



**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

Ms. A. O'Mahony  
Division Secretary  
National Tertiary Education Industry Union  
Northern Territory Division  
PO Box U371  
NT University 0815

Dear Ms. O'Mahony,

**Re: Financial statements for year ended 30 June 2003  
FR2003/448**

Reference is made to the financial documents of the Northern Territory Division of the National Tertiary Education Industry Union for the year ended 30 June 2003. The documents were lodged in the Industrial Registry on 19 August 2004.

The financial documents have been filed.

The following matters are referred for assistance when preparing future financial documents; no further action is requested in respect of these:

**1. Committee of Management Certificate**

Paragraph (j) was not completed correctly.

In that part the committee of management was required to certify whether or not the Division had complied with the requirements of section 279 in respect of the financial documents of the immediately preceding financial period, that is the year ended 30 June 2002.

It should be noted that this part of the committee of management's certificate always refers back to the preceding year.

**2. Income and Expenditure Statement**

The item "Wages" shown in the income and expenditure statement as a total of "\$17,215" should have been identified as having been paid to either "holders of office" or "employees" - refer subregulation 107(a)(xiv) and (xv).

**3. Auditor's Report**

Unless an exemption is granted, the auditor is required to inspect and audit the accounting records of the organisation for the financial year and make a report in relation to that year to the organisation within six months of the end of the financial year - refer subsection 276(1) and regulation 113.

Would you please bring this matter to the attention of the auditor.

**4. Prescribed information notice**

There should be included in the accounts a notice drawing attention to provisions of the Act that prescribed information is available to members on request and which sets out a copy of subsections 274(1), (2) and (3) - refer subsection 274(4) of the Act.

The Registration and Accountability of Organisations Schedule (Schedule 1B to the Workplace Relations Act 1996) alters the arrangements under which organisations are required to provide financial and other information to members and the Industrial Registrar. Future financial returns will be required to meet the requirements of Schedule 1B. Your organisation has been provided with documentation in relation to the new requirements.

**Electronic lodgment**

I encourage you to take advantage of the electronic lodgment service provided by the Registry for future lodgments. You may register as a user and then lodge your documents via the Electronic Lodgment page of the AIRC website at [www.airc.gov.au](http://www.airc.gov.au). Alternatively, you may send an email with the documents attached to: [RIATeam3@air.gov.au](mailto:RIATeam3@air.gov.au). Please note that the Rules of the Commission allow for electronic signatures to be used, other than for statutory declarations (see subrule 74A(1)). Where documents are lodged electronically, there will be no need to forward hard copies of the documents.

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 e-mail at [RIATeam3@air.gov.au](mailto:RIATeam3@air.gov.au).

Yours sincerely,

A handwritten signature in black ink, appearing to read 'L Powell', with a large, stylized initial 'L'.

Larry Powell  
Statutory Services Branch

27 August 2004

NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
NORTHERN TERRITORY BRANCH/DIVISION

Secretary's Certificate

I, Anne O'Mahony, Division Secretary of the Northern Territory Division of the National Tertiary Education Industry Union certify that:

1. The accounts of all income and expenditure and the assets and liabilities as presented to the Branch Committee/Division Council of management meeting on the 1 July, 2004 here known as the First Meeting.
2. The auditor's report, the accounts and statements, and the certificates of the accounting officer and of the Branch Committee/Division Council for the financial year ending 30 June, 2003 were distributed to members free of charge on the week of the 23 June, 2004.
3. The enclosed documents are copies of the auditor's report, the accounts and statements, the certificates of the accounting officer and of the Branch Committee, prepared for the Branch/Division in accordance with the Act for the financial year ending 30 June 2003 and are as presented to a Second Meeting of the Branch Committee/Division Council on the 5 August, 2004.



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**Anne O'Mahony**  
**Division Secretary**  
**16 August, 2004.**

BARRY HANSEN  
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**NATIONAL TERTIARY EDUCATION UNION  
(NT DIVISION)**

**Financial Statements**

*for*

**the year ended 30 June, 2003**

**CHARTERED ACCOUNTANT**

**ABN 55 024 660 252**

*1st Floor Victoria Hotel, Smith Street Mall, Darwin  
GPO Box 3770, Darwin Northern Territory Australia 0801  
Tel: (08) 8984 5585 Fax: (08) 8984 5586*

**National  
Tertiary  
Education  
Industry  
Union**



ABN: 38 579 396 344

**NT DIVISION**

PO Box U371, NT University 0815

Phone: (08) 8946 7231

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Email: [nteunt@octa4.net.au](mailto:nteunt@octa4.net.au)

Web: <http://www.nteu.org.au>

**National Tertiary Education Industry Union  
Northern Territory Branch**

**Accounting Officer's Certificate  
Year Ended 30th June, 2003**

I, Anne O'Mahony, being the officer responsible for keeping the accounting records of the National Tertiary Education Industry Union, Northern Territory Branch certify that as at 30th June 2003 the number of members of the organisation was 262.

In my opinion:

- a) the accompanying accounts show a true and fair record of the financial affairs of the organisation as 30th June, 2003.
- b) A record has been kept of all monies received from members of the organisation. All monies so collected have been credited to the branch bank accounts.
- c) Before any expenditure was incurred by the organisation, approval was obtained in accordance with the rules of the organisation.
- d) No payments were made out of branch accounts used to deposit member contributions, other than for that purpose for which the account was intended, according to the rules of the organisation.
- e) No loans or other financial benefits, other than remuneration in respects of their employment with the organisation, were made to persons holding office in the organisation.
- f) The register of members of the organisation was maintained in accordance with the requirements of the Workplace Relations Act 1996, as amended.

  
Anne O'Mahony  
Accounting Officer

November 12, 2003.

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**NATIONAL TERTIARY EDUCATION UNION  
(NT DIVISION)**

**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JUNE, 2003**

**CONTENTS**

Statement by Members of the Committee	1
Independent Audit Report	2
Income and Expenditure Statement	3
Balance Sheet	4
Notes to the Financial Statements	5-6
Detailed Statement of Income & Expenditure	7-8

**NATIONAL TERTIARY EDUCATION UNION (N.T. DIVISION)**  
**Independent Audit Report to the Members**

**Scope**

I have audited the financial statements at pages 3 to 6, being a special purpose financial report for the year ended 30 June, 2003 of the National Tertiary Education Union (N.T. Division). The Committee is responsible for the financial statements and have determined that the accounting policies used are consistent with the reporting requirements of the Division and are appropriate to meet the needs of the members. I have conducted an independent audit of the financial statements in order to express an opinion on them to the members. No opinion is expressed as to whether the accounting policies used are appropriate to the needs of members.

The financial statements have been prepared for distribution to members. I disclaim any assumption of responsibility for any reliance on this report or on the financial statements prepared as a special purpose financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

My audit has been conducted in accordance with Australian Auditing Standards. My procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements, and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial statements are presented fairly in accordance with the accounting policies described in Note 1 to the financial statements. (These policies do not require the application of all Accounting Standards and UIG Consensus Views).

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

**Audit opinion**

In my opinion:

- (i) The organisation kept satisfactory accounting records for the year ended 30 June, 2003, including
  - (A) Record of the sources and nature of the income of the organisation (Including income for members)
  - (B) Records of the nature and purposes of the expenditure of the organisation
- (ii) The accounts and statements prepared under section 273 in relation to the year were properly drawn up, so as to give a true and fair view of:
  - A) The financial affairs of the organisation, as at the end of the year; and
  - B) The income and expenditure, and any surplus or deficit, of the organisation for the year; and
- (iii) All the information and explanations that, under subsection (2), officers or employees of the organisation were required to provide, were provided.



Barry Hansen  
Registered Company Auditor

Date: 26 May 2004

**NATIONAL TERTIARY EDUCATION UNION (NT DIVISION)**  
**Income and Expenditure Statement**  
**For the year ended 30 June, 2003**

	Note	2003	2002
<b>Surplus from ordinary activities</b>		42,209	(18,021)
<b>Net surplus attributable to the association</b>		<u>42,209</u>	<u>(18,021)</u>
<b>Total changes in equity of the association</b>		<u>42,209</u>	<u>(18,021)</u>
Opening retained surpluses		(24,399)	(6,378)
Net surplus attributable to the association		<u>42,209</u>	<u>(18,021)</u>
<b>Closing retained surpluses</b>		<u>17,810</u>	<u>(24,399)</u>



# NATIONAL TERTIARY EDUCATION UNION (NT DIVISION)

Balance Sheet As At 30 June, 2003

	Note	2003	2002
<b>Current Assets</b>			
Cash assets	2	<u>35,387</u>	<u>31,681</u>
<b>Total Current Assets</b>		<u><b>35,387</b></u>	<u><b>31,681</b></u>
<b>Non-Current Assets</b>			
Property, plant and equipment	3	<u>2,491</u>	<u>3,258</u>
<b>Total Non-Current Assets</b>		<u><b>2,491</b></u>	<u><b>3,258</b></u>
<b>Total Assets</b>		<u><b>37,878</b></u>	<u><b>34,939</b></u>
<b>Current Liabilities</b>			
Payables		20,056	59,200
Interest-bearing liabilities		0	138
Current tax liabilities		<u>12</u>	<u>0</u>
<b>Total Current Liabilities</b>		<u><b>20,068</b></u>	<u><b>59,338</b></u>
<b>Total Liabilities</b>		<u><b>20,068</b></u>	<u><b>59,338</b></u>
<b>Net Assets</b>		<u><b>17,810</b></u>	<u><b>(24,399)</b></u>
<b>Members' Funds</b>			
Retained profits		<u>17,810</u>	<u>(24,399)</u>
<b>Total Members' Funds</b>		<u><b>17,810</b></u>	<u><b>(24,399)</b></u>

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The accompanying notes form part of these financial statements.

# NATIONAL TERTIARY EDUCATION UNION (NT DIVISION)

## Notes to the Financial Statements

For the year ended 30 June, 2003

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### Note 1: Statement of Accounting Policies

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Association. 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:

AAS 5: Materiality

AAS 8: Events Occurring After Reporting Date

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

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

**(a) Income tax**

The association believes it is exempt from Income Tax.

**(b) 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.

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# NATIONAL TERTIARY EDUCATION UNION (NT DIVISION)

## Notes to the Financial Statements

For the year ended 30 June, 2003

2003

2002

### Note 2: Cash assets

Bank accounts:

- Cash At Bank	2,517	0
- Cash at bank - term deposit	32,862	31,575

Other cash items:

- Cash on hand	8	106
	<u>35,387</u>	<u>31,681</u>

### Note 3: Property, Plant and Equipment

Plant and equipment:

- At cost	3,832	3,832
- Less: Accumulated depreciation	(1,342)	(575)
	<u>2,491</u>	<u>3,258</u>
	<u>2,491</u>	<u>3,258</u>

# NATIONAL TERTIARY EDUCATION UNION (NT DIVISION)

## Detailed Profit and Loss Statement

For the year ended 30 June, 2003

	2003	2002
	\$	\$
<b>Income</b>		
Subscriptions	61,310	50,566
Casual membership fees	0	77
MSHR fees	2,862	3,087
BIITE fees	11,732	3,485
NTUSU fees	0	1,117
CARHDS fees	702	0
Salary subsidy	22,991	22,000
National office	23,295	29,206
Donations	0	500
Interest received	1,287	1,178
Other income	750	436
Total income	<u>124,930</u>	<u>111,653</u>
<b>Expenses</b>		
Accountancy	350	0
Advertising and promotion	2,209	1,144
Audit fees	0	530
Bad Debts	561	0
Bank Fees And Charges	157	117
Capitation fees	22,479	22,867
Commissions - Assoc. persons	0	789
Computer & internet expenses	1,024	357
Depreciation - plant	767	0
Donations	275	300
General expenses	0	632
Hire/rent of Plant & Equipment	0	609
Independent defence fee	4,026	0
Insurance	1,504	3,319
Payroll tax	4,785	0
NTTLC affiliation	0	1,237
Office equipment	501	168
Postage	233	406
Printing & stationery	1,126	695
Rent - NTU	1,773	895
Repairs & maintenance	85	0

The accompanying notes form part of these financial statements.

**NATIONAL TERTIARY EDUCATION UNION (NT DIVISION)**

**Detailed Profit and Loss Statement**

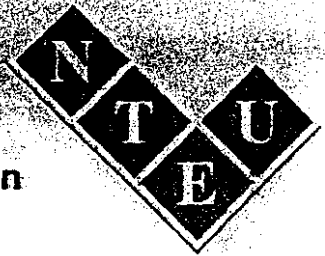
**For the year ended 30 June, 2003**

	2003	2002
	\$	\$
Staff amenities	95	82
Staff training	0	660
Subscriptions	1,237	0
Superannuation	10,430	0
Telephone	2,453	2,539
Travel, accom & conference	9,435	4,254
Wages	17,215	88,074
Total expenses	<u>82,721</u>	<u>129,674</u>
<b>Surplus from Ordinary Activities</b>	<u><u>42,209</u></u>	<u><u>(18,021)</u></u>

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The accompanying notes form part of these financial statements.

National  
Tertiary  
Education  
Industry  
Union



ABN: 38 579 396 344

**NT DIVISION**

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National Tertiary Education Industry Union  
Northern Territory Branch

**Committee of Management's Certificate  
Year Ended 30th June, 2003**

We, Anne O'Mahony and Brian Salter-Duke, being two members of the Executive of the National Tertiary Education Industry Union, Northern Territory Branch do state on behalf of the executive and in accordance with resolution passed by the executive, that:

g) In the opinion of the executive the attached accounts show a true and fair record of the financial affairs of the organisation as at 30th June, 2003;

h) In the opinion of branch executive, meetings of the committee of management of the organisation were held during the year ended 30th June 2003, in accordance with the rules of the organisation.

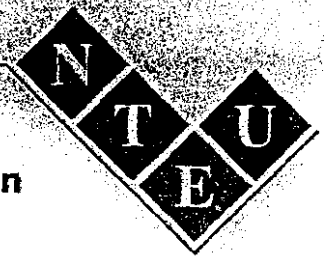
i) To the knowledge of any member of the branch executive there have been no circumstances where records of the organisation or other documents (not being documents containing information made available to a member of the organisation under Sub-Sections 274(1-3) Workplace Relations Act 1996) or copies of those records or documents, or copies of the rules of the organisation, have not been furnished, or made available, to members in accordance with the requirements of the Workplace Relations Act 1996, as amended, the Regulations thereto or the rules of the organisation, and

j) The organisation has complied with Sub-Sections 279(1) and (6) of the Act in relation to the Financial Accounts in respect of the year ended 30th June 2003 and the auditor's report therein.

Brian Salter-Duke  
President

Anne O'Mahony  
Division Secretary

November 12, 2003.



**NT DIVISION**

PO Box U371, NT University 0815

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**National Tertiary Education Industry Union  
Northern Territory Branch**

**Accounting Officer's Certificate  
Year Ended 30th June, 2003**

I, Anne O'Mahony, being the officer responsible for keeping the accounting records of the National Tertiary Education Industry Union, Northern Territory Branch certify that as at 30th June 2003 the number of members of the organisation was 262.

In my opinion:

- a) the accompanying accounts show a true and fair record of the financial affairs of the organisation as 30th June, 2003.
- b) A record has been kept of all monies received from members of the organisation. All monies so collected have been credited to the branch bank accounts.
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- e) No loans or other financial benefits, other than remuneration in respects of their employment with the organisation, were made to persons holding office in the organisation.
- f) The register of members of the organisation was maintained in accordance with the requirements of the Workplace Relations Act 1996, as amended.



Anne O'Mahony  
Accounting Officer

November 12, 2003.



**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: FR2003/448 -[283V-NTD]**

Ms Anne O'Mahony  
Division Secretary  
National Tertiary Education Industry Union  
Northern Territory Division  
P.O. Box U371  
NT University 0815

Dear Ms O'Mahony

**Re: National Tertiary Education Industry Union  
Northern Territory Division  
Outstanding Financial Documents - *Workplace Relations Act 1996***

Our records show you have not lodged in the Industrial Registry the financial documents of the abovenamed body, prepared in accordance with Part IX, Division 11 of the *Workplace Relations Act 1996* ('the Act'), for the year ended 30 June, 2003.

As you would be aware the financial reporting obligations of the Act have changed with the introduction of the *Registration and Accountability of Organisations Schedule* (the RAO Schedule) which generally came into operation on 12 May 2003. Part IX, Division 11 of the Act continues to apply in relation to a financial year that ended on 30 June, 2003. The corresponding obligations set out in the RAO Schedule apply to each financial year of an organisation that started on or after 1 July 2003.

We will write to you soon about what you must do for the financial year which has just ended. Until we do so you should discuss the new requirements with your accountant or auditor.

You should also lodge the outstanding financial documents *before 30 July 2004*.

You may contact me on (03) 8661 7993 if you wish to discuss this letter.

In reply please quote: **FR2003/448**.



Yours sincerely

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

Larry Powell  
E-mail: [larry.powell@air.gov.au](mailto:larry.powell@air.gov.au)

20 July, 2004