



**Australian Government**

**Australian Industrial Registry**

Level 35, Nauru House  
80 Collins Street, Melbourne, VIC 3000  
GPO Box 1994S, Melbourne, VIC 3001  
Telephone: (03) 8661 7993  
Fax: (03) 9654 6672

Ms. C. Game  
Secretary  
National Tertiary Education Industry Union  
New South Wales Division  
Level 2, 104 Commonwealth Street  
SURRY HILLS NSW 2010

Dear Ms. Game,

**Re: Schedule 1B of the Workplace Relations Act 1996 (the RAO Schedule)  
Financial reports for year ended 30 June 2004 - FR 2004/500**

Thank you for forwarding additional documentation in relation to the financial documents of the New South Wales Division of the National Tertiary Education Industry Union for the year ended 30 June 2004; this has been placed with the documents previously lodged.

The documents have now 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.

### **Operating report**

#### *Review, result and significant changes in activities*

Subsection 254(2)(a) of Schedule 1B provides the report should contain “a review of the reporting unit’s principal activities”, “the results” of these activities and any “significant changes” in those activities. I suggest, as a minimum, the report should state, in broad terms at least, the principal activities the organisation engaged in during the year in representing the interests of its members, the outcome of those activities and any significant changes arising from those activities.

#### *Significant changes in financial affairs*

Subsection 254(2)(b) provides the reporting unit must report on matters which represented significant changes to the reporting unit’s “financial affairs”.

#### *Right of members to resign*

Subsection 254(2)(c) requires the operating report to “give details” of the right of members to resign from the reporting unit under section 174 of the RAO Schedule. The requirement may be met by the inclusion of a statement that a member has the right to resign and a reference to the relevant rule, which

makes such provision. Alternatively, the complete text of the relevant resignation rule may be reproduced in the report. It would appear in this case that rule 11 of the organisation's rules rather than the attached and highlighted rule 7.5 is applicable. Also as this requirement forms part of the operating report it should be included in such document rather than as an attachment.

*Trustees of superannuation entities*

The supplement to Section 254(2)(d) qualifies the obligation in that subsection to the reporting of the names of only those persons who hold the specified positions because they are "officers or members of a registered organisation". I note your report provides in relation to this requirement a "N/A" response. I would suggest you include a positive statement that no persons fall into this category.

*Number of members and number of employees*

Subsection 254(2)(f) of the RAO Schedule and regulation 159(a) and (b) of the RAO Regulations require the operating report to contain information pertaining to the number of persons that were members and the number of persons who were employees of the reporting unit at the end of the financial year. Reference to the Accounting Officers certificate in relation to the number of members of the Division is not appropriate as such document is no longer required to be prepared under the RAO Schedule. Also, such information should be contained in the Operating Report rather than in some other document. I note in relation to the number of employees reference is made to the notes to the accounts. As mentioned earlier, such information should be contained in the operating report rather than in some other document.

*Membership of Committee of Management*

Subsection 254(2)(f) requires the reporting unit to include "any prescribed information". Regulation 159 of the Workplace Relations (Registration and Accountability of Organisations) Regulations 2003 prescribes that a reporting unit include the name of each person who has been a member of the committee of management and the period such persons held those positions, So, if a committee of management member resigned during the reporting period, you would need to include reference to that person and the period they held that office and in addition, include details of the person who filled that vacancy and the period they held office. The list of office bearers should also have formed part of the Operating Report rather than as an attachment.

Should you wish to discuss this letter or if you require further information on the financial reporting requirements of the Act, I may be contacted on (03) 8661 7993 or by email at [larry.powell@air.gov.au](mailto:larry.powell@air.gov.au).

Yours sincerely,



Larry Powell  
Statutory Services Branch  
26 May 2005

Larry Powell  
Statutory Services Branch  
Australian Industrial Registry  
GPO BOX 19994S  
MELBOURNE VIC 3001

May 16<sup>th</sup>, 2005

Dear Mr Powell,

**Re: Your letter dated 18 February 2005**

In reference to your letter dated the above.

**1. Operating Report:**

- a) The NTEU is a registered trade union. It is registered both federally and in NSW. The organisation's principal activities are the provision of advice and industrial services to members under its rules.
- b) The organisation's principal activities have not changed.
- c) Copy attached
- d) N/A
- e) Number of members is shown in the Certificate by the Accounting Officer and number of employees see note 4.
- f) State Executive members attached

**2. Auditor's Report:**

Copy of Auditor's report dated and signed.

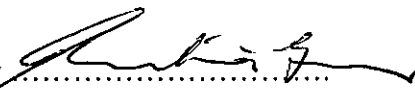
**3. Committee of Management Statement:**

- 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 reporting unit for the financial year to which they relate;
- d) there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable; and
- e) during the financial year to which the GPFR relates and since the end of that year:

NTEU (NSW)

- (i) the meetings of the committee of management were held in accordance with the rule of the organisation including the rules of a branch concerned; and
- (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation including the rules of a branch concerned; and
- (iii) the financial records of the reporting unit have been managed in accordance with the RAO Schedule and the RAO Regulations; and
- (iv) where the organisation consists of 2 or more reporting units, the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation; and
- (v) the information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule has been furnished to the member or Registrar; and
- (vi) there has been compliance with any order for the inspection of financial records made by the Commission under section 273 of the RAO Schedule.

In addition to these requirements, the committee of management statement must be made in accordance with such resolution passed by the committee on **10/11/2004** in relation to the matter requiring declaration. The statement must also specify the date of the resolution.

Signed: Ms Christina Game NTEU State Secretary 

Yours sincerely



Ms Chris Game  
NSW State Secretary

## 9 - Life Membership and Past Membership

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### *WHEN APPLICANT BECOMES MEMBER*

- 7.3 An applicant for membership shall, upon compliance with the provisions of these rules, be deemed to be a member of the Union from the date upon which an application is received by the Branch Secretary, the Division Secretary or the General Secretary accompanied by the payment of not less than 3 months' dues or the authority for payment of subscription by periodical debit.
- 7.4 A member employed in or in connexion with more than one institution shall be a member of that Branch organised by reference to the institution in or in connexion with which the member is predominantly employed.

### *APPLICANTS TO BE ADVISED*

- 7.5 An applicant for membership shall be informed in writing by the Branch Secretary, Division Secretary, or General Secretary as the case may be of:
- (a) the financial obligations arising from membership; and
  - (b) the circumstances, and the manner, in which a member may resign from the Union.

### *INELIGIBLE APPLICATIONS*

- 7.6 Notwithstanding any other provision in this rule, where the Branch Secretary, Division Secretary or General Secretary considers an applicant for membership is ineligible for membership he or she shall refer the application to the National Executive. Where an application has been so referred the National Executive may accept, reject or defer the application. In the event of acceptance the applicant shall be and be deemed to be a member from the date of the application or from the date upon which he or she is determined by the National Executive to have become eligible for membership.

### *MEMBERSHIP VALID*

- 7.7 No error, omission or want of form in connexion with a person's application for membership shall in itself invalidate membership.
- 7.8 Whenever it is necessary to do so under these rules, the officer responsible for maintaining the Register of members shall, and may from time to time, on the best information available to him/her, classify a member as an academic staff member or a general staff member. Any such classification made in good faith shall not, if in error, affect the result of any election or vote or any other matter under these rules.

## 8 - Transfer of Membership

### *TRANSFER FROM*

- 8.1 Any member desirous of transferring from one Branch to another shall be furnished by the Secretary of the Branch from which she or he is transferring with a transfer in the form prescribed from time to time by the National Council.
- 8.2 Any dues, fees or levies due and payable by the member seeking transfer shall be paid before the Secretary of the Branch from which she or he is transferring furnishes the member with a transfer form.

## 9 - Life Membership and Past Membership

### *NATIONAL*

- 9.1 National Council shall be empowered to confer Life Membership upon any member of the Union who has rendered special or valuable service to the Union. Life Members are exempted from the obligation to pay Union dues and levies.

### *PAST MEMBERS ASSOCIATION*

- 9.2 The National Council may establish a Past Members Association. Former members of the Union who resigned from membership as a result of ceasing to be eligible to be a member of the Union may apply to belong to the Past Members Association. Persons enrolled in the Past Members Association shall pay such fee to the Association and receive from the Association such benefits and services as may be determined by the National Council from time to time, but they shall not be eligible to stand or vote in elections for any Union Office or otherwise exercise the rights of members of the Union.

### *ASSOCIATE MEMBERS – POSTGRADUATE STUDENTS*

- 9.3 A person enrolled as a postgraduate student who is not eligible for membership of the union (including as an unemployed member), may apply for Associate Membership. Persons enrolled as Associate Members shall pay such fee to the union and shall receive such benefits and services as may be determined by the National Council from time to time. Such persons shall cease to be Associate Members if and when they become eligible for membership of the union. Where an Associate Member subsequently becomes a member of the union during the same year in which a fee has been paid in respect of Associate Membership, any fee so paid in respect of associate membership in any year shall be deducted from any dues payable by the member in that year.

# NTEU (NEW SOUTH WALES) STATE EXECUTIVE 2002 - 2004

## **PRESIDENT**

Celia Bevan  
School of Community Health  
Charles Sturt University – Murray Campus  
PO Box 789  
ALBURY NSW 2640

## **VICE PRESIDENT (ACADEMIC STAFF)**

Michael Darcy  
Faculty of Arts and Social Sciences  
University of Western Sydney  
- Bankstown Campus  
PO Box 555  
CAMPBELLTOWN NSW 2560

## **VICE PRESIDENT (GENERAL STAFF)**

Faye Hardingham  
School of Economic Studies  
University of New England  
ARMIDALE NSW 2531

## **SECRETARY**

Mike Donaldson  
NTEU (NSW)  
Level 2, 104 Commonwealth Street  
SURRY HILLS NSW 2010

## **ASSISTANT SECRETARY (ACADEMIC)**

Cathy Rytmeister  
Division of Economics & Financial Studies  
MACQUARIE UNIVERSITY NSW 2109

## **ASSISTANT SECRETARY (GENERAL)**

Michael Thomson  
Student Records – F07  
University of Sydney  
SYDNEY NSW 2006

## **EXECUTIVE MEMBER (ACADEMIC)**

Kim Draisma  
Learning Development Centre  
University of Wollongong  
Northfields Avenue  
WOLLONGONG NSW 2522

## **EXECUTIVE MEMBER (GENERAL)**

Daniel Jardine  
Department of Chemistry  
MACQUARIE UNIVERSITY NSW 2109

## **EXECUTIVE MEMBERS**

Anita Berghout  
School of Language and Media  
University of Newcastle  
NEWCASTLE NSW 2308

Herman Beyersdorf  
School of Language, Cultures & Linguistics  
University of New England  
ARMIDALE NSW 2351

Chris Game  
School of Nursing & Health Care Practices  
Southern Cross University  
PO Box 157  
LISMORE NSW 2480

Robyn Moroney  
Nursing, Family & Community Health  
University of Western Sydney - Hawkesbury  
Locked Bag 1797  
STH PENRITH DC NSW 1797

Chris Mumbulla  
EEO Unit – K07  
University of Sydney  
SYDNEY NSW 2006

John O'Brien  
Industrial Relations & Org Behaviour  
University of New South Wales  
SYDNEY NSW 2052

Kevin Poynter  
School of Visual & Performing Arts  
Charles Sturt University  
PO Box 588  
WAGGA WAGGA NSW 2650

Bronwyn Winter  
French Studies – A18  
University of Sydney  
SYDNEY NSW 2006

*Resigned*

Keiko Yasukawa  
Engineering  
University of Technology  
PO Box 123  
BROADWAY NSW 2007

John Barlow  
Computing and Technology  
Australian Catholic University  
- Mount Saint Mary Campus  
25A Barker Street  
STRATHFIELD NSW 2135

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

	2004 \$	2003 \$
<b>4 Employee Benefits</b>		
CURRENT		
Provision for Long Service Leave	62,498.86	55,252.33
Provision for Annual Leave	82,788.37	54,913.73
	145,287.23	110,166.06
NON-CURRENT		
Provision for Long Service Leave	84,531.53	62,716.24
Number of Employees as at 30 <sup>th</sup> June	16	14
<b>5 Retained Profits</b>		
Retained profits (accumulated losses) at the beginning of the financial year	197,868.67	53,502.60
Net Profit attributable to members of the association	22,158.13	144,366.07
<b>Retained profits (Accumulated losses) at the end of the financial year</b>	220,026.80	197,868.67

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

# PALMERS WILLOUGHBY & DUNNE

CHARTERED ACCOUNTANTS

R.G. PALMER, F.C.A.

P.M. POWER, F.C.A.

W.A.C. FENWICKE, F.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 2004 and report that in my opinion satisfactory accounting records were kept by the organisation in relation to the year, including:

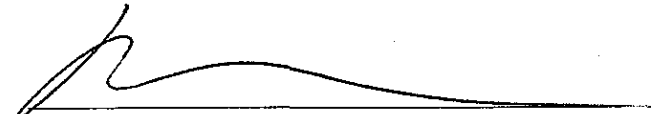
- (a) (i) records of the sources and nature of the income of the organisation (including income from members); and
- (ii) records of the nature and purposes of the expenditure of the organisation; and

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**  
Chartered Accountants

  
P. M. Power

Partner

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 (p)

9971 9878 (f)

SIGNED at Sydney this 11<sup>th</sup> day of November, 2004 info@pwwfinancial.com.au (e)

Visit our website at [www.pwwfinancial.com.au](http://www.pwwfinancial.com.au)







**Australian Government**

**Australian Industrial Registry**

Level 35, Nauru House  
80 Collins Street, Melbourne, VIC 3000  
GPO Box 1994S, Melbourne, VIC 3001  
Telephone: (03) 8661 7993  
Fax: (03) 9654 6672

Ms. C. Game  
Secretary  
National Tertiary Education Industry Union  
New South Wales Division  
Level 2, 104 Commonwealth Street  
SURRY HILLS NSW 2010

Dear Ms. Game,

**Re: Schedule 1B of the Workplace Relations Act 1996 (the RAO Schedule)  
Financial reports for year ended 30 June 2004 - FR 2004/500**

Reference is made to the financial reports of the New South Wales Division of the National Tertiary Education Industry Union for the year ended 30 June 2004. The documents were lodged in the Industrial Registry on 7 December 2004.

I direct your attention to the following comments concerning the above reports and the financial reporting obligations under the RAO Schedule. Please note that these matters are generally advised for assistance in the future preparation of financial reports. With the exception of the comments concerning the 'Operating Report' and the 'Auditor's Report', no further action is required in respect of the subject documents.

**1. Operating report**

The financial documents lodged did not contain an operating report. The Committee of Management must as soon as practicable after the end of each financial year cause an operating report to be prepared in relation to the financial year - refer s254 of the RAO Schedule. The operating report must contain the following:

**(a) *Review of principal activities:***

The report must contain a review of the reporting unit's principal activities during the financial year, the results of those activities and any significant changes in the nature of those activities during the year.

**(b) *Significant changes in financial affairs:***

The report must give details of any significant changes in the reporting unit's financial affairs during the year.

**(c) *Right of members to resign:***

Subsection 254(2)(c) requires the operating report to "give details" of the right of members to resign from the reporting unit under section 174 of the RAO Schedule. The requirement may be

met by the inclusion of a statement that a member has the right to resign and a reference to the relevant rule, which makes such provision. Alternatively, the complete text of the relevant resignation rule may be reproduced in the report. It would appear in this case that rule 8 of the organisation's Rules is applicable.

**(d) Trustees of superannuation entities:**

The report must give details (including details of the position held) of any officer or member of the reporting unit who is:

- (i) a trustee of a superannuation entity or an exempt public sector superannuation scheme; or
- (ii) a director of a company that is a trustee of a superannuation entity or an exempt public sector superannuation scheme; and

where a criterion for the officer or member being the trustee or director is that the officer or member is an officer or member of a registered organisation

**(e) Number of members and number of employees:**

Subsection 254(2)(f) of the RAO Schedule and regulation 159(a) and (b) of the RAO Regulations require the operating report to contain information pertaining to the number of persons that were members and the number of persons who were employees of the reporting unit at the end of the financial year.

**(f) Membership of Committee of Management:**

The operating report is required to contain the name of each person who has been a member of the committee of management of the reporting unit at any time during the reporting period, and the period for which he or she held such a position - refer regulation 159(c) of the RAO Regulations.

You are requested to arrange for the committee of management to prepare an operating report addressing the required information for lodgement in the Industrial Registry as soon as possible. The organisation is obliged to also provide a copy to its members. You can however, undertake to do this after lodging a copy of the operating report in the Industrial Registry. Please note that the financial documents will not be filed until the operating report has been lodged in the Industrial Registry.

**2. Auditor's Report**

- (a) Subsection 257(5) of the RAO Schedule now sets out the matters upon which an auditor is required to make an opinion on whether the GPFR is presented fairly in accordance with applicable Australian Accounting Standards and other requirements of the RAO Schedule. The following wording would satisfy the requirements:

*"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."*

- (b) The auditor's report is undated and unsigned.

Subsection 257(9) requires auditors reports to be dated as at the date that the auditor signs that report.

Would you please request the auditor to forward a dated and signed copy of the auditor's report to this office.

### **3. Committee of Management Statement**

It would appear that the document titled "Statement by Members of the Council of Management" only partially complies with the reporting guidelines issued by the Industrial Registrar for the purposes of s253 of the RAO Schedule. Under item 17 of the reporting guidelines, the committee of management statement must include declarations as to whether in the opinion of the committee of management:

- (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 reporting unit for the financial year to which they relate;*
- (d) there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable; and*
- (e) during the financial year to which the GPFR 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 a branch concerned; and*
  - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation including the rules of a branch concerned; and*
  - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations; and*
  - (iv) where the organisation consists of 2 or more reporting units, the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation; and*
  - (v) the information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule has been furnished to the member or Registrar; and*
  - (vi) there has been compliance with any order for inspection of financial records made by the Commission under section 273 of the RAO Schedule.*

In addition to these requirements, the committee of management statement must be made in accordance with such resolution passed by the committee in relation to the matters requiring declaration. The statement must also specify the date of the resolution.

### **Signatory**

Please note that under reporting Guideline 18(d) for the purposes of s253 this Statement need only be signed by a designated officer.

**4. Accounting Officer's Certificate**

There is no requirement under Schedule 1B to lodge an Accounting Officer's certificate. Such certificate was previously required by the former provisions of the Act and Workplace Relations Regulations.

**5. Notice to members**

I note that the notice to members provides the provisions of section 274 of the Workplace Relations Act 1996. The accounts should set out the provisions of subsections 272(1), (2) and (3) of the RAO Schedule. Would you please ensure those subsections are copied into the GPFR in the next financial report of the Branch.

Should you wish to discuss this letter or if you require further information on the financial reporting requirements of the Act, I may be contacted on (03) 8661 7993 or by email at [larry.powell@air.gov.au](mailto:larry.powell@air.gov.au).

Yours sincerely,

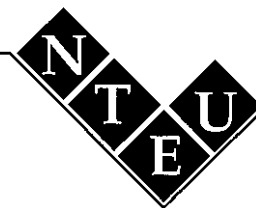
A handwritten signature in black ink, appearing to read 'L. Powell'.

Larry Powell  
Statutory Services Branch

18 February 2005

National Tertiary Education Union

New South Wales



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

December 1<sup>st</sup>, 2004

Dr Mr Lapiere

Please find enclosed the Financial Statements for the National Tertiary Education Industry Union New South Wales Division year ended June 2004.

Yours sincerely

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

Ms Chris Game  
State Secretary

NTEU (NSW) ABN 38 579 396 344

Level 2, 104 Commonwealth Street, Surry Hills, NSW 2010

Ph: (02) 9212 5433 Fax: (02) 9212 4090

Email: <first name>.<surname>@nsw.nteu.org.au

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

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

**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 2004**

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.

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



**NTEU - NSW Division**  
**A.B.N. 38 579 396 344**

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

	Note	2004 \$	2003 \$
<b>OTHER INCOME</b>			
Interest Received		10,600.47	5,473.41
Reimbursements		-	-
National Office Funding for Recruitment			4,336.59
BBO Funding		20,915.48	
Workcover Grant		40,027.35	
Other Revenue		770.17	2,581.12
Capitation Fees - Branches		1,604,244.45	1,467,867.32
Capitation Fees - Other		4,382.67	4,085.59
Solidarity - Payroll Tax		-	
Solidarity - Relocation		-	
Loss on Sale of Non-current Assets		-	
		<hr/>	<hr/>
		1,680,940.59	1,484,344.03

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 2004**

	Note	2004 \$	2003 \$
<b>EXPENDITURE</b>			
Advertising		4,031.00	586.16
Affiliation Fees		1,089.84	700.00
Assistance to Branches		67,610.67	55,828.89
Assistant Secretary - Time Release		-	3,344.91
Auditor's Remuneration			
Accountancy		1,200.00	1,370.00
Other Services		4,500.00	4,750.00
Bank Charges		3,812.20	2,235.68
Casuals Working Party		-	692.42
Campaigns and Rallies		3,169.84	3,350.24
Cleaning		3,409.01	3,409.00
Computer Expenses		28,383.84	31,497.04
Consultancy Expenses		5,000.00	
Council Meetings		2,860.41	7,833.04
Delegates Training		7,213.72	5,245.89
Depreciation		6,910.00	7,764.00
Donations		800.00	780.00
Electricity		2,020.56	2,962.07
Elected Officers		17,045.27	12,490.82
Executive Meetings		12,163.45	7,577.82
Exec/Sec Meetings		2,434.47	207.37
Fines & Penalties		161.62	-
Fringe Benefits Tax		70.00	75.00
Indigenous Committee		2,623.40	365.52
Industrial Officers Expenses		5,173.40	437.21
Insurance		7,813.13	11,342.02
Interest Paid		1,233.62	1,250.70
Labour Council Affiliation		11,703.20	7,693.32
Legal Costs		1,960.00	454.55
Meeting Expenses		3,033.09	6,362.69
Ozemail		-	-
Parking		3,668.00	3,600.00
Payroll Tax		61,361.70	53,398.56
Postage & Couriers		1,874.58	826.01
President's - Time Release		33,065.88	30,649.07
Printing & Stationery		14,136.09	14,114.65
Provision for Long Service Leave		29,061.82	19,973.50
Provision for Annual Leave		27,874.64	17,174.12
Publications		4,753.01	3,499.63
Recruitment Expenses		366.36	
Relations with Federal Office		9,160.68	3,728.08
Relations with Other Unions		2,830.16	1,758.51
Rent		71,399.88	69,983.23
Repairs & Maintenance		2,992.06	747.18
Resources Working Party		2,688.42	1,140.94
Retreat Planning Day			-

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

**NTEU - NSW Division**  
**A.B.N. 38 579 396 344**

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

	Note \$	2004 \$	2003 \$
Salaries & Wages - Employees		893,940.83	697,752.47
Salaries & Wages - Holders of Office		86,867.00	77,333.68
Staff Development		2,371.09	3,681.46
Staff Amenities		7,714.97	7,733.04
State Industrial		823.96	1,422.20
Staff Renovations/Relocations			-
Sundry Expenses		794.66	764.70
Superannuation Fund Contributions		146,581.35	123,287.45
Telephone		37,572.42	26,299.60
Women's Caucus/Training		9,457.23	503.52
		1,658,782.46	1,339,977.96
<b>Profit from ordinary activities</b>		22,158.13	144,366.07
Retained profits (Accumulated losses) at the beginning of the financial year		197,868.67	53,502.60
<b>Total available for appropriation</b>		220,026.80	197,868.67
<b>Retained profits (Accumulated losses) at the end of the financial year</b>		220,026.80	197,868.67

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

**NTEU - NSW Division**  
**A.B.N. 38 579 396 344**

**BALANCE SHEET**  
**AS AT 30TH JUNE 2004**

	Note	2004 \$	2003 \$
<b>CURRENT ASSETS</b>			
Cash assets		367,898.67	354,542.36
Receivables	2	105,784.66	74,172.08
<b>TOTAL CURRENT ASSETS</b>		<b>473,683.33</b>	<b>428,714.44</b>
<b>NON-CURRENT ASSETS</b>			
Fixed assets			
Plant and equipment	3	27,553.29	20,410.56
Receivables	2	2,989.89	13,109.82
<b>TOTAL NON-CURRENT ASSETS</b>		<b>30,543.18</b>	<b>33,520.38</b>
<b>TOTAL ASSETS</b>		<b>504,226.51</b>	<b>462,234.82</b>
<b>CURRENT LIABILITIES</b>			
Loans - Branches			
University New South Wales		10,122.76	9,910.55
University Western Sydney		6,768.57	6,591.96
Sydney University		5,076.43	4,943.96
University Technology Sydney		4,981.10	4,858.14
University New England		1,015.32	988.94
Charles Sturt University		5,076.43	4,943.96
Sundry Creditors		10,143.92	6,548.61
Trade Creditors		-	-
Branches - Recruitment		-	8,460.70
Employee Benefits	4	145,287.23	110,166.06
<b>TOTAL CURRENT LIABILITIES</b>		<b>188,471.76</b>	<b>157,412.88</b>
<b>NON-CURRENT LIABILITIES</b>			
Loans - Branches			
University New South Wales		3,422.42	13,545.18
University Western Sydney		2,296.66	9,065.23
Sydney University		1,722.48	6,798.91
University Technology Sydney		1,688.17	6,669.27
University New England		344.21	1,359.53
Charles Sturt University		1,722.48	6,798.91
Employee Benefits	4	84,531.53	62,716.24
		<b>95,727.95</b>	<b>106,953.27</b>
<b>TOTAL LIABILITIES</b>		<b>284,199.71</b>	<b>264,366.15</b>
<b>NET ASSETS</b>		<b>220,026.80</b>	<b>197,868.67</b>
<b>MEMBERS' FUNDS</b>			
Retained profits	5	220,026.80	197,868.67

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

**NTEU - NSW Division**  
**A.B.N. 38 579 396 344**

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

	<b>2004</b>	<b>2003</b>
	\$	\$
<b>Cash Flows from Operating Activities</b>		
Receipts from Members	1,573,762.52	1,494,927.08
Interest Received	10,600.47	5,473.41
Funding Received	60,942.83	-
Payment to Suppliers & Employees	(1,127,389.18)	(810,840.87)
Interest and other cost of Finance	(1,233.62)	(3,486.38)
General Administration Expenses & Direct Expenses	(463,626.87)	(520,816.83)
<b>Net cash provided by (used in) operating activities</b>	<b>53,056.15</b>	<b>165,256.41</b>
<b>Cash Flows from Investing Activities</b>		
Payment for Plant and Equipment	(14,052.73)	(430.36)
<b>Net cash provided by (used in) investing activities</b>	<b>(14,052.73)</b>	<b>(430.36)</b>
<b>Cash Flows From Financing Activities</b>		
Proceeds from Borrowings	6,590.40	-
Repayment of Loans	(32,237.51)	(17,875.06)
<b>Net cash provided by (used in) financing activities</b>	<b>(25,647.11)</b>	<b>(17,875.06)</b>
Net increase (decrease) in cash held	13,356.31	146,950.99
Cash at Beginning of Financial Year	354,542.36	207,591.37
<b>Cash at end of year</b>	<b>367,898.67</b>	<b>354,542.36</b>

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 2004**

	2004	2003
	\$	\$
<b>Notes to the Statement of Cash Flows</b>		
<b>Reconciliation of Cash</b>		
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	100.00	100.00
Cash at Bank	367,798.67	354,442.36
	367,898.67	354,542.36
<b>Reconciliation of Net Cash provided by Operating Activities to profit from ordinary activities after Income Tax</b>		
Operating profit (loss) after income tax	22,158.13	144,366.07
<b>Non-cash flows in Profit(Loss) from Ordinary Activities:</b>		
Loss on Sale of Non-Current Assets	-	-
Depreciation	6,910.00	7,764.00
<b>Changes in Assets and Liabilities:</b>		
Decrease (Increase) in Current Receivables	(36,543.75)	15,989.46
Increase (Decrease) in Sundry Creditors	3,595.31	2,024.33
Increase (Decrease) in Trade Creditors	-	(3,048.07)
Increase (Decrease) in Current Provisions	27,874.64	(7,479.37)
Increase (Decrease) in Non-Current Provisions	29,061.82	5,639.99
<b>Cash flows from operations</b>	53,056.15	165,256.41

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 2004**

---

**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.

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

---

**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.



**NTEU - NSW Division**  
**A.B.N. 38 579 396 344**

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

	2004	2003
	\$	\$
<b>2 Receivables</b>		
CURRENT		
Trade Debtors	83,616.30	47,543.26
Other Debtors	5,387.54	5,346.82
Loans - Unsecured		
Staff Reimbursements	1,112.52	682.53
Loans - Branches		
Southern Cross University	2,009.47	1,541.66
Macquarie University	4,551.33	4,830.26
Wollongong University	9,107.50	5,766.85
National Office - Recruitment	-	8,460.70
	105,784.66	74,172.08
NON-CURRENT		
Loans - Branches		
Southern Cross University	125.52	1,803.76
Macquarie University	1,682.87	6,642.51
Wollongong University	1,181.50	4,663.55
	2,989.89	13,109.82
<b>3 Plant &amp; Equipment</b>		
Office Furniture - At Cost	65,729.67	53,872.39
Less: Accumulated Depreciation	43,281.00	38,725.00
	22,448.67	15,147.39
Office Equipment - At Cost	20,597.33	18,401.88
Less: Accumulated Depreciation	15,895.00	13,783.00
	4,702.33	4,618.88
Computer Equipment - At Cost	15,113.61	15,113.61
Less: Accumulated Depreciation	14,711.32	14,469.32
	402.29	644.29
<b>Total plant &amp; equipment</b>	27,553.29	20,410.56

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

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

	<b>2004</b>	<b>2003</b>
	\$	\$
<hr/>		
<b>4 Employee Benefits</b>		
CURRENT		
Provision for Long Service Leave	62,498.86	55,252.33
Provision for Annual Leave	82,788.37	54,913.73
	145,287.23	110,166.06
	145,287.23	110,166.06
NON-CURRENT		
Provision for Long Service Leave	84,531.53	62,716.24
	84,531.53	62,716.24
	84,531.53	62,716.24
Number of Employees as at 30 <sup>th</sup> June	16	14
	16	14
	16	14
<b>5 Retained Profits</b>		
Retained profits (accumulated losses) at the beginning of the financial year	197,868.67	53,502.60
Net Profit attributable to members of the association	22,158.13	144,366.07
	220,026.80	197,868.67
<b>Retained profits (Accumulated losses) at the end of the financial year</b>	220,026.80	197,868.67

**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 2004 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.



**STUART ROSEWARNE**  
Dated: 10/11/04



**MICHAEL THOMSON**  
Dated: 10 November 2004

**CERTIFICATE BY SECRETARY OF THE  
NTEU - NEW SOUTH WALES DIVISION**

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

I, **Christina Game**, 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  
\_\_\_\_\_ and/or
- the committee of management meeting held on  
19th November 2004 in respect of the  
financial year of the organisation ending 30 June 2004.

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: \_\_\_\_\_  


**CHRISTINA GAME**

Dated: \_\_\_\_\_  
19/11/04

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


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

I, **Christina Game**, 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 7,444 persons that were members of the organisation at the end of the financial year ended 30 June 2004

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.



**CHRISTINA GAME**

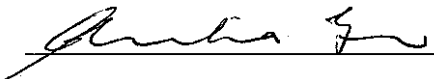
SIGNED at Sydney this *fourth* day of *November* 2004

**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, **Christina Game**, Accounting Officer of **National Tertiary Education Union – New South Wales Division** state, in respect of the financial year of the organisation ended 30 June 2004 that **NO loans**, grants or donations of an amount exceeding \$1,000 were made by the organisation during the financial year.

Signed:

  
\_\_\_\_\_

**CHRISTINA GAME**

Dated:

\_\_\_\_\_ 10/11/04

# PALMERS WILLOUGHBY & DUNNE

CHARTERED ACCOUNTANTS

R.G. PALMER, F.C.A.

P.M. POWER, F.C.A.

W.A.C. FENWICKE, F.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 2004 and report that in my opinion satisfactory accounting records were kept by the organisation in relation to the year, including:

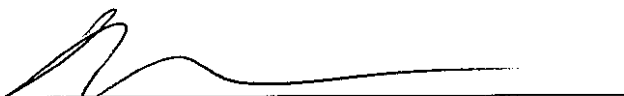
- (a) (i) records of the sources and nature of the income of the organisation (including income from members); and
- (ii) records of the nature and purposes of the expenditure of the organisation; and

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**  
**Chartered Accountants**



P. M. Power

**Partner**

Registered Company Auditor Number 730

SIGNED at Sydney this                      day of

Suite 6, 13-15 Francis St

Dee Why NSW 2099

P.O. Box 1006

Dee Why N.S.W 2099

9982 7200 (P)

9971 9878 (F)

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DETAILED INCOME AND EXPENDITURE ANALYSIS  
FOR THE YEAR ENDED 30TH JUNE 2004

INCOME

<b>TOTAL CAPITATION FEES</b>	<b>1,608,627</b>
------------------------------	------------------

UWS	197,761
Sydney	324,447
UNSW	234,240
Macquarie	116,179
Wollongong	112,626
Newcastle	126,644
UNE	96,153
CSU	89,220
SCU	53,538
UTS	136,242
ACU	19,569
College of Law	4,383
NAISDA	
Other (D/Debits)	97,625

<b>TOTAL OTHER INCOME</b>	<b>72,313</b>
---------------------------	---------------

Interest Received	10,600
National Office Funding for Recruitment	
BBO Funding	20,915
Work Cover Grant	40,027
Miscellaneous	770

<b><u>TOTAL INCOME</u></b>	<b><u>1,680,940</u></b>
----------------------------	-------------------------

EXPENSES

<b>TOTAL SALARIES/EXPENSES</b>	<b>1,303,413</b>
--------------------------------	------------------

Staff Salaries	893,941
Superannuation	146,581
Secretary Salary	86,867
Elected Officers' T/Release	33,066
Payroll Tax Division	61,362
Staff Development	2,371
Elected Officers' Expenses	17,045
Industrial Officers' Expenses	5173
Long Service Leave Provisions	29,062
Annual Leave Provisions	27,875
Fringe Benefits Tax	70



DETAILED INCOME AND EXPENDITURE ANALYSIS  
FOR THE YEAR ENDED 30TH JUNE 2004

<b>TOTAL OFFICE EXPENSES</b>	<b>180,985</b>
Rent	71,400
Telephone	37,572
Computer/Flexi-Rent	28,384
Stationery & P/copying	14,136
Insurance	7,813
Staff Amenities	7,715
Parking	3,668
Postage & Couriers	1875
Electricity	2,021
Cleaning	3,409
Repairs & Maintenance	2992
<b>TOTAL INTERNAL</b>	<b>128,359</b>
<b>Internal Relations</b>	<b>76,771</b>
Travel/Accommodation to Branches	67611
Relations with National Office	9161
<b>Campaigns, Caucuses &amp; Working Parties</b>	<b>33,644</b>
Publications	4,753
Campaigns & Rallies	3,170
Recruitment	366
Koori Committee	2,623
Branch Executive Officers Meetings	2,434
Casuals Working Party	
General Staff Meetings	
L.G.B & T Caucus	937
Resources & Planning Committee	2,688
Women's Caucus	9,457
Staff of Students Organisation's	
Training Delegates	7,214
Industrial Officer's Conference Travel/Accommodation	
<b>Division Executive &amp; Council Expenses</b>	<b>17,944</b>
State Executive Meetings	12,163
State Industrial	824
Council Meetings	2,860
President & Vice President Meetings	2,096

**NTEU - NSW Division**  
**A.B.N. 38 579 396 344**

**DETAILED INCOME AND EXPENDITURE ANALYSIS**  
**FOR THE YEAR ENDED 30TH JUNE 2004**

<b>TOTAL EXTERNAL EXPENSES</b>	<b>21,585</b>
Labour Council	11,703
Relations with Other Unions	2,830
Affiliation Fees	1,090
Donations	800
Consultancy Fees	5,000
Fines and Penalties	162
<b>TOTAL OTHER EXPENSES</b>	<b>24,441</b>
Auditors Remuneration	4,500
Accounting Fees	1,200
Legal Fees	1,960
Bank Charges	3,812
Advertising	4,031
Depreciation	6,910
Interest Paid	1,234
Sundry Expenses	795
<b>TOTAL EXPENSES</b>	<u><u>1,658,782</u></u>
<b>PROFIT/(LOSS)</b>	<u><u>22,158</u></u>



**Australian Government**  
**Australian Industrial Registry**

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

**Ref: FR2004/500 - [283V-NSWD]**

Dr Mike Donaldson  
State Secretary  
National Tertiary Education Industry Union  
NSW Division  
Level 2  
104 Commonwealth Street  
SURRY HILLS NSW 2010

Dear Dr Donaldson

**Financial Return - year ending 30 June 2004**

This letter is intended to remind you of your obligations to provide members with copies of your reporting unit's financial reports for year ended 30 June 2004 and to lodge the reports in the Industrial Registry by no later than Friday 14 January 2005.

Over the past 18 months you would have received from us information about the major changes made by Schedule 1B of the *Workplace Relations Act 1996* ('RAO'<sup>50</sup>).

**Financial Reports**

Your reporting unit must prepare or have prepared the following three reports as soon as practicable after its financial year:

1. A General Purpose Financial Report (GPFR);
2. An Operating Report; and
3. An Auditor's Report.

**Informing Your Members**

Your reporting unit must provide free of charge to the general membership, copies of the abovementioned reports (the "full report"). Under certain circumstances, your reporting unit can provide a more limited concise report.

The report must be provided within 5 or 6 months from the end of the financial year, depending on the internal arrangements of the reporting unit for the presentation of its financial reports.

A reporting unit may make application to a Registrar to extend the period within which copies of the full report or concise report are to be provided to members by no more than one month.

**The Second Meeting - if it is a General Meeting of Members**

After providing the full report to members it must be presented to a general meeting of members (the *second meeting*). This meeting must be held within 6 months of the end of the financial year. You may make application to a Registrar to extend this time limit by no more than one month so that the time limit for providing to members copies of the full report or concise report may in turn be extended.

---

<sup>50</sup> Registration and Accountability of Organisations Schedule (RAO) (Schedule 1B to the *Workplace Relations Act 1996*)

Your reporting unit must always allow a minimum of 21 days for members to receive the full report before presenting it to a general meeting of members (s265(5)). The purpose of the interval and the second meeting is to enable the members to have time to consider the report and, if they wish, to attend the second meeting to discuss it.

If the rules of the organisation permit a general meeting to be a series of meetings held at different locations, the full report may be presented to such a series of meetings. In this case the 'date' of the general meeting is taken to be the date of the last meeting in the series (see s266(2)).

### **The Second Meeting - if it is a Committee of Management Meeting**

If your rules contain a provision that allows up to 5% of members to demand a general meeting to be held to consider the full report (see s266(3)), it is permissible to present the full report directly to a Committee of Management meeting. This meeting must be held within 6 months of the end of the financial year.

There is no provision for extending the time-limit for presenting the full report to a committee of management meeting.

### **Lodge full report within 14 days of meeting**

You must lodge a copy of the full report and any concise report in the Industrial Registry within 14 days of the second meeting.

Your reporting unit's financial reports should, therefore, be lodged by no later than Friday 14 January 2005.

### **Contact the Registry**

We encourage you to contact the Registry on (03) 8661 7787 or by e-mail at [clency.lapierre@air.gov.au](mailto:clency.lapierre@air.gov.au) as early as possible if you have any queries.

If you have already taken steps to ensure that your reporting unit complies with the time scale requirements of RAO, please ignore this letter.

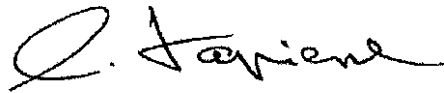
### **Information on AIRC Website**

We recommend you and your accountant/auditor refer to the following documents on the Commission's website at [www.airc.gov.au](http://www.airc.gov.au):

- [RAO Schedule and RAO Regulations](#)
- [Registrar's Reporting Guidelines](#) - All GPFR's must comply with these Guidelines. Please note that the Guidelines set out requirements that are *in addition* to those required by the Australian Accounting Standards.

- RAO Fact Sheets - These Fact Sheets explain the new requirements of the RAO Schedule - many of them deal with financial reporting matters.

Yours sincerely

A handwritten signature in black ink, appearing to read "Q. Japicene". The signature is written in a cursive style with a large initial "Q" and a long, sweeping underline.

23 November 2004



**Australian Government**  
**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: FR2004/500-[283V-NSWD]**

Dr Mike Donaldson  
State Secretary  
National Tertiary Education Industry Union  
NSW Division  
Level 2  
104 Commonwealth Street  
SURRY HILLS NSW 2010

Dear Dr Donaldson

**Financial Return - year ending 30 June, 2004**

Our records show your organisation's financial year ended recently. This letter outlines some of the things you must do to meet your financial reporting obligations and when you have to do them. For simplicity, we will call the documents you have to lodge with us your *financial return*.

**New legislation**

This letter is intended as guide to the law applicable on the date of this letter and should not be used as a substitute for legal or accounting advice. We only summarise some of the reporting requirements in this letter. More detailed information is at the end of this letter.

The legislation has changed since your last return. In May 2003 the Industrial Registrar wrote to all organisations forwarding a number of facts sheets outlining the major changes made by Schedule 1B of the Workplace Relations Act 1996 ('RAO'<sup>1</sup>). While the immediate changes affected the rules and elections in organisations, the changes affecting financial returns involve a longer lead time.

**The key differences under the new legislation affecting financial returns are:**

- **a reduced financial reporting cycle (now maximum periods of 5 or 6 months depending on internal arrangements of organisation)**
- **a greater emphasis given to Australian Accounting Standards**
- **the introduction of a new report, known as an Operating Report (broadly similar in concept to a Director's Report under the corporations legislation)**
- **extensions of time are limited to one month**
- **restructured penalty provisions involving more extensive use of Civil Penalties**
- **the introduction of the Industrial Registrar's Reporting Guidelines**
- **organisations and their branches to report according to their financial structures, known as 'reporting units'.**

We recommend you discuss the new requirements with your accountant or auditor.

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<sup>1</sup> Registration and Accountability of Organisations Schedule (RAO) (Schedule 1B to the *Workplace Relations Act 1996*)

## Reporting Unit

One of the new concepts of the RAO legislation is that reporting entities are known as “*reporting units*”. Where an organisation is **not** divided into branches the reporting unit is the whole of the organisation. Where an organisation **is** divided into branches each branch will be a reporting unit unless the Industrial Registrar has determined a division of the organisation into reporting units on an alternative basis. We can discuss this with you if you need more information.

For simplicity, we will refer to your organisation as a reporting unit in this letter.

## Industrial Registrar’s Guidelines

The Industrial Registrar’s reporting guidelines set out certain disclosure requirements in addition to those prescribed by Australian Accounting Standards having in mind the nature of organisations registered under the Workplace Relations Act.

The disclosure requirements prescribed by the reporting guidelines are directed towards providing members of the reporting unit with information to enable them to gauge the performance of the committee of management and other holders of office in relation to the financial management of the reporting unit. In addition, the reporting guidelines seek to improve the quality of information available to users of the financial report about the reporting unit’s economic support of, or economic dependency on, other reporting units of the organisation.

## Timeline Planner and Checklist

We have attached a Timeline/Planner (*Attachment A*) to help you **plan** your financial return and carry out all the necessary steps. We have also attached a Document Checklist (*Attachment B*) to **check** your documents before lodging them in the Registry. Both documents are abbreviated summaries of the relevant provisions of the RAO Schedule, RAO Regulations and the Industrial Registrar’s Reporting Guidelines.

In the following section we describe some of the documents your reporting unit must prepare and the sequence of their preparation and completion.

## Three Reports

Your reporting unit must prepare two reports as soon as practicable after its financial year, which, together with the Auditor’s Report, comprise the reporting unit’s financial return.

1. **General Purpose Financial Report** - this must comply with the Australian Accounting Standards and the Industrial Registrar’s Reporting Guidelines. The GPFR consists of:

Financial Statements containing:

- a profit and loss statement, or other operating statement; and
- a balance sheet; and
- a statement of cash flows; and
- any other statements required by the Australian Accounting Standards; and

Notes to the Financial Statements containing:

- notes required by the Australian Accounting Standards; and
- information required by the Industrial Registrar's *Reporting Guidelines* under section 255); and

Committee of Management Statement as required by the Registrar's Reporting Guidelines (a sample certificate for illustrative purposes is at Attachment C)

2. **Operating Report** - this report includes a review of your reporting unit's principal activities for the year and other specified information.

Your reporting unit must appoint an auditor to audit the GPFR and to provide:

3. an **Auditor's Report**.

### **First Meeting (Committee of Management)**

For simplicity, we will call the meeting at which the committee of management first considers the GPFR the first meeting. At the first meeting your committee, if satisfied that all is in order, will resolve to express its opinion on the GPFR and complete a Committee of Management Statement.

### **The Auditor**

After the first meeting, the auditor takes the GPFR and the Committee of Management Statement and prepares a report on the GPFR. In practice, your auditor may have already completed most of his or her examination of your accounts. The auditor may only be waiting on the Committee to pass the required resolution and make the Statement before signing the report the same day.

### **Informing Your Members**

Your reporting unit must provide free of charge to the general membership, copies of the GPFR, the Operating Report and the Auditor's Report. RAO calls these the "full report". Under certain circumstances, your reporting unit can provide a more limited *concise report*.

The reporting unit can meet its obligation to provide copies of the full or concise report to members by publishing the report in a journal that is available to the members free of charge.

A reporting unit may meet this obligation in whole or in part by publication of the report in a journal published on a web site on the Internet dependent on:

- a. the extent of the accessibility of the members of the reporting unit to the Internet; and
- b. that the members are notified by the reporting unit in the usual manner in which it communicates with its members that the report has been so published at a specified Internet address.

The report must be provided within 5 or 6 months from the end of the financial year, depending on the internal arrangements of the organisation for the presentation of its financial reports.



## **The Second Meeting - if it is a General Meeting of Members**

After providing the full report to members it must be presented to a general meeting of members. For simplicity this is referred to as the *second meeting*.

Your reporting unit must always allow a minimum of 21 days for members to receive the full report before presenting it to a general meeting of members (s265(5)). The purpose of the interval and the second meeting is to enable the members to have time to consider the report and, if they wish, to attend the second meeting to discuss it.

If the rules of the organisation permit a general meeting to be a series of meetings held at different locations, the full report may be presented to such a series of meetings. In this case the 'date' of the general meeting is taken to be the date of the last meeting in the series (see s266(2)).

## **The Second Meeting - if it is a Committee of Management Meeting**

If the rules of your organisation contain a provision that allows up to 5% of members to demand a general meeting to be held consider the report (see s266(3)), it is permissible to present the report directly to a Committee of Management meeting.

### **Lodge full report within 14 days of meeting**

You must lodge a copy of the full report and any concise report in the Industrial Registry within 14 days of the second meeting. For your convenience you are encouraged to lodge the material electronically (see eFiling Tab at [www.airc.gov.au](http://www.airc.gov.au)). When lodging the financial return please quote: **FR2004/500**.

The Secretary (or another officer appropriately authorised under the rules of the organisation) must *certify* that the full report is a copy of the one provided to members and presented to the second meeting and provide the date of the meeting (a sample certification for illustrative purposes is at *Attachment D*).

When we receive your return we will check that it includes the information you must provide your members and that you have provided it to them correctly.

### **Complying with time limits**

This letter has outlined some of the steps in preparing and lodging your return. Many of the steps must be completed within fixed time limits.

Failure to complete them in time could make your reporting unit or its officers liable to financial or "civil penalties".

### **Extensions of Time**

We appreciate that sometimes circumstances beyond your reporting unit's control may delay completion of a financial return. If you believe your reporting unit is going to be unable to meet a time limit tell us as soon as you know. We can advise you if the step is one for which you may apply under RAO to the Industrial Registrar for extra time to complete. The maximum extra time allowed can be no more than one month.

## Reduced Reporting Requirements

If your reporting unit meets certain conditions, some of these reporting requirements can be reduced. Such conditions might be where the annual income of the reporting unit (where the reporting unit is the whole of the organisation) is less than \$100,000, or where the reporting unit has no financial affairs in the financial year, or where the financial affairs of the reporting unit are encompassed by the financial affairs of its counterpart State industrial association.

## Contact the Registry

We encourage you to contact the Registry on (03) 8661 7787 or by e-mail at [clency.lapierre@air.gov.au](mailto:clency.lapierre@air.gov.au) as early as possible if you believe preparation or lodgment of your return will be delayed or if you have any queries. We can offer you advice on procedure but we cannot give you legal or accounting advice.

## Information on AIRC Website

We recommend you and your accountant/auditor refer to the following documents on the Commission's website at [www.airc.gov.au](http://www.airc.gov.au):

- [RAO Schedule and RAO Regulations](#)
- [Registrar's Reporting Guidelines](#) - All GPFR's must comply with these Guidelines. Please note that the Guidelines set out requirements that are *in addition* to those required by the Australian Accounting Standards.
- [RAO Fact Sheets](#) - These Fact Sheets explain the new requirements of the RAO Schedule - many of them deal with financial reporting matters.

Yours sincerely



Deputy Industrial Registrar  
9 August, 2004





**Documents Checklist**

You can use this checklist as soon as possible after the financial year ends to ensure you have all the necessary documents prepared and that those documents contain all information required by RAO.

You can also use this checklist to ensure all documents in your financial return are complete before lodging them in the Registry.

<b>No</b>	<b>Document</b>	<b>✓</b>
<b>1</b>	<b>General Purpose Financial Report</b>	
	Does the report contain a Profit and Loss Statement?	
	Does the report contain a Balance Sheet?	
	Does the report contain a Statement of Cash Flows?	
	Does the report contain notes to the financial statements as required by AAS and the reporting guidelines?	
	Does the report contain all other information required by the reporting guidelines?	
<b>2</b>	<b>Committee of Management Statement</b>	
	Is the statement signed by the officer responsible for undertaking functions necessary to enable the reporting unit to comply with RAO?	
	Is the statement dated?	
	Is the statement in accordance with a resolution of the committee?	
	Does the statement specify the date of the resolution?	
	Does the statement contain declarations required by the reporting guidelines?	
<b>3</b>	<b>Auditor's Report</b>	
	Is the Report dated and signed by the auditor?	
	Is the name of the auditor clear?	
	Are the qualifications of the auditor on the report?	
	Has the auditor expressed an opinion on all matters required?	
<b>4</b>	<b>Operating Report</b>	
	Is the report signed and dated?	
	Does the report provide the number of members?	
	Does the report provide the number of employees?	
	Does the report contain a review of principal activities?	
	Does the report give details of significant changes?	
	Does the report give details of right of members to resign?	
	Does the report give details of superannuation trustees?	
	Does the report give details of membership of the committee of management?	
<b>5</b>	<b>Concise report*</b>	
<b>6</b>	<b>Certificate of Secretary or other Authorised Officer</b>	
	Is the certificate signed and dated?	
	Is the signatory the secretary or another officer authorised to sign the certificate?	
	Is the date that the report was provided to members stated?	
	Is the date of the Second Meeting at which the report was presented stated?	
	Does the certificate state that the documents are copies of those provided to members?	
	Does the certificate state that the documents are copies of those presented to the Second Meeting?	

\* This is an optional way of providing documents to members (see RAO s265(3) and RAO Reg. 161).

**Committee Of Management Statement**

On *[date of meeting]* the Committee of Management of *[name of reporting unit]* passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended *[date]*:

The Committee of Management declares in relation to the GPFR 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 reporting unit for the financial year to which they relate;
- (d) there are reasonable grounds\* to believe that the reporting unit will be able to pay its debts as and when they become due and payable;
- (e) during the financial year to which the GPFR 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 a branch concerned; and
  - (ii) the financial affairs of the reporting unit have been\* managed in accordance with the rules of the organisation including the rules of a branch concerned; and
  - (iii) the financial records of the reporting unit have been\* kept and maintained in accordance with the RAO Schedule and the RAO Regulations; and
  - #(iv) where the organisation consists of 2 or more reporting units, the financial records of the reporting unit have been\* kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation; and
  - #(v) the information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule has been\* furnished to the member or Registrar; and
  - #(vi) there has been\* compliance with any order for inspection of financial records made by the Commission under section 273 of the RAO Schedule.

For Committee of Management: *[name of designated officer per section 243 of the RAO Schedule]*

Title of Office held:

Signature:

Date:

\* Where compliance or full compliance has not been attained - set out details of non compliance instead.

# Where not relevant these may be modified accordingly (e.g. in (vi) "No orders have been made by the Commission under section 273 of the RAO Schedule during the period."

**Certificate of Secretary or other Authorised Officer<sup>1</sup>**

s268 of Schedule 1B *Workplace Relations Act 1996*

I *[name]* being the *[title of office]* of the *[name of the organisation]* certify:

- that the documents lodged herewith are copies of the full report, *[and the concise report]<sup>2</sup>*, referred to in s268 of the RAO Schedule; and
- that the *[full report **OR** concise report]<sup>3</sup>*, was provided to members on *[insert date]*; and
- that the full report was presented to *[a general meeting of members **OR** the last of a series of general meetings of members **OR** a meeting of the committee of management]<sup>3</sup>* of the reporting unit on *[insert date]*; in accordance with section 266 of the RAO Schedule.

Signature

Date:

<sup>1</sup>*RAO regulation 162 prescribes the designated officer for the purpose of RAO schedule s268 as:*

(a) the secretary; or

(b) an officer of the organisation other than the secretary who is authorised by the organisation or by the rules of the organisation to sign the certificate mentioned in that paragraph.

<sup>2</sup>*Only applicable where a concise report is provided to members*

<sup>3</sup>*Insert whichever is applicable*