

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 1 of the Workplace Relations Act 1996 (the RAO Schedule) Financial reports for year ended 30 June 2006 – FR2006/296

Reference is made to the financial reports of the National Tertiary Education Industry Union – New South Wales Division for the year ended 30 June 2006. The documents were lodged in the Industrial Registry on 18 December 2006.

The financial documents have been filed.

I direct your attention though to the following comments concerning the above reports and the financial reporting obligations under Schedule 1. Please note that these matters are advised for assistance in the future preparation of financial reports; no further action is required in respect of the subject documents.

1. References to Schedule 1B

I note the financial documents contain references to Schedule 1B of the Workplace Relations Act 1996. Such references should now be Schedule 1.

2. General Purpose Financial Report (GPFR)

Notes to Accounts

Your 'Notes to the Financial Statements' prepared under the General Purpose Financial Report (GPFR) sets out provisions to the previous legislation relating to subsection 272(1), (2) and (4) of the RAO Schedule. Subsection 272(5) now requires the GPFR to set out subsections 272(1), (2) and (3). Would you please ensure those subsections are updated and included in the GPFR next year.

3. Committee of Management Statement

Date of Resolution

Item 18 of the Registrar's Reporting Guidelines requires the Committee of Management's Statement to specify the date of passage of the resolution made by the Committee. In your statement it was not evident that a resolution had passed and there was no date to prove that there was one.

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 7764 (Mon-Tues) or by email at <u>dimitra.doukas@air.gov.au</u>.

Electronic Lodgement

I encourage you to take advantage of the electronic lodgement service provided by the Registry for future lodgements. You may register as a user and then lodge your documents via the Electronic Lodgement page of the AIRC website at <u>www.airc.gov.au</u>. Alternatively, you may send an email with the documents attached to <u>riateam3@air.gov.au</u>.

Yours sincerely,

Terkon

Dimitra Doukas Statutory Services Branch

8 January 2007

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New South Wales



Dimitra Doukas Statutory Services Branch Australian Industrial Registry GPO BOX 1994 MELBOURNE VIC 3001

December 12th, 2006

Dear Ms Doukas

Please find enclosed the Financial Statements for the year ended June 2006 for the National Tertiary Education Industry Union New South Wales.

Yours sincerely

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Ms Chris Game State Secretary

NTEU (NSW)

NATIONAL TERTIARY EDUCATION INDUSTRY UNION NSW DIVISION A.B.N. 38 579 396 344

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FINANCIAL REPORT FOR THE YEAR ENDED 30th June 2006

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NOTICE TO MEMBERS OF NTEU – NEW SOUTH WALES DIVISION FOR THE YEAR ENDED 30 JUNE 2006

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 member information received because of an application made at the request of the member.

CERTIFICATE BY COMMITTEE OF MANAGEMENT OF NTEU NSW DIVISION

[s253 of the RAO Schedule]

We, the undersigning 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 2006 that:

- the financial statements and notes comply with the Australian Accounting Standards; (a)
- (b) the financial statements and notes comply with the reporting guidelines of the Industrial Registrar;
- the financial statements and notes give a true and fair view of the financial performance, (C) financial position, and cash flows of the branch for the financial year to which they relate;
- there are reasonable grounds to believe that the division will be able to pay its debts as and (d) when they become due and payable;
- during the financial year to which the GPFR relates and since the end of the year: (e)
 - meetings of the committee of management were held in accordance with the rules of the İ. organization including the rules of a division concerned; and
 - the financial affairs of the reporting unit have been managed in accordance with the rules of İİ. the division including the rules of a division concerned; and
 - the financial records of the division have been kept and maintained in accordance with the iii. RAO Schedule and the RAO Regulations; and
 - the information sought in any request of a member of the reporting unit or a Registrar duly iv. made under section 272 of the RAO Schedule has been furnished to the member or Registrar; and
 - there has been compliance with any order for inspection of financial records made by the V. commission under section 273 of the RAO Schedule.

Christina Game

<u>8/11/2006</u> e/n/2006

Stuart Rosewarne

(Signatures)

(Date)

INCOME & EXPENDITURE STATEMENT FOR THE YEAR ENDED 30TH June 2006

	Note	2006 \$	2005 \$
INCOME			
Interest Received		9,053.84	9,601.35
Capitation Fees		1,757,282.83	1,706,592.49
BBO Funding		-	19,306.56
National Office Funding for Recruitment		-	1,000.00
Other Revenue		10,597.33	3,100.82
	=	1,776,934.00	1,739,601.22
EXPENSES	-		
Advertising		4,761.84	1,783.76
Affiliation Fees		1,145.46	1,581.82
Assistance to Branches		90,721.83	73,770.62
Auditor's Remuneration		6,995.00	6,745.00
Bank Charges		4,341.07	4,384.87
Campaigns and Rallies		(1,027.71)	6,668.27
Cleaning		3,409.00	3,272.64
Computer Expenses (IT)		33,525.52	26,003.21
Consultancy Fees		-	4,318.18
Council Meetings		2,004.57	8,341.65
Delegates Training		3,999.98	4,014.24
Depreciation		11,154.00	8,975.00
Donations		800.00	800.00
Electricity		3,159.71	3,356.77
Elected Officers		17,018.22	17,678,21
Entertainment Expenses		69.05	457.87
Executive Meetings		8,253.62	15,780.37
Exec/Sec Meetings		-	668.41
Fringe Benefits Tax		345.00	150.00
Flexi-Rent (Computer Lease)		29,781.84	-
Indigenous Committee		12.41	966.41
Industrial Officers Expenses		4,467.77	49.09
Insurance		25,621.46	24,886.05
Interest Paid		· -	574.09
Labour Council Affiliation		16,818.08	15,795.18
Legal Costs		500.00	1,030.93
Meeting Expenses		3,579.09	188.00
Parking		3,600.00	3,625.00
Payroll Tax		71,516 71	66,335.79
Postage & Couriers		1,363.13	1,854.79

The accompanying notes form part of these financial statements.

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INCOME & EXPENDITURE STATEMENT FOR THE YEAR ENDED 30TH June 2006

	Note	2006 \$	2005 \$
President's - Time Release		41,797.80	35,559.89
President & Secretary Farewell		-	1,256.73
Printing & Stationery		16,099.52	15,949.91
Provision for Long Service Leave		11,993.39	12,373.64
Provision for Annual Leave		14,904.53	7,658.85
Publications		7,033.40	5,267.08
Recruitment Expenses		18,541.10	13,143.95
Relations with Federal Office		8,297.78	4,276.21
Relations with Other Unions		3,126.43	4,720.25
Rent		77,844.10	99,959.64
Repairs & Maintenance		2,634.32	6,381.44
Resources Working Party		42.19	2,001.50
Salaries & Wages - Employees		1,003,949.83	935,884.43
Salaries & Wages - Holders of Office		98,597.38	85,364.20
Staff Development		27,251.68	9,184.76
Staff Amenities		6,917.12	6,973.21
State Industrial		2,659.70	2,288.85
Sundry Expenses		3,258.54	124.32
Superannuation Fund Contributions		167,982.59	155,007.18
Telephone		31,997.17	35,181.44
		1,892,865.22	1,742,613.70
Loss before income tax		(115,931.22)	(3,012.48)
Retained earnings at the beginning of the			· · · · · · · · · · · · · · · · · · ·
financial year		217,014.32	220,026.80
Extraordinary Items	3	(35,601.24)	
Profit attributable to the association		65,481.86	217,014.32

The accompanying notes form part of these financial statements

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BALANCE SHEET AS AT 30th June 2006

	Note	2006 \$	2005 \$
CURRENT ASSETS			
Cash and cash equivalents	х.	317,809.32	356,849.53
Trade and other receivables	2	26,603.35	91,624.39
TOTAL CURRENT ASSETS		344,412.67	448,473.92
NON-CURRENT ASSETS			
Fixed assets			
Land and buildings		13,440.00	-
Plant and equipment	_	29,114.86	39,988.86
		42,554.86	39,988.86
TOTAL NON-CURRENT ASSETS	=	42,554.86	39,988.86
TOTAL ASSETS	-	386,967.53	488,462.78
CURRENT LIABILITIES			
Loans - Branches		-	11,196.42
Sundry Creditors		7,288.60	10,400.79
Trade Creditors		1,846.66	-
Employee benefits	4	208,648.80	173,838.83
TOTAL CURRENT LIABILITIES	_	217,784.06	195,436.04
NON-CURRENT LIABILITIES			
Employee benefits	4	103,701.61	76,012.42
TOTAL NON-CURRENT LIABILITIES	_	103,701.61	76,012.42
TOTAL LIABILITIES	_	321,485.67	271,448.46
NET ASSETS		65,481.86	217,014.32
MEMBERS' FUNDS			
Retained earnings	5	65,481.86	217,014.32
TOTAL MEMBERS' FUNDS		65,481.86	217,014.32

The accompanying notes form part of these financial statements

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CASH FLOW STATEMENT FOR THE YEAR ENDED 30th June 2006

		2006 \$	2005 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from Members		1,808,755.65	1,720,619.88
Payments to suppliers and employees		(1,359,404.97)	(1,176,255.81)
Interest received		9,053.84	9,601.35
Borrowing costs paid		-	(574.09)
General administration expenses and direct expenses		(497,893.48)	(539,399.27)
Funding received		-	20,306.56
Sundry income		13,212.03	3,100.82
Net cash provided by (used in) operating activities	6	(26,276.93)	37,399.44
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments for property, plant and equipment		(13,720.00)	(21,410.57)
Net cash provided by (used in) investing activities		(13,720.00)	(21,410.57)
CASH FLOWS FROM FINANCING ACTIVITIES			
Proceeds from borrowings		12,655.59	7,184.10
Repayment of borrowings		(11,196.42)	(34,222.11)
Payment of advances		(502.45)	
Net cash provided by (used in) financing activities		956.72	(27,038.01)
Net increase (decrease) in cash held		(39,040.21)	(11,049.14)
Cash at beginning of year		356,849.53	367,898.67
Cash at end of year	6	317,809.32	356,849.53

The accompanying notes form part of these financial statements.

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30th June 2006

1 Statement of Significant Accounting Policies

This financial report is a special purpose financial report and it has been 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.

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

AASB 107:	Cash Flow Statements
AASB 108:	Accounting Policies, Changes in Accounting Estimates and Errors
AASB 110:	Events after the Balance Sheet Date
AASB 116:	Property, Plant and Equipment
AASB 119:	Employee Benefits
AASB 1031:	Materiality

No other applicable Accounting Standards or other authoritative pronouncements of the Australian Accounting Standards Board have been applied.

The following is a summary of the material accounting policies adopted by the association in the preparation of this report. Unless otherwise stated, the accounting policies are consistent with the previous period.

Property

Freehold land and buildings are measured on the fair value basis, being the amount for which an asset could be exchanged between knowledgeable willing parties in an arm's length transaction.

Fixed Assets

Leasehold improvements and office equipment are carried at cost less, where applicable, any accumulated depreciation.

The depreciable amount of all fixed assets are depreciated over the useful lives of the assets to the association commencing from the time the asset is held ready for use. Leasehold improvements are amortised over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30th June 2006

Employee Benefits

Provision is made for the liability due to employee benefits arising from services rendered by employees to the reporting date. Employee benefits expected to be settled within one year together with benefits arising from wages and salaries, sick leave and annual leave which will be settled after one year, have been measured at their nominal amount. Other employee benefits payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those benefits.

Contributions are made to employee superannuation funds and are charged as expenses when incurred. All employees are entitled to varying levels of benefits on retirement, disability or death. The superannuation plans or equivalent provide accumulated benefits. Contributions are made in accordance with the statutory requirements of each jurisdiction.

Provisions

Provisions are recognised when the association has a present obligation (legal or constructive) as a result of a past event, it is probable that an outflow of resources embodying economic benefits will be required to settle the obligation and a reliable estimate can be made of the amount of the obligation.

2 Trade and Other Receivables

Current		
Other Debtors	6,824.90	8,219.98
Trade Debtors	18,116.09	69,588.91
Loans - Unsecured	1,662.36	1,159.91
Loans - Branches	<u> </u>	12,655.59
	26,603.35	91,624.39
3 Extraordinary Items		
Prior Period Employee Benefits	(35,601.24)	
Total Extraordinary Items	(35,601.24)	
4 Employee Benefits		
Current		
Provision for Long Service Leave	55,062.73	83,391.61
Provision for Annual Leave	153,586.07	90,447.22
	208,648.80	173,838.83
Non-Current		
Provision for Long Service Leave	103,701.61	76,012.42
5 Retained Earnings		
Retained earnings at the beginning of the financial year	217,014.32	220,026.80
Net loss attributable to the association	(151,532.46)	(3,012.48)
Retained earnings at the end of the financial year	65,481.86	217,014.32
6 Cash Flow Information Cash and Cash Equivalents		
Current		
Cash on Hand	100.00	100.00
NAB - Business Management A/C	189,894.06	249,182.40
NAB - Cash Management A/C	127,797.83	107,549.70
CBA - Cheque A/C	17.43	17.43
	317,809.32	356,849.53

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30th June 2006

Reconciliation of net cash provided by operating activities to profit after income tax		
Operating profit (loss) after income tax	(115,931.22)	(3,012.48)
Non-cash flows in profit:		
Extraordinary Income and Expense	(35,601.24)	-
Depreciation	11,154.00	8,975.00
Changes in assets and liabilities, net of the effects of purchase and disposals of subsidiaries		
(Increase) Decrease in current receivables	52,867.90	11,147.56
Increase (Decrease) in sundry creditors	(1,265.53)	256.87
Increase (Decrease) in current provisions	34,809.97	7,658.85
Increase (Decrease) in non-current provisions	27,689.19	12,373.64
	(26,276.93)	37,399.44

<u>COMMITTEE OF MANAGEMENT OPERATING REPORT – NTEU NEW</u> 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 2006.

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 \$115,931.22 (2005 Deficit \$3,012.48). The Union is exempt from paying income tax.

Review of Operations

The result represents an unfavourable variance of \$ 112,918.74 in comparison to last year. The result for the year was considered unsatisfactory.

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:
 - 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 30/06/2006: 6,900 (2005: 7,304)
- ii. Employees of the Division as at 30/06/2006: 17 (2005: 16)
- iii. Members of the Committee of Management as at 30/06/2006:

Name	Designation	Period of Service
Stuart RoseWarne	President – Academic	01/07/2005 to 30/06/2006
Keiko Yasukawa	Vice President – Academic	01/07/2005 to 30/06/2006
Jo Hibbert	Vice President – General Staff	01/07/2005 to 30/06/2006
Christina Game	Secretary	01/07/2005 to 30/06/2006
Robyn Moroney	Assistant Secretary – Academic	01/07/2005 to 30/06/2006
Michael Thomson	Assistant Secretary – General Staff	01/07/2005 to 30/06/2006
Anita Berghout	Executive Members (Resigned)	01/07/2005 to 16/09/2005
Kim Draisma	Executive Member	01/07/2005 to 30/06/2006
Leona Oliver	Executive Member	01/07/2005 to 30/06/2006
Rhonda Forrest	Executive Member	01/07/2005 to 30/06/2006
Paul Gannon	Executive Member	01/07/2005 to 30/06/2006
Anne Junor	Executive Member	01/07/2005 to 30/06/2006
Susan Price	Executive Member	01/07/2005 to 30/06/2006
Kevin Poynter	Executive Member	01/07/2005 to 30/06/2006
Cathy Rytmeister	Executive Member	01/07/2005 to 30/06/2006
Patrick Tooth	Executive Member	01/07/2005 to 30/06/2006
Joan Tranter	Executive Member	01/07/2005 to 30/06/2006

John Barlow Chris Mumbulla **Executive Member Executive Member** 01/07/2005 to 30/06/2006 01/07/2005 to 30/06/2006

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For and on behalf of the Committee of Management

5~~ this -7 Christina Game Date: $\mathcal{E}/ii/2006$

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CERTIFICATE BY SECRETARY OR OTHER AUTHORISED OFFICER – NTEU NSW DIVISION

s268 of Schedule 1B Workplace Relations Act 1996

I, **Christina Game**, secretary of National Tertiary Education Industry Union – NSW Division hereby, certify that;

- The documents lodged herewith are true copies of the accounts, auditor's report and certificates of the organization which were presented to the committee of management.
- The full report was provided to members of the committee of management within 21 before the meeting.
- The committee of management meeting of the division held on 17 November 2006 in accordance with section 266 of the RAO Schedule in respect of the financial year of the organization ended 30 June 2006.

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Christina Game

Date: 17/11/06

INDEPENDENT AUDIT REPORT TO THE MEMBERS OF NTEU - NSW DIVISION A.B.N. 38 579 396 344

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 **30th June 2006** and report that in my opinion satisfactory accounting records were kept by the organisation in relation to the year, including:

- (a) (1) records of the sources and nature of the income of the organisation (including income from members); and
 - (2) Records of the nature and purposes of the expenditure of the organization;

In my opinion the general purpose financial report is presented fairly in accordance with the applicable Australian Accounting Standards and the requirements imposed by Part 3 of chapter 8 of Schedule 1B of the Workplace Relations Act 1996 and these reports give a true and fair view of:

- (b) (1) the financial affairs of the organization as at the end of the year; and
 - (2) the income and expenditure, and any surplus or deficit, of the organization for the year; and
- (c) (1) 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 authorized 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.

Name of Firm: Palmers Chartered Accountants Chartered Accountants

Name of Partner:

Ronaid G Pálmer

Address:

Solite 5, 15 Francis Street Dee Why NSW 2097

Dated this 2/ day of November 2006

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