



Australian Government
Australian Industrial Registry

Level 36, 80 Collins Street
Melbourne, VIC 3000
GPO Box 1994, Melbourne, VIC 3001
Telephone: (03) 8661 7777
Fax: (03) 9655 0401
Email: melbourne@air.gov.au

Ms Chris Game
State 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 the year ended 30 June 2005 – FR2005/375

I acknowledge receipt of the financial reports of the National Tertiary Education Industry Union – New South Wales Division for the year ended 30 June 2005. The documents were lodged in the Australian Industrial Registry on 22 December 2005.

The documents have been filed.

Although the documents have been filed, I make the following 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.

1. Timescale Requirements

Financial reports should be prepared, audited, supplied to members, presented to a meeting and lodged in the Industrial Registry within certain timescale requirements. From the information available, the reports provided to members 2 November 2005 and presented to a meeting on 18 November 2005. It is not possible the reports were provided to members at least 21 days before the meeting (refer s265(5)(a) of the RAO Schedule).

2. Auditor's Report

- (a) Subsection 257(5) of the RAO Schedule now sets out the matters 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 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.”

3. 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.

4. Operating Report

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 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.

5. Committee of Management Statement

It would appear that the above statement did not fully comply with 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 comply and make reference to s272 and s273 of the RAO Schedule and in which case you did not do so. So, in future apart from what you have already lodged, the Committee of Management Statement should also include the following:

- (e)(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.

Should you wish to discuss any of the following matters raised in the letter, I may be contacted on (03) 8661 7764 or by email: dimitra.doukas@air.gov.au. (Mon – Tues).

Yours sincerely,



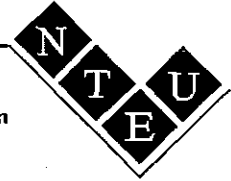
Dimitra Doukas
Statutory Services Branch

31 January 2005

National Tertiary Education Union

New South Wales

National
Tertiary
Education
Industry
Union



Larry Powell
Statutory Services Branch
Australian Industrial Registry
GPO Box, 1994S
MELBOURNE VIC 3001

December 19th, 2005

Dear Mr Powell

Please find enclosed the Financial Statements for the year ended June 2005 for the National Tertiary Education Industry Union New South Wales.

Yours sincerely

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

Ms Chris Game
State Secretary

NTEU (NSW)

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

**FINANCIAL REPORT
FOR THE YEAR ENDED
30TH JUNE 2005**

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 2005**

Subsections (1), (2), and (3) of Section 274 of the *Workplace Relations Act 1996*, provide that:

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.

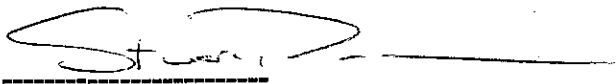
These notes are to be read in conjunction with the attached compilation report.

COMMITTEE OF MANAGEMENT STATEMENT – NTEU NSW
DIVISION

We, the undersigned members of the Committee of Management of the *National Tertiary Education Industry Union – New South Wales Division* hereby certify in respect of the financial year ended 30 June 2005 that:

- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with the reporting guidelines of the Industrial Registrar;
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position, and cash flows of the branch for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the division will be able to pay its debts as and when they become due and payable;
- (e) during the financial year to which the SPFR relates and since the end of the year:
 - i. meetings of the committee of management were held in accordance with the rules of the organization including the rules of a division concerned; and
 - ii. the financial affairs of the reporting unit have been managed in accordance with the rules of the division including the rules of a division concerned; and
 - iii. the financial records of the division have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations.

For the Committee of Management;



Stuart Rosewarne

Date: 26/10/2005

NTEU - NSW Division

**PROFIT AND LOSS STATEMENT
FOR THE YEAR ENDED 30TH JUNE 2005**

	2005	2004
	\$	\$
INCOME		
Interest Received	9,601.35	10,600.47
BBO Funding	19,306.56	20,915.48
Work Cover Grant	-	40,027.35
National Office Funding for Recruitment	1,000.00	-
Other Revenue	3,100.82	770.17
Capitation Fees	1,706,592.49	1,608,627.12
	<hr/>	<hr/>
	1,739,601.22	1,680,940.59

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
PROFIT AND LOSS STATEMENT
FOR THE YEAR ENDED 30TH JUNE 2005

	2005	2004
	\$	\$
EXPENDITURE		
Advertising	1,783.76	4,031.00
Affiliation Fees	1,581.82	1,089.74
Assistance to Branches	73,770.62	67,610.67
Auditor's Remuneration	6,745.00	5,700.00
Bank Charges	4,384.87	3,812.20
Campaigns and Rallies	6,668.27	3,169.84
Cleaning	3,272.64	3,409.01
Computer Expenses	26,003.21	28,383.84
Consultancy Fees	4,318.18	5,000.00
Council Meetings	8,341.65	2,860.41
Delegates Training	4,014.24	7,213.72
Depreciation	8,975.00	6,910.00
Donations	800.00	800.00
Electricity	3,356.77	2,020.56
Elected Officers	17,678.21	17,045.27
Executive Meetings	15,780.37	12,163.45
Exec/Sec Meetings	668.41	2,434.47
Fines and Penalties	-	161.62
Fringe Benefits Tax	150.00	70.00
Indigenous Committee	966.41	2,623.43
Industrial Officers Expenses	49.09	5,173.40
Insurance	24,886.05	7,813.13
Interest Paid	574.09	1,233.62
Labour Council Affiliation	15,795.18	11,703.20
Legal Costs	1,030.93	1,960.00
Meeting Expenses	188.00	3,033.09
Parking	3,625.00	3,668.00
Payroll Tax	66,335.79	61,361.70
Postage & Couriers	1,854.79	1,874.58
President's - Time Release	35,559.89	33,065.88
President & Secretary Farewell	1,256.73	-
Printing & Stationery	15,949.91	14,136.09
Provision for Long Service Leave	12,373.64	29,061.82
Provision for Annual Leave	7,658.85	27,874.64
Publications	5,267.08	4,753.01
Recruitment Expenses	13,143.95	366.36
Relations with Federal Office	4,276.21	9,160.68
Relations with Other Unions	4,720.25	2,830.16
Rent	99,959.64	71,399.88
Repairs & Maintenance	6,381.44	2,992.06
Resources Working Party	2,001.50	2,688.42
Salaries & Wages - Employees	935,884.43	893,940.83
Salaries & Wages - Holders of Office	85,364.20	86,867.00
Staff Development	9,184.76	2,371.09
Staff Amenities	6,973.21	7,714.97
State Industrial	2,288.85	823.96
Sundry Expenses	124.32	794.66
Superannuation Fund Contributions	155,007.18	146,581.35
Telephone	35,639.31	37,572.42
Women's Caucus/Training	-	9,457.23
	1,742,613.70	1,658,782.46
NET LOSS	3,012.48	(22,158.13)

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

**BALANCE SHEET
AS AT 30TH JUNE 2005**

	Note	2005 \$	2004 \$
CURRENT ASSETS			
Cash assets		356,849.53	367,898.67
Receivables	2	91,624.39	105,784.66
TOTAL CURRENT ASSETS		448,473.92	473,683.33
NON-CURRENT ASSETS			
Fixed assets			
Plant and equipment	3	39,988.86	27,553.29
Receivables	2	-	2,989.89
TOTAL NON-CURRENT ASSETS		39,988.86	30,543.18
TOTAL ASSETS		488,462.78	504,226.51
CURRENT LIABILITIES			
Loans - Branches			
University New South Wales		3,422.42	10,122.76
University Western Sydney		2,296.66	6,768.57
Sydney University		1,722.48	5,076.43
University Technology Sydney		1,688.17	4,981.10
University New England		344.21	1,015.32
Charles Sturt University		1,722.48	5,076.43
Sundry Creditors		10,400.79	10,143.92
Employee benefits	4	173,838.83	145,287.23
TOTAL CURRENT LIABILITIES		195,436.04	188,471.76
NON-CURRENT LIABILITIES			
Loans - Branches			
University New South Wales			3,422.42
University Western Sydney			2,296.66
Sydney University			1,722.48
University Technology Sydney			1,688.17
University New England			344.21
Charles Sturt University			1,722.48
Employee benefits	4	76,012.42	84,531.53
		76,012.42	95,727.95
TOTAL LIABILITIES		271,448.46	284,199.71
NET ASSETS		217,014.32	220,026.80
EQUITY			
Retained profits	5	217,014.32	220,026.80

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

STATEMENT OF CASH FLOWS
AS AT 30TH JUNE 2005

	2005 \$	2004 \$
Cash Flows From Operating Activities		
Receipts from Members	1,720,619.88	1,573,762.52
Interest Received	9,601.35	10,600.47
Fundings Received	20,306.56	60,942.83
Sundry Income	3,100.82	-
Payment to Suppliers & Employees	(1,176,255.81)	(1,127,389.18)
Interest and other cost of Finance	(574.09)	(1,233.62)
General Administration Expenses & Direct Expenses	(539,399.27)	(463,626.87)
Net cash provided by (used in) operating activities	37,399.44	53,056.15
Cash Flows from Investing Activities		
Payment for Plant and Equipment	(21,410.57)	(14,052.73)
Net cash provided by (used in) investing activities	(21,410.57)	(14,052.73)
Cash Flows From Financing Activities		
Proceeds from Borrowings	7,184.10	6,590.40
Repayment of Loans	(34,222.11)	(32,237.51)
Net cash provided by (used in) financing activities	(27,038.01)	(25,647.11)
Net increase (decrease) in cash held	(11,049.14)	13,356.31
Cash at Beginning of Financial Year	367,898.67	354,542.36
Cash at end of year	356,849.53	367,898.67

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

STATEMENT OF CASH FLOWS
AS AT 30TH JUNE 2005

	2005	2004
	\$	\$
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	100.00	100.00
Cash at Bank	356,749.53	367,798.67
	356,849.53	367,898.67
Reconciliation of Net Cash provided by Operating Activities to profit from ordinary activities after Income Tax		
Operating profit (loss) after income tax	(3,012.48)	22,158.13
Non-cash flow in Profit (Loss) from Ordinary Activities:		
Depreciation	8,975.00	6,910.00
Changes in Assets and Liabilities:		
Decrease (Increase) in Current Receivables	11,147.56	(36,543.75)
Increase (Decrease) in Sundry Creditors	256.87	3,595.31
Increase (Decrease) in Current Provisions	7,658.85	27,874.64
Increase (Decrease) in Non-Current Provisions	12,373.64	29,061.82
Cash flows from operations	37,399.44	53,056.15

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 2005**

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 2005

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.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2005

	2005	2004
	\$	\$
2 Receivables		
CURRENT		
Trade Debtors	69,588.91	83,616.30
Other Debtors	8,219.98	5,387.54
Loans - Unsecured		
Staff Reimbursements	1,159.91	1,112.52
Loans - Branches		
Southern Cross University	683.72	2,009.47
Macquarie University	1,682.87	4,551.33
Wollongong University	10,289.00	9,107.50
	91,624.39	105,784.66
NON-CURRENT		
Loans - Branches		
Southern Cross University	-	125.52
Macquarie University	-	1,682.87
Wollongong University	-	1,181.50
	-	2,989.89
3 Plant & Equipment		
Office Furniture - At Cost	74,365.12	65,729.67
Less: Accumulated Depreciation	48,113.00	43,281.00
	26,252.12	22,448.67
Office Equipment - At Cost	21,592.78	20,597.33
Less: Accumulated Depreciation	16,828.00	15,895.00
	4,764.78	4,702.33
Computer Equipment - At Cost	26,893.28	15,113.61
Less: Accumulated Depreciation	17,921.32	14,711.32
	8,971.96	402.29
Total plant & equipment	39,988.86	27,553.29
4 Employee Benefits		
CURRENT		
Provision for Long Service Leave	83,391.61	62,498.86
Provision for Annual Leave	90,447.22	82,788.37
	173,838.83	145,287.23
NON-CURRENT		
Provision for Long Service Leave	76,012.42	84,531.53

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2005**

	2005	2004
	\$	\$
5 Retained Profits		
Retained profits (accumulated losses) at the beginning of the financial year	220,026.80	197,868.67
Net Profit attributable to members of the Company	(3,012.48)	22,158.13
	<hr/>	<hr/>
Retained profits (Accumulated losses) at the end of the financial year	<u>217,014.32</u>	<u>220,026.80</u>

COMMITTEE OF MANAGEMENT OPERATING REPORT – NTEU **NEW SOUTH WALES DIVISION**

In accordance with section 254 of the Workplace Relations Act 1996, the Committee of Management present the operating report for the year ended 30 June 2005.

Principal Activities

The principal activity of the Entity was the operation of the Division of the Union and to provide a range of services to members.

Financial Results

The Deficit from operating activities for the year was \$3,012.48 (2004 surplus \$22,158).
The Union is exempt from paying income tax.

Review of Operations

The result represents a favourable variance of \$ 25,170.61 in comparison to last year. The result for the year was considered satisfactory.

Significant Changes

No significant changes in the state of affairs of the company have occurred during the financial year.

Rights of Members to Resign

- i. A member may resign from membership by written notice addressed and delivered to the member's Division Secretary or Branch Secretary provided that:
 - (a) Where a written notice of resignation is received by a Division Secretary he or she shall as soon as practicable forward a copy of the notice of resignation to the appropriate Branch Secretary;
 - (b) Where a written notice of resignation is received by a Branch Secretary he or she shall as soon as practicable forward a copy of the notice of resignation to the relevant Division Secretary.
- ii. A notice of resignation from membership takes effect:
 - (a) where the member ceases to be eligible to become a member of the Union
 - (i) on the day on which the notice is received by the Union; or
 - (ii) on the day specified in the notice, which is a day not earlier than the day when the member ceases to be eligible to become a member; whichever is later; or
 - (b) in any other case:
 - (i) at the end of two weeks, or if permitted by law three months after the notice is received by the Union; or
 - (ii) on the day specified in the notice; whichever is later.

- iii. Any dues payable but not paid by a former member in relation to a period before the member's resignation took effect, may be sued for and recovered in the name of the Union in a court of competent jurisdiction, as a debt due to the Union.
- iv. A notice delivered to a Division Secretary or Branch Secretary shall be taken to have been received by the Union when it was delivered.
- v. A notice of resignation that has been received by the Union is not invalid because it was not addressed and delivered in accordance with sub-rule 1 of this rule.
- vi. A resignation from membership is valid even if it is not affected in accordance with this rule if the member is informed in writing by or on behalf of the Union that the resignation has been accepted.
- vii. Cessation of payment of any dues, levies and other amounts by a member does not, of itself, terminate membership of the Union.

To the best of our knowledge and belief,

No officer or member of the organisation, by virtue of their office or membership of the National Tertiary Education Industry Union –NSW Division is;

- i. A trustee of a superannuation entity or an exempt public sector superannuation scheme; or
- ii. A director of a company that is the 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.

Prescribed Information

- i. Number of members of the organisation at 30/06/2005: 7,304 (2004: 7,444)
- ii. Employees of the Division as at 30/06/2005: 16 (2004: 17)
- iii. Members of the Committee of Management as at 30/06/2005:

Stuart Rosewarne
Keiko Yasukawa
Jo Hibbert
Chris Game
Robyn Moroney
Michael Thomson
Anita Berghout
Leona Charles
Kim Draisma
Rhonda Forest

Paul Gannon
Anne Junor
Susan Price
Kevin Poynter
Cathy Rytmeister
Patrick Tooth
Joan Tranter
John Barlow
Chris Mumbulla

For and on behalf of the Committee of Management



Christina Game

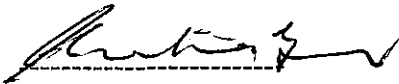
Date: 26/10/2005

**CERTIFICATE BY SECRETARY OR OTHER AUTHORISED
OFFICER – NTEU NSW DIVISION**

s268 of Schedule 1B Workplace Relations Act 1996

I, **Christina Game**, being the *Secretary* of the *National Tertiary Education Industry Union – NSW Division* certify:

- That the documents lodged herewith are copies of the *full report* referred to in s268 of the RAO Schedule; and
- That the full report was provided to members on ; and 2/11/2005
- That the full report was presented to a *general meeting of members* of the Division on; in 18/11/2005 accordance with section 266 of the RAO Schedule.



Christina Game

Date: 18/11/2005

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

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

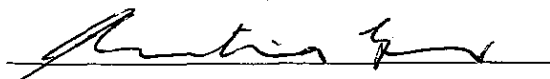
I, **Christina Game**, the accounting officer of **National Tertiary Education Industry Union – New South Wales Division**, hereby certify that to the best of my knowledge and belief that:

There were 7,304 persons that were members of the organisation at the end of the financial year ended

30 June 2005

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

26th day of October, 2005

**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 2005 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:

26/10/2005

INDEPENDENT AUDITOR REPORT

I report that I have inspected and audited the accounting records of **National Tertiary Education Industry Union –NSW Division** in relation to the financial year of the organisation ended 30 June 2005 and report that in my opinion satisfactory accounting records were kept by the organisation in relation to the year, including:

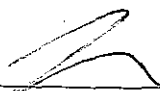
- 1) records of the resources and nature of the income of the organisation (including income from members);
- 2) records of the nature and purposes of the expenditure of the organisation; and

in my opinion the accounts and other statements prepared under section 273 of the *Workplace Relations Act 1996* in relation to the year were properly drawn up so as to give a true and fair view of:

- 1) the financial affairs of the organisation as at the end of the year; and
- 2) the income and expenditure, and surplus of the organisation for the year; and
- 3) 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
Registered Company Auditor Number 730


Peter M. Power
Partner

Sydney
On this day of *28th October, 2005*

Suite 6, 13-15 Francis St
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