary K Notestine**, the accounting officer of the **National Tertiary Education Union – UNE Branch**, hereby certify that to the best of my knowledge and belief that:

there were 450 persons that were members of the organisation at the end of the financial year ended 30 June 2003

and in my opinion,

- i. the attached accounts show a true and fair view of the financial affairs of the organisation as at the end of the financial year; and
- ii. a record has been kept of the money paid by, or collected from, members of the organisation, and all money so paid or collected has been credited to the bank account or accounts to which the money is to be credited, in accordance with the rules of the organisation; and
- 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; and
- iv. no payment was made out of a fund referred to in clause 57(b)(xiii) or (xv) of the Regulation for a purpose other than the purpose for which the fund was operated; and
- v. all loans or other financial benefits granted to persons holding office in the organisation were authorised in accordance with the rules of the organisation; and
- vi. the register of members of the organisation was maintained in accordance with the Act.



MARY K NOTESTINE
Treasurer

Signed at Armidale this 4th day of December 2003

NATIONAL TERTIARY EDUCATION UNION – UNE BRANCH

CERTIFICATE BY SECRETARY

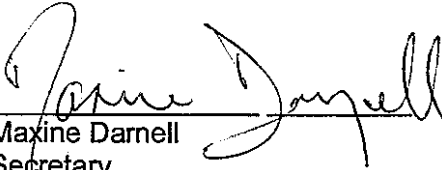
(The provisions of section 518(1)(b) of the NSW Industrial Relations Act NSW 1991 and clause 65 of the NSW Industrial Relations 1992 apply as regulations under section 282(3) of the Industrial Relations Act 1996 and 280(1)(b) of the Workplace Relations Act 1996.)

I, **Maxine Darnell**, Branch Secretary of **National Tertiary Education Union - UNE Branch** hereby certify that the documents lodged herewith are true copies of the accounts, auditor's report and certificates presented to the:

- [] general meeting of members of the organisation held on _____ and/or
- [] the committee of management meeting held on _____ in respect of the financial year of the organisation ending 30 June 2003.

The documents lodged herewith are:

- (i) copies of the accounts prepared in accordance with the requirements of section 510(1) of the 1991 Act and clause 58 of the 1992 Regulation, as applied by section 282(3) of the NSW Industrial Relations Act 1996 (an account of income and expenditure and an account of assets and liabilities) and section 280(1)(b) of the Workplace Relations Act 1996; and
- (ii) a copy of the certificate given by the accounting officer of the organisation in accordance with the requirements of section 510(2) of the 1991 Act, clause 59(1)(a) of the 1992 Regulations and Section 273(2) Regulation 109(1)(a) of the Workplace Relations Act 1996; and
- (iii) a copy of the certificate given by the committee of management in accordance with the requirements of section 510(2) of the 1991 Act and clause 59(1)(b) of the 1992 Regulation and section 273(2), Regulation 109(1)(b) of the Workplace Relations Act 1996; and
- (iv) a copy of the report of the auditor of the organisation prepared in accordance with the requirements of section 514 of the 1991 Act and Section 276(4) of the Workplace Relations Act 1996; and
- (v) a statement by an officer of the organisation in respect of loans, grants or donations by the organisation which are notifiable in accordance with the requirements of section 280 of the 1996 Act and Section 269 of the Workplace Relations Act 1996.


Maxine Darnell
Secretary

Signed at Armidale this 4th day of December 2003


NATIONAL TERTIARY EDUCATION UNION - UNE BRANCH

**STATEMENT OF PARTICULARS OF LOANS, GRANTS AND DONATIONS
BY THE OFFICER**

(Section 280 of the NSW Industrial Relations Act 1996 and clause 27 of the NSW Industrial Relations (General) Regulation 1996) and section 269 of the Workplace Relations Act 1996.)

I, **Mary K Notestine**, Accounting Officer of **National Tertiary Education Union – UNE Branch** state, in respect of the financial year of the organisation ended 30 June 2003 that **NO** loans, grants or donations of an amount exceeding \$1,000 were made by the organisation during the financial year.

Signed:


MARY K NOTESTINE
Treasurer

Signed at Armidale this

4th day of *December 2003*

NATIONAL TERTIARY EDUCATION UNION - UNE BRANCH

INDEPENDENT AUDITOR'S REPORT

(The provisions of section 514 of the NSW Industrial Relations Act 1991 and as regulations under section 282(3) of the NSW Industrial Relations Act 1996 and section 276(4) of the Workplace Relations Act 1996.)

I report that I have inspected and audited the accounting records of **National Tertiary Education Union - UNE Branch** in relation to the financial year of the organisation ended 30 June 2003 and report that in my opinion satisfactory accounting records were kept by the organisation in relation to the year, including:

- (a) (i) records of the sources and nature of the income of the organisation (including income from members); and
- (ii) records of the nature and purposes of the expenditure of the organisation; and in my opinion the accounts and other statements prepared under section 510 of the NSW Industrial Relations Act 1991 and section 273 of the Workplace Relations Act 1996 in relation to the year were properly drawn up so as to give a true and fair view of:
- (b) (i) the financial affairs of the organisation as at the end of the year; and
- (ii) the income and expenditure, and any surplus or deficit, of the organisation for the year; and
- (c) (i) all information, being information, which was reasonably wanted for the purpose of this audit, which was required and sought by me or by any person authorised by me for the purpose of the audit, was provided.

I also understand that to the extent that there was any deficiency, failure or shortcoming in relation to the matters referred to above, I must report particulars and that those particulars, if any, which form part of this report, are attached.

Forsyths

Forsyths Business Services Pty Ltd


Robert Finch
Director

Auditor Registration No: 25969

Signed at Armidale this

18th

day of

December 2003

NATIONAL TERTIARY EDUCATION UNION - UNE BRANCH

BALANCE SHEET as at 30 June 2003

	Note	2003 \$	2002 \$
CURRENT ASSETS			
Cash assets		17,801	26,392
Receivables	2	<u>20,974</u>	<u>43,340</u>
Total Current Assets		<u>38,775</u>	<u>69,732</u>
NON-CURRENT ASSETS			
Receivables	2	1,361	3,000
Other financial assets	3	10	10
Property, plant and equipment	4	<u>2,680</u>	<u>3,980</u>
Total Non-Current Assets		<u>4,051</u>	<u>6,990</u>
TOTAL ASSETS		<u>42,826</u>	<u>76,722</u>
CURRENT LIABILITIES			
Sundry creditors	5	23,904	47,944
Provisions	6	<u>3,501</u>	<u>3,100</u>
Total Current Liabilities		<u>27,405</u>	<u>51,044</u>
NON-CURRENT LIABILITIES			
Provisions	6	<u>4,400</u>	<u>2,053</u>
Total Non-Current Liabilities		<u>4,400</u>	<u>2,053</u>
TOTAL LIABILITIES		<u>31,805</u>	<u>53,097</u>
NET ASSETS		<u>11,021</u>	<u>23,625</u>
EQUITY			
Accumulated surplus		<u>11,021</u>	<u>23,625</u>

The accompanying notes form part of these financial statements

NATIONAL TERTIARY EDUCATION UNION - UNE BRANCH

STATEMENT OF INCOME AND EXPENDITURE for the year ended 30 June 2003

	2003 \$	2002 \$
INCOME		
Capitation fees	219,306	191,794
Levies	-	-
	<u>219,306</u>	<u>191,794</u>
OTHER INCOME		
Interest received	641	697
Hardship Relief Fund – NTEU	-	14
Sundry	500	693
	<u>1,141</u>	<u>1,404</u>
	<u>220,447</u>	<u>193,198</u>
EXPENDITURE		
Auditor's remuneration	2250	2,200
Bank charges	132	142
Hardship Relief payments	-	577
Depreciation	1,300	1,203
Entertainment expenses	792	239
Insurance	623	276
Leasing charges	3,420	1,140
Capitation fees	164,037	156,955
Payroll tax	3,140	1,262
Petty cash expenditure	300	890
Postage, printing and stationery	1,282	918
Provision for employee entitlements	2,747	(4,690)
Repairs and maintenance	503	491
Employee wages	44,626	31,748
Superannuation contributions	4,770	2,334
Telephone	836	761
Workshop expenses	1,961	1,503
Workers' compensation insurance	332	232
	<u>233,051</u>	<u>198,181</u>
NET DEFICIENT FOR THE YEAR	<u>(12,604)</u>	<u>(4,983)</u>
Accumulated surplus at the beginning of the year	<u>23,625</u>	<u>28,608</u>
Accumulated surplus at the end of year	<u>11,021</u>	<u>23,625</u>

The accompanying notes form part of these financial statements

NATIONAL TERTIARY EDUCATION UNION - UNE BRANCH

NOTES TO THE FINANCIAL REPORT for the year ended 30 June 2003

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

This financial report is a special purpose financial report prepared in order to satisfy the financial report preparation requirements of the members and the Workplace Relations Act 1996 and NSW Industrial Relations Act 1996. The Committee of Management have determined that the Union is not a reporting entity.

The report has been prepared in accordance with the following applicable Accounting Standards.

AAS 8: Events Occurring After Reporting Date
AAS 5: Materiality

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

The report is also 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 accounts are prepared in accordance with the historical cost convention. The accounting policies adopted are consistent with those of the previous year except where stated.

Information to be provided to members or Registrar

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

The Union shall, on application made by a member of the organisation or a Registrar, make the specific information available to the member or Registrar in such manner, and within such time, as is prescribed.

A Registrar may only make an application 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.

NATIONAL TERTIARY EDUCATION UNION - UNE BRANCH**NOTES TO THE FINANCIAL REPORT for the year ended 30 June 2003**

	2003 \$	2002 \$
2. RECEIVABLES		
Current		
Sundry debtors	19,833	43,340
Loan NTEU NSW	991	-
GST receivable	150	-
	<u>20,974</u>	<u>43,340</u>
Non Current		
Loan NTEU NSW	<u>1,361</u>	<u>3,000</u>
3. OTHER FINANCIAL ASSETS		
Non-Current		
NECU Ltd – shares	<u>10</u>	<u>10</u>
4. PROPERTY, PLANT AND EQUIPMENT		
Office furniture and equipment	4,147	4,147
Less: Accumulated depreciation	<u>1,467</u>	<u>(167)</u>
	<u>2,680</u>	<u>3,980</u>
5. CREDITORS AND BORROWINGS		
Current		
NTEU creditors	15,542	34,770
Sundry creditors	8,362	9,964
GST payable	-	3,210
	<u>23,904</u>	<u>47,944</u>
6. PROVISIONS		
Current		
Provision for annual leave	<u>3,501</u>	<u>3,100</u>
Non-Current		
Provision for long service leave	<u>4,400</u>	<u>2,053</u>

MERCOVICH, Elizabeth

From: LAPIERRE, Clency
Sent: Monday, 28 July 2003 2:23 PM
To: LAPIERRE, Clency
Subject: Financial Reporting Matter # FR2003/442 Allocated (First Reminder)

Matter # - FR2003/442

Matter Type - s.280 - Financial reports

Short Title - Financial Reporting matter re: 283V-NENG National Tertiary Education

Industry Union-University of New England Branch

Allocated From - None

Email Address: Not Recorded

Fax Number: (02) 6773 3973

Postal Address: (below)

NTEU Office

Black Rose Building

University of New England

ARMIDALE NSW 2351



629309.DOC



AUSTRALIAN INDUSTRIAL REGISTRY

Australian Industrial Registry
Level 35, Nauru House
80 Collins Street
MELBOURNE VIC 3000
Telephone: (03) 8661 7888
Fax: (03) 9654 6672

Ref: FR2003/442-[283V-NENG]

Ms J. McParlane
Secretary
National Tertiary Education Industry Union
University of New England Branch
NTEU Office
Black Rose Building
University of New England
ARMIDALE NSW 2351

Dear Ms McParlane

**Re: National Tertiary Education Industry Union-University of New England Branch
Financial Reporting Obligations under *Workplace Relations Act 1996***

This is a courtesy letter to remind you of the financial reporting obligations of the abovenamed body under the *Workplace Relations Act 1996* ('the Act') for the financial year ended 30 June, 2003.

While the accounting, auditing and reporting obligations have changed with the introduction of the *Registration and Accountability of Organisations Schedule* (the RAO Schedule) which generally came into operation on 12 May 2003, Part IX, Division 11 of the Act continues to apply in relation to a financial year of an organisation that ends on 30 June, 2003. The corresponding obligations set out in the RAO Schedule apply to each financial year of an organisation that starts on or after 1 July 2003.

Now that the financial year for 30 June, 2003 has ended, it is timely that you put in train the various steps of the financial reporting requirements. To assist you with this process I have enclosed for your information a notice summarising these requirements including the time-scales prescribed by the legislation.

Please note that a branch of an organisation may be exempted from the obligations arising under Part IX, Division 11 in respect of a financial year by satisfying a Registrar that the branch did not have any financial affairs during the financial year. An application under subsection 271A(1) of the Act must be made within 90 days (unless extended by a Registrar) after the end of the financial year.

Please do not hesitate to contact me on (03) 8661 7787 if you wish to discuss the financial reporting requirements, especially if you anticipate any difficulty in meeting any step in the time-scales prescribed.

Yours sincerely

Clency Lapiere
Team Manager
E-mail: clency.lapiere@air.gov.au
28 July, 2003