

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

Dr Michael Donaldson Secretary National Tertiary Education Industry Union New South Wales Division Level 2, 104 Commonwealth St Surrey Hills NSW 2010

Dear Dr Donaldson,

Re: FR2003/446 - Financial documents for year ended 30 June 2003

I have received the financial documents of the New South Wales Division of the National Tertiary Education Industry Union for the year ended 30 June 2003 lodged in the Industrial Registry on 8 December 2003.

The documents have been filed.

Yours sincerely,

Clency Lapierre Statutory Services Branch

12 January 2004

FR 2003/446

National Tertiary Education Union

New South Wales

Clency Lapierre
Team Manager
Australian Industrial Registry
Level 35, Nauru House
80 Collins Street
MELBOURNE VIC 3000

December 1st, 2003



Dr Mr Lapierre

Please find enclosed the Financial Statements for the National Tertiary Education Industry Union New South Wales Division year ended June 2003.

Yours sincerely

Dr Mike Donaldson

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State Secretary

National Tertiary Education Industry Union New South Wales Division A.B.N. 38 579 396 344

> FINANCIAL REPORT FOR THE YEAR ENDED 30TH JUNE 2003

NTEU - NSW Division

A.B.N. 38 579 396 344

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NOTICE TO MEMBERS NTEU - NEW SOUTH WALES DIVISION FOR THE YEAR ENDED 30 JUNE 2003

Subsections (1), (2), and (3) of Section 274 of the Workplace Relations Act 1996, provide that which read as follows:

s. 274

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

INCOME AND EXPENDITURE STATEMENT FOR THE YEAR ENDED 30TH JUNE 2003

	Note	2003 \$	2002
	·.	Ψ	Ψ
OTHER INCOME			
Interest Received		5,473.41	4,374.24
Reimbursements		-	8,013.46
National Office Funding for Recruitment		4,336.59	2,200.00
Other Revenue		2,581.12	1,895.28
Capitation Fees - Branches		1,467,867.32	1,298,499.89
Capitation Fees - Other		4,085.59	3,775.52
Solidarity - Payroll Tax		-	124,461.00
Solidarity - Relocation		-	3,000.00
Loss on Sale of Non-current Assets		-	(1,781.00)
	_	1,484,344.03	1,444,438.39

The accompanying notes form part of these financial statements.

This report is to be read in conjunction with the attached compilation report.

INCOME AND EXPENDITURE STATEMENT FOR THE YEAR ENDED 30TH JUNE 2003

	Note	2003 \$	2002 \$
EXPENDITURE			· .
Advertising		586.16	679.80
Affiliation Fees		700.00	3,794.00
Assistance to Branches		55,828.89	32,026.99
Assistant Secretary - Time Release		3,344.91	13,467.95
Auditor's Remuneration		,	,
Auditing Services		4,750.00	9,500.00
Other Services		1,370.00	5,640.00
Bank Charges		2,235.68	2,392.21
Casuals Working Party	•	692.42	416.05
Campaigns and Rallies		3,350.24	492.00
Cleaning		3,409.00	3,035.01
Computer Expenses		31,497.04	26,091.58
Council Meetings		7,833.04	1,802.59
Delegates Training		5245.89	, _
Depreciation		7,764.00	9,155.00
Donations		780.00	1,375.00
Electricity		2,962.07	2,279.38
Elected Officers		12,490.82	9,219.92
Executive Meetings		7,577.82	1,620.47
Exec/Sec Meetings		207.37	314.07
Fringe Benefits Tax		75.00	1,618.36
Indigenous Committee		365.52	2,149.47
Industrial Officers Expenses		437.21	398.00
Insurance		11,342.02	8,359.24
Interest Paid		1,250.70	-
Labour Council Affiliation		7,693.32	6,767.28
Legal Costs		454.55	1,044.50
Meeting Expenses		6,362.69	4,076.66
Ozemail		-	308.00
Parking		3,600.00	3,259.67
Payroll Tax		53,398.56	32,305.80
Postage & Couriers	ě	826.01	988.57
President's - Time Release		30,649.07	19,321.46
Printing & Stationery		14,114.65	17,892.20
Provision for Long Service Leave		19,973.50	40,452.70
Provision for Annual Leave		17,174.12	10,292.08
Publications		3,499.63	4,020.77
Relations with Federal Office		3,728.08	9,679.27
Relations with Other Unions		1,758.51	1,762.83
Rent		69,983.23	51,328.91
Repairs & Maintenance		747.18	4,707.52
Resources Working Party		1,140.94	140.54
Retreat Planning Day		-	292.99

The accompanying notes form part of these financial statements. This report is to be read in conjunction with the attached compilation report.

INCOME AND EXPENDITURE STATEMENT FOR THE YEAR ENDED 30TH JUNE 2003

	Note \$	2003 \$	2002 \$
Salaries & Wages - Employees		697,752.47	679,838.79
Salaries & Wages - Holders of Office		77,333.68	73,416.42
Staff Development		3,681.46	4,807.06
Staff Amenities		7,733.04	4,418.80
State Industrial		1,422.20	1,332.59
Staff Renovations/Relocations		_	75,412.51
Sundry Expenses		764.70	1,506.35
Superannuation Fund Contributions		123,287.45	117,589.94
Telephone		26,299.60	26,680.36
Women's Caucus/Training		503.52	2,338.31
	_	1,339,977.96	1,331,809.97
Profit from ordinary activities		144,366.07	112,628.42
Retained profits (Accumulated losses) at the beginning of the financial year		53,502.60	(59,125.82)
Total available for appropriation		197,868.67	53,502.60
Retained profits (Accumulated losses) at the end of the financial year		197,868.67	53,502.60

The accompanying notes form part of these financial statements. This report is to be read in conjunction with the attached compilation report.

BALANCE SHEET AS AT 30TH JUNE 2003

	Note	2003 \$	2002 \$
CURRENT ASSETS			
Cash assets		354,542.36	207,591.37
Receivables	2	74,172.08	75,547.81
TOTAL CURRENT ASSETS		428,714.44	283,139.18
NON-CURRENT ASSETS Fixed assets	_		
Plant and equipment	3	20,410.56	27,744.20
Receivables	2	13,109.82	22,643.25
TOTAL NON-CURRENT ASSETS		33,520.38	50,387.45
TOTAL ASSETS	_	462,234.82	333,526.63
CURRENT LIABILITIES	_		
Loans - Branches		0.010.55	6 5 4 4 0 7
University New South Wales		9,910.55 6,591.96	6,544.27 4,342.81
University Western Sydney Sydney University		4,943.96	3,257.13
University Technology Sydney	•	4,858.14	3,202.59
University New England		988.94	651.53
Charles Sturt University	i .	4,943.96	3,257.13
Sundry Creditors		6,548.61	4,524.28
Trade Creditors		-	3,048.07
Branches - Recruitment		8,460.70	-
Employee Benefits	4	110,166.06	78,658.43
Provision for Payroll Tax		· -	38,987.00
TOTAL CURRENT LIABILITIES	_	157,412.88	146,473.24
NON-CURRENT LIABILITIES	• •		
Loans - Branches		13,545.18	23,455.73
University New South Wales		9,065.23	15,657.19
University Western Sydney Sydney University		6,798.91	11,742.87
University Technology Sydney		6,669.27	11,527.41
University New England		1,359.53	2,348.47
Charles Sturt University		6,798.91	11,742.87
Employee Benefits	4	62,716.24	57,076.25
		106,953.27	133,550.79
TOTAL LIABILITIES		264,366.15	280,024.03
NET ASSETS	_	197,868.67	53,502.60
MEMBERS' FUNDS			_ _ _
Retained profits	5	198,138.67	53,502.60

The accompanying notes form part of these financial statements.

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30TH JUNE 2003

2003 \$	2002 \$
1,494,927.08	1,503,869.44
5,473.41	4,374.24
	(918,815.88)
(3,486.38)	(2,392.21)
(520,816.83)	(539,728.44)
165,256.41	47,307.15
(430.36)	(8,483.89)
(430.36)	(8,483.89)
(17,875.06)	68,558.83
(17,875.06)	68,558.83
146,280.99	107,382.09
207,591.37	100,209.28
354,542.36	207,591.37
	\$ 1,494,927.08 5,473.41 (810,840.87) (3,486.38) (520,816.83) 165,256.41 (430.36) (17,875.06) (17,875.06) 146,280.99 207,591.37

The accompanying notes form part of these financial statements.

This report is to be read in conjunction with the attached compilation report.

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30TH JUNE 2003

	2003 \$	2002 \$
Notes to the Statement of Cash Flows		
Reconciliation of Cash		
Cash at the end of 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 Cash at Bank	100.00 354,442.36	100.00 207,491.37
	354,542.36	207,591.37
Reconciliation of Net Cash provided by Operating Activities to profit from ordinary activities after Income Tax Operating profit (loss) after income tax Non-cash flows in Profit(Loss) from	144,366.07	112,628.42
Ordinary Activities:		
Loss on Sale of Non-Current Assets Depreciation	7,764.00	1,781.00 9,155.00
Changes in Assets and Liabilities:		
Decrease (Increase) in Current Receivables Increase (Decrease) in GST Payable	15,989.46 -	62,024.29 167.35
Increase (Decrease) in Sundry Creditors Increase (Decrease) in Trade Creditors	2,024.33 (3,048.07)	(9,894.66) (19,601.49)
Increase (Decrease) in Current Provisions Increase (Decrease) in Non-Current	(7,479.37)	(110,847.03)
Provisions	5,639.99	1,894.27
Cash flows from operations	165,256.41	47,307.15

The accompanying notes form part of these financial statements.

This report is to be read in conjunction with the attached compilation report.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30TH JUNE 2003

1 Statement of Significant Accounting Policies

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act. The committee has determined that the association is not a reporting entity.

This financial report has been prepared in accordance with the requirement of the Associations Incorporation Act and the following Australian Accounting Standards:

AAS 4: Depreciation of Non-Current Assets

AAS 5: Materiality

AAS 8: Events Occurring after Reporting Date

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

The financial report is 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 following material accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this financial report:

Property, Plant and Equipment

Property, plant and equipment are carried at cost or independent valuation. All assets, excluding freehold land and buildings are depreciated over their useful lives to the association.

These notes are to be read in conjunction with the attached compilation report.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30TH JUNE 2003

Employee Benefits

Provision is made for employee benefits accumulated as a result of employees rendering services up to the end of the financial year. These benefits include wages and salaries, annual leave, and long service leave. Liabilities arising in respect of wages and salaries, annual leave, long service leave, and other employee benefits expected to be settled within one year of the reporting date, together with benefits arising from wages and salaries, annual leave, and long service leave which will be settled after one year, have been measured at their nominal amount. Other employee liabilities are measured at the present value of the estimated future cash outflows to be made in respect of services provided by employees up to the end of the financial year. In determining the present value of the future cash flows, the interest rates attaching to government guaranteed securities which have terms of maturity approximating the terms of the related liabilities, are used.

As from the 1st of July 2001 entitlements have been calculated from the employees first day of services rendered.

Contributions are made by the association to an employee superannuation fund and are charged as expenses when incurred.

These notes are to be read in conjunction with the attached compilation report.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30TH JUNE 2003

		2003 \$	2002 \$
2	Receivables		
	CURRENT		
	Trade Debtors	47,543.26	64,951.72
	Other Debtors	5,346.82	3,927.82
	Loans - Unsecured		
	Staff Reimbursements	682.53	387.52
	Loans - Branches		
	Southern Cross University	1,541.66	864.32
	Macquarie University	4,830.26	3,182.23
	Wollongong University	5,766.85	2,234.20
	National Office - Recruitment	8,460.70	-
		74,172.08	75,547.81
	NON-CURRENT Loans - Branches		
	Southern Cross University	1,803.76	3,115.68
	Macquarie University	6,642.51	11,472.77
	Wollongong University	4,663.55	8,054.80
		13,109.82	22,643.25
3	Plant & Equipment		
	Office Furniture - At Cost	53,872.39	53,745.12
	Less: Accumulated Depreciation	38,725.00	34,735.00
		15,147.39	19,010.12
	Office Equipment - At Cost	18,401.88	18,226.06
	Less: Accumulated Depreciation	13,783.00	10,886.00
		4,618.88	7,340.06
	Computer Equipment - At Cost	15,113.61	14,986.34
	Less: Accumulated Depreciation	14,469.32	13,592.32
		644.29	1,394.02
	Total plant & equipment	20,410.56	27,744.20

These notes are to be read in conjunction with the attached compilation report.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30TH JUNE 2003

		2003 \$	2002 \$
4	Employee Benefits		
	CURRENT		
	Provision for Long Service Leave Provision for Annual Leave	55,252.33 54,913.73	40,918.82 37,739.61
		110,166.06	78,658.43
	NON-CURRENT		
	Provision for Long Service Leave	62,716.24	57,076.25
	Number of Employees as at 30 th June	14	14
5	Retained Profits		
	Retained profits (accumulated losses) at the beginning of the financial year Net Profit attributable to members of	53,502.60	(59,125.82)
	the association	145,036.07	112,628.42
	Retained profits (Accumulated losses) at the end of the financial year	198,538.67	53,502.60

CERTIFICATE BY COMMITTEE OF MANAGEMENT OF THE NTEU - NEW SOUTH WALES DIVISION

[The provisions of Regulation 109 of the Workplace Relations Act 1996]

We, the undersigned members of the committee of management of **National Tertiary Education Industry Union – New South Wales Division** 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 rules 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 279(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 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 279(2) 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 [i.e. the second most recently concluded financial year] and in relation to any accounts and statements prepared in accordance with Regulation 109 of the Workplace Relations Act 1996 to which that report relates, the organisation has complied.

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.

Colier O. Bevan,

CELIA BEVAN Dated: iの(i)(つる I what how

MICHAEL THOMSON Dated: 19/11/03

CERTIFICATE BY SECRETARY OF THE

NTEU - NEW SOUTH WALES DIVISION

[The provisions of section 280 of the Workplace Relations Act 1996]

I, Michael Donaldson, Branch Secretary of National Tertiary Education Industry Union – New South Wales Division 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

• the committee of management meeting held on

and/or

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 273 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 Regulation 109 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 Regulation 109 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 276 and Regulation 113 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 269 of the *Workplace Relations Act 1996*.

Signed:	mylerda	
	MICHAEL DONALDSON	
Dated:	28/11/2003	

CERTIFICATE BY THE ACCOUNTING OFFICER OF THE NTEU - NEW SOUTH WALES DIVISION

[The provisions of Regulation 109 of the Workplace Relations Act 1996]

I, Michael Donaldson, the accounting officer of National Tertiary Education Industry Union – New South Wales Division, hereby certify that to the best of my knowledge and belief that:

There were 6962 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 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.

mprela

MICHAEL DONALDSON

SIGNED at Sydney this

19 day of November 2003

STATEMENT OF PARTICULARS OF LOANS, GRANTS AND DONATIONS BY THE OFFICER OF THE NTEU - NEW SOUTH WALES DIVISION

[Section 269 of the Workplace Relations Act 1996]

I, Michael Donaldson, Accounting Officer of National Tertiary Education Union – New South Wales Division 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:

MICHAEL DONALDSON

Dated:

1 1 / 14 (0 3

PALMERS WILLOUGHBY & DUNNE

CHARTERED ACCOUNTANTS

R.G.PALMER, F.C.A.
P.M.POWER, F.C.A.
W.A.C. FENWICKE, F.C.A.
P.R.MULVANY, C.A.
ASSOCIATE.
J.PALMER, F.C.A.

INDEPENDENT AUDITOR REPORT

[The provisions of section 276 of the Workplace Relations Act 1996]

I report that I have inspected and audited the accounting records of **National Tertiary Education Industry Union – New South Wales Division** 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 276 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.

Palmers Willoughby & Dunne

PM Power

Registered Company Auditor Number 730

Suite 6, 13-15 Francis St Dee Why NSW 2099 P.O. Box 1006

Dee Why N.S.W 2099

9982 7200 **(**)

9971 9878

info@pwdfinancial.com.au

SIGNED at Sydney this 20th day of November, 2003

DETAILED INCOME AND EXPENDITURE ANALYSIS FOR THE YEAR ENDED 30TH JUNE 2003

TOTAL CAPITATION FEES	1,471,953
UWS	175,673
Sydney	318,399
UNSW	224,015
Macquarie	105,095
Wollongong	98,249
Newcastle	118,007
UNE	86,327
CSU	88,011
USC	46,712
UTS	125,690
ACU	19,687
College of Law	3,895
NAISDA	168
Other (D/Debits)	62,025
TOTAL OTHER INCOME	12,391
Interest Received	5,473
National Office Funding for Recruitment	4,337
Insurance Recoveries	2,581
TOTAL INCOME	1,484,344
EXPENSES	
TOTAL SALARIES/EXPENSES	1,039,598
Staff Salaries	697,752
Superannuation	123,287
Secretary Salary	77,334
Elected Officers' T/Release	33,994
Payroll Tax Division	53,399
Staff Development	3,681
Elected Officers' Expenses	12,491
Industrial Officers' Expenses	437
Long Service Leave Provisions	19,974
Annual Leave Provisions	17,174
Fringe Benefits Tax	75

DETAILED INCOME AND EXPENDITURE ANALYSIS FOR THE YEAR ENDED 30TH JUNE 2003

TOTAL OFFICE EXPENSES		175,711
Office Relocation costs		0
Rent		69,983
Telephone		26,300
Computer/Flexirent		31,497
Stationery & P/copying		14,115
Insurance		11,342
Industrial Journal Subscriptions		3,197
Staff Amenities		7,733
Parking		3,600
Postage & Couriers		826
Electricity		2,962
Cleaning		3,409
Repairs & Maintenance		747
TOTAL INTERNAL		94,560
Internal Relations		59,557
Travel/Accom to Branches		55829
Relations with National Office		3728
Campaigns, Caucuses & Working Parties		17,649
5.14	•	202
Publications		303
Campaigns & Rallies	,	3,350
Recruitment		2,567
Indigenous Committee		366
Branch Executive Officers Meetings	:	207
Casuals Working Party	•	692
General Staff Meetings		1,624
L.G.B & T Caucus		1,586
Resources & Planning Committee		1,141
Seminars & Conferences		. 64
Womens' Caucus		504
Staff of Students Org's		2 105
Training Delegates		2,105
Presidents & GS(VP) Media Training		3,140
IO's Conference Travel/Accomodation		0

DETAILED INCOME AND EXPENDITURE ANALYSIS FOR THE YEAR ENDED 30TH JUNE 2003

Division Executive & Council Expenses	17,354
State Executive Meetings	7,578
State Industrial	1,422
Council Meetings	7,833
President & Vice President Meetings	521
TOTAL EXTERNAL EXPENSES	10,932
Labour Council	7,693
Relations with Other Unions	1,759
Affiliation Fees	700
Donations	780
TOTAL OTHER EXPENSES	19,177
Auditors Remuneration	4,750
Accounting Fees	1,370
Legal Fees	455
Bank Charges	2,236
Advertising	586
Depreciation	7,764
Interest Paid	1,251
Sundry Expenses	765
TOTAL EXPENSES	1,339,978
PROFIT/(LOSS)	144,366