



Australian Government
Australian Industrial Registry

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

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

By e-mail: nteuune@pobox.une.edu.au

Dear Ms Obbens

Re: Financial Reports for year ended 30 June 2005 – National Tertiary Education Industry Union – University of New England Branch – FR2005/371

I have received the financial reports of the National Tertiary Education Industry Union – University of New England Branch for the year ended 30 June 2005 and the amended Secretary's Certificate dated 6 June 2006. The documents were lodged in the Industrial Registry on 15 December 2005 and 11 July 2006 respectively.

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. You *do not need* to take any further action in respect of the financial reports already lodged.

Auditor's Report

In future financial years the Auditor's Report should be amended to provide *details of the Auditor's qualifications* to confirm he or she is an approved auditor under s.256 of RAO Schedule and Regulation 4 of the RAO Regulations.

Regulation 4 defines an approved auditor as a person who is a member of CPA Australia, The Institute of Chartered Accountants in Australia or the National Institute of Accountants *and* holds a current Public Practice Certificate. The individual auditor signing off on the report should provide details of which professional body he or she is a member of and whether he or she holds a current Public Practice Certificate.

Please forward a copy of this letter to the reporting unit's auditor, Forsyths Business Services Pty Ltd.

Should you wish to discuss any of the matters raised in this letter, I can be contacted on (03) 8661 7989 on Wednesdays and Thursdays.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Cynthia Lo-Booth'.

Cynthia Lo-Booth
Statutory Services Branch

12 July 2006

**National
Tertiary
Education
Industry
Union**



University of New England Branch

NTEU Black Rose Building University of New England
ARMIDALE 2351 ph: 02 6773 3175 fax: 02 6773 3973
Email: nteuune@une.edu.au
www.nteu.org.au/bd/une

7 July 2006

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

Please find enclosed the Secretary's Certificate for the 2004-2005 Audit Report and Financial Statements for the University of New England Branch of the National Tertiary Education Union.

The Audit Report and Financial Statements were approved at a General Meeting of NTEU members on 6 June 2006.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'G. Obbens', written over a horizontal line.


Gloria Obbens
Branch Executive Officer
NTEU UNE Branch

NATIONAL TERTIARY EDUCATION INDUSTRY UNION – UNE BRANCH

Certificate by Secretary

I, **Maxine Darnell**, being the Secretary of the **National Tertiary Education Industry Union - UNE Branch** certify:

- that the documents lodged herewith are copies of the full report, referred to in section 268 of the RAO Schedule;
- that the full report was provided to members on 28th day of November 2005; and again on 23rd day of May 2006.
- that the full report was presented to a General Meeting of members on 6th day of June 2006 in accordance with Section 266 of the RAO.



Maxine Darnell
Branch Secretary

Signed at Armidale this 6th day of June 2006



Australian Government
Australian Industrial Registry

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80 Collins Street, Melbourne, VIC 3000
GPO Box 1994, Melbourne, VIC 3001
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Ms Gloria Obbens
Branch Executive Officer
National Tertiary Education Industry Union
University of New England Branch
NTEU Office, Room H304
ARMIDALE NSW 2351

Dear Ms Obbens

**Re: Financial Report for year ended 30 June 2005 – National Tertiary Education Union –
University of New England Branch – FR2005/371**

I acknowledge receipt of the financial report of the National Tertiary Education Union – University of New England Branch for the year ended 30 June 2005. The documents were lodged in the Industrial Registry on 15 December 2005.

The certificate suggests the documents were “provided to members on 28th day of November 2005” and that the full report was presented to a meeting of the Committee of Management of the reporting unit on “23rd day of November 2005”. First, subsection 266(3) of Schedule 1B only permits the presentation of the full 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 for the purpose of considering the report. Whilst the rules of the National Tertiary Education Industry Union make such provision with respect to the National office and the various Divisions, there is no like provision with respect to Branches of the organisation. I have previously advised you of this in correspondence dated 3 May 2005 (copy enclosed). Secondly, it appears from the certificate that the full report was provided to members after the meeting at which the report was presented.

I have examined the financial report as submitted and I have some minor comments that may aid you in the preparation of future reports to ensure full compliance with the reporting unit’s obligations under Schedule 1B. I will forward those comments when I have filed the report. However, before I can do that I would ask that you ring me to discuss the matter raised above. I can be contacted on (03) 8661 7787 (Mon-Thurs).

Yours sincerely

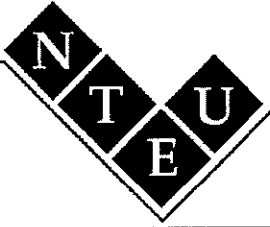
Iain Stewart

Iain Stewart
Statutory Services Branch

9 February 2006

encl

National
Tertiary
Education
Industry
Union



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

9 December 2005

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

Please find enclosed the 2004-2005 Audit Report and Financial Statements for the University of New England Branch of the National Tertiary Education Union.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'G. Obbens', is written over a horizontal line.

Gloria Obbens
Branch Executive Officer
NTEU UNE Branch

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

Financial Accounts & Certificates

For the Year Ended 30 June 2005

NATIONAL TERTIARY EDUCATION INDUSTRY UNION – UNE BRANCH

Operating Report For the Year Ended 30 June 2005

In accordance with Section 254 of the workplace Relations Act 1996 ("the Act"), your Committee of Management reports as follows:

Principal Activities

The principal activity of the Branch during the year was that of a registered trade union. No significant change occurred in the nature of those activities during the year.

Operating Result

The operating result of the Branch for the year ended 30 June 2005 was a surplus of \$11,677 (2004: \$2,747). No provision for tax was necessary as the Branch is considered exempt.

Significant Changes

There was no significant change in the financial affairs of the Branch during the year.

Rights of Members

In accordance with Section 174 of the Act, members have the right to resign their membership under the NTEU Rules 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; and*
 - (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.*

Other Prescribed Information

In accordance with Regulation 159 of the Workplace Relations (Registration & Accountability of Organisations) Regulations:

- (a) The number of persons that were at the end of the financial year recorded in the register of members for Section 230 of the RAO Schedule and who are taken to be members of the Branch under Section 244 of the RAO Schedule was 475;
- (b) The number of persons who were at the end of the financial year employees of the Branch including both full-time employees measured on full-time equivalent basis was 0.75; and

NATIONAL TERTIARY EDUCATION INDUSTRY UNION – UNE BRANCH

Operating Report

For the Year Ended 30 June 2005 (continued)

- (c) The names of those who have been members of the Committee of Management of the Branch at any time during the financial year and the periods for which he or she held officer were:

Name	Period
Argent, Neil	1/10/04 to 30/6/05
Ayres, Jenni	1/7/04 to 30/9/04
Battin, Tim	1/7/04 to 30/9/04
Beyersdorf, Herman	1/7/04 to 30/9/04
Blackbourn, Fran	1/10/04 to 30/6/05
Bleile, Bea	1/10/04 to 30/9/05
Bongiorno, Frank	1/10/04 to 30/6/05
Darnell, Maxine	1/7/04 to 30/6/05
Durham, Chris	1/7/04 to 28/1/05
Forrest, Rhonda	1/7/04 to 30/6/05
Hardingham, Fay	1/7/04 to 15/6/05
Haynes, Cathy	1/7/04 to 30/6/05
Heron, Carolyn	1/10/04 to 30/6/05
Humphreys, Eileen	1/10/04 to 30/6/05
Kellett, John	15/6/05 to 30/6/05
Notestine, Mary	1/10/04 to 30/6/05
McParlane, Jenny	1/7/04 to 30/6/05
Philp, Jo	1/7/04 to 30/9/04
Sheridan, Alison	1/10/04 to 30/9/04
Sheridan, Richard	1/10/04 to 31/12/04
Tucker, David	1/10/04 to 30/9/04

Other Relevant Information

Nil

Signed for and on behalf of the Committee of Management

Date: 23 November 2005

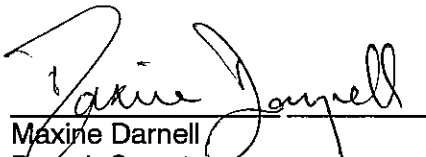

Maxine Darnell
Branch Secretary

NATIONAL TERTIARY EDUCATION INDUSTRY UNION – UNE BRANCH

Certificate by Secretary

I, **Maxine Darnell**, being the Secretary of the **National Tertiary Education Industry Union - UNE Branch** certify:

- that the documents lodged herewith are copies of the full report, referred to in section 268 of the RAO Schedule;
- that the full report was provided to members on 28th day of November 2005; and
- that the full report was presented to a meeting of the Committee of Management of the reporting unit on 23rd day of November 2005 in accordance with Section 266 of the RAO schedule.


Maxine Darnell
Branch Secretary

Signed at Armidale this 23rd day of November 2005

NATIONAL TERTIARY EDUCATION INDUSTRY UNION – UNE BRANCH

Independent Auditor's Report For the Year Ended 30 June 2005

Scope

We have audited the accompanying general purpose financial report of the National Tertiary Education Industry Union – UNE Branch, for the year ended 30 June 2005 comprising Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows and Notes to the Financial Statements. The Union's Committee of Management are responsible for the preparation and presentation of the financial report and the information it contains. We have performed an independent audit of this financial report in order to express an opinion on it to the members of the Union.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to 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 evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial report is presented fairly in accordance with statutory requirements so as to present a view which is consistent with our understanding of the Union's financial position and performance as represented by the results of its operations and cash flows.

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

Audit Opinion

In our opinion:

- (a) the financial report is properly drawn up so as to present fairly the financial position of the Union as at 30 June 2005 and its performance for the year ended on that date; and
- (b) the financial report is in accordance with the provisions of the Workplace Relations Act 1996 and Australian Accounting Standards.

Forsyths

Forsyths Business Services Pty Ltd



**Robert Finch
Principal**

Auditor Registration No: 25969

Signed at Armidale this 25th day of November 2005

NATIONAL TERTIARY EDUCATION INDUSTRY UNION – UNE BRANCH

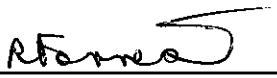
Committee of Management Statement For the Year Ended 30 June 2005

On 23rd November 2005 the Committee of Management of the National Tertiary Education Industry Union – UNE Branch passed the following resolution in relation to the financial report of the reporting unit for the financial year ended 30 June 2005.

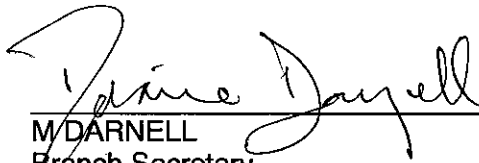
The Committee of Management declares in relation to the financial report that in its opinion:

- (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 the Branch for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the Branch will be able to pay its debts as and when they become due and payable;
- (e) during the financial year to which the financial report relates and since the end of that year:
 - (i) meetings of the committee of management were held in accordance with the rules of the organisation including the rules of the Branch;
 - (ii) the financial affairs of the Branch have been managed in accordance with the rules of the organisation including the rules of the Branch;
 - (iii) the financial records of the Branch have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations;
 - (iv) the information sought in any request of a member of the Branch or a Registrar duly made under Section 272 of the RAO Schedule has been furnished to the member or Registrar; and
 - (v) there has been compliance with any order for inspection of financial records made by the Commission under Section 273 of the RAO Schedule.

The 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.



R FORREST
Branch President



M DARNELL
Branch Secretary

Signed at Armidale this 23rd day of November 2005

NATIONAL TERTIARY EDUCATION INDUSTRY UNION – UNE BRANCH

Statement of Financial Position As at 30 June 2005

	Note	2005 \$	2004 \$
CURRENT ASSETS			
Cash assets		51,475	21,513
Receivables	2	<u>5,235</u>	<u>25,221</u>
Total Current Assets		<u>56,710</u>	<u>46,734</u>
NON-CURRENT ASSETS			
Receivables	2	-	345
Other financial assets	3	-	10
Property, plant and equipment	4	<u>734</u>	<u>1,380</u>
Total Non-Current Assets		<u>734</u>	<u>1,735</u>
TOTAL ASSETS		<u>57,444</u>	<u>48,469</u>
CURRENT LIABILITIES			
Sundry creditors	5	20,582	25,390
Provisions	6	<u>4,632</u>	<u>3,714</u>
Total Current Liabilities		<u>25,214</u>	<u>29,104</u>
NON-CURRENT LIABILITIES			
Provisions	6	<u>6,785</u>	<u>5,597</u>
Total Non-Current Liabilities		<u>6,785</u>	<u>5,597</u>
TOTAL LIABILITIES		<u>31,999</u>	<u>34,701</u>
NET ASSETS		<u>25,445</u>	<u>13,768</u>
EQUITY			
Accumulated surplus		<u>25,445</u>	<u>13,768</u>

The accompanying notes form part of these financial statements

NATIONAL TERTIARY EDUCATION INDUSTRY UNION – UNE BRANCH

Statement of Income and Expenditure For the Year Ended 30 June 2005

	2005 \$	2004 \$
INCOME		
Capitation fees	<u>272,328</u>	<u>249,364</u>
OTHER INCOME		
Interest received	496	330
Sundry	<u>659</u>	<u>150</u>
	<u>1,155</u>	<u>480</u>
	<u>273,483</u>	<u>249,844</u>
EXPENDITURE		
Auditor's remuneration	2,405	(750)
Bank charges	59	98
Depreciation	1,188	1,300
Entertainment expenses	313	334
General expense	219	55
Insurance	466	459
Capitation fees	190,649	188,101
Payroll tax	3,173	2,626
Petty cash expenditure	832	182
Photocopier rental	2,265	2,200
Postage, printing and stationery	2,291	666
Provision for employee entitlements	2,106	1,410
Repairs and maintenance	808	265
Employee wages	43,568	42,519
Superannuation contributions - employees	7,397	4,894
Telephone	1,221	846
Workshop expenses	2,160	1,761
Workers' compensation insurance	<u>686</u>	<u>131</u>
	<u>261,806</u>	<u>247,097</u>
NET SURPLUS FOR THE YEAR	<u>11,677</u>	<u>2,747</u>
Accumulated surplus at the beginning of the year	<u>13,768</u>	<u>11,021</u>
Accumulated surplus at the end of year	<u>25,445</u>	<u>13,768</u>

The accompanying notes form part of these financial statements

NATIONAL TERTIARY EDUCATION INDUSTRY UNION – UNE BRANCH

Statement of Cash Flows For the Year Ended 30 June 2005

	Notes	2005 \$	2004 \$
CASH FLOW FROM OPERATING ACTIVITIES			
Receipts from members		291,643	244,992
Interest received		496	330
Other		659	150
Payments to suppliers and employees		<u>(263,320)</u>	<u>(242,751)</u>
Net cash provided by (used in) operating activities	7	<u>29,478</u>	<u>2,721</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
Repayment of loans		1,016	991
Fixed asset purchases		<u>(532)</u>	<u>-</u>
Net cash provided by (used in) investment activities		<u>484</u>	<u>991</u>
Net increase in cash held		29,962	3,712
Cash at beginning of the financial year		<u>21,513</u>	<u>17,801</u>
Cash at end of the financial year	7	<u>51,475</u>	<u>21,513</u>

The accompanying notes form part of these financial statements

NATIONAL TERTIARY EDUCATION INDUSTRY UNION – UNE BRANCH

Notes to the Financial Report For the Year Ended 30 June 2005

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

This financial report is a general 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 financial report has been prepared using applicable Accounting Standards, Urgent Issues Group Consensus Views or other authoritative pronouncements of the Australian Accounting Standards Board.

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 or 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.

(a) Information to be provided to members or Registrar

In accordance with requirements of the Workplace Relations Act 1996, 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.

(b) Provision for Employee Entitlements

Provision has been made in the financial report for the Union's liability for accrued annual leave and long service leave arising from services rendered by employees to balance date. The assessment of probability of payment, calculation of net present values and inclusion of on-costs have not been included in the provisions as the Management Committee believes the adjustment would not be material to the financial report.

(c) Income Tax

No provision has been made in the financial report for income tax on the basis that the Union is exempt under Section 50-15 of the Income Tax Assessment Act 1997 (formerly Section 23(f) of the Income Tax Assessment Act 1936).

(d) Fixed Assets

Fixed assets are stated in the financial report at historical cost less, where applicable, any accumulated depreciation.

NATIONAL TERTIARY EDUCATION INDUSTRY UNION – UNE BRANCH

Notes to the Financial Report For the Year Ended 30 June 2005 (continued)

(e) Contingent Liabilities

The members of the Committee of Management are unaware of any contingent liability, the effect of which may be material in relation to the financial report.

(f) Events Subsequent to Balance Date

No event has arisen subsequent to balance date, the effect of which may be material in relation to the financial report.

(f) Economic Dependency

The Union derives all of its capitation fee revenue (\$272,388) from the University of New England or its related entities.

NATIONAL TERTIARY EDUCATION INDUSTRY UNION – UNE BRANCH

Notes to the Financial Report For the Year Ended 30 June 2005 (continued)

	2005 \$	2004 \$
2. RECEIVABLES		
Current		
Sundry debtors	4,890	24,205
Loan NTEU NSW	345	1,016
	<u>5,235</u>	<u>25,221</u>
Non Current		
Loan NTEU NSW	<u>-</u>	<u>345</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	4,679	4,147
Less: Accumulated depreciation	<u>(3,955)</u>	<u>(2,767)</u>
	<u>724</u>	<u>1,380</u>
5. CREDITORS AND BORROWINGS		
Current		
NTEU creditors	15,455	16,954
Sundry creditors	4,515	4,703
GST payable	612	3,733
	<u>20,582</u>	<u>25,390</u>
6. PROVISIONS		
Current		
Provision for annual leave – employees	<u>4,632</u>	<u>3,714</u>
Non-Current		
Provision for long service leave – employees	<u>6,785</u>	<u>5,597</u>

NATIONAL TERTIARY EDUCATION INDUSTRY UNION – UNE BRANCH

Notes to the Financial Report For the Year Ended 30 June 2005 (continued)

	2005 \$	2004 \$
7. CASH FLOW INFORMATION		
a. Reconciliation of Cash		
Cash at bank	<u>51,475</u>	<u>21,513</u>
	<u>51,475</u>	<u>21,513</u>
b. Reconciliation of Net Cash provided by Operating Activities to Surplus for the year		
Surplus for the year	11,677	2,747
Non-cash flows in profit from ordinary activities:		
Depreciation	1,188	1,300
Changes in assets and liabilities:		
(Increase)/decrease in receivables	19,315	(4,222)
Increase/(decrease) in creditors and accruals	(4,808)	1,486
Increase/(decrease) in provisions	<u>2,106</u>	<u>1,410</u>
Net cash provided by operating activities	<u>29,478</u>	<u>2,721</u>