



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
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Email: iain.stewart@air.gov.au

Ms. A. Mir
Division Secretary
National Tertiary Education Industry Union
Northern Territory Division
PO Box U371
Northern Territory University
Northern Territory 0815

Dear Ms. Mir,

**Re: Schedule 1B of the Workplace Relations Act 1996 (the RAO Schedule)
Financial Reports for year ended 30 June 2004 - FR 2004/501**

Thank you for forwarding additional documentation being a copy of the operating report in relation to the financial documents of the Northern Territory Division of the National Tertiary Education Industry Union for the year ended 30 June 2004.

The above documentation has been placed with the documents previously lodged.

The financial documents have now been filed.

I direct your attention to the following comment concerning the above reports and the financial reporting obligations under the RAO Schedule. Please note that this matter is advised for assistance in the future preparation of financial reports, no further action is required in respect of the subject documents.

Operating report

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.

I note the operating report identifies, among other things, committee of management members who resigned from the committee during the financial year but does not indicate the period for which they were a member of such committee.

Would you please ensure that future financial reports fully comply with the requirements of regulation 159(c).

Should you wish to discuss any of the matters raised in this letter, I can be contacted on (03) 8661 7993 or by e-mail at larry.powell@air.gov.au.

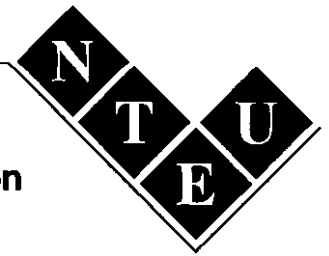
Yours sincerely,

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

Larry Powell
Statutory Services Branch

10 June 2005

National
Tertiary
Education
Industry
Union



ABN: 38 579 396 344

NT DIVISION

PO Box U371, NT University 0815

Phone: (08) 8946 7231

Fax: (08) 8927 9410

Email: nteunt@octa4.net.au

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

27 May 2005

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

Dear Mr Powell,

Re: Operating Report for the National Tertiary Education Industry Union for the financial year ended 30th June 2004.

As per your letter dated 6 May 2005, enclosed is the Operating Report for the National Tertiary Education Industry Union Northern Territory Division for the financial year ended 30th June 2004.

The Operating Report was circulated to members on 24 May 2005.

Thank you for your assistance with this matter and for providing the information needed to complete the necessary documents.

Yours sincerely

Rosalyn Walker
Administration Officer
NTEU NT

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
NORTHERN TERRITORY DIVISION
OPERATING REPORT FOR THE YEAR ENDED 30TH JUNE 2004**

Principal activities

The principal activities of the Branch during the financial year were:

- To improve and protect the salaries and conditions of employment of our members;
- To represent our members in approaches to and discussions with their employer;
- To negotiate collective agreements which improve the conditions of employment of our members;
- To enforce existing industrial agreements on behalf of our members;
and
- To promote industrial peace through conciliation and arbitration.

Results of Principal Activities

The Branch's principal activities resulted in the maintenance and improvement of the salaries and conditions of employment of our members, especially for those members covered by collective agreements negotiated by the Branch.

Significant Changes in the Nature of Principal Activities

There were no significant changes in the nature of the Branch's principal activities during the financial year.

Significant Changes in the Branch's Financial Affairs

No matters or circumstances arose during the reporting year which significantly affected the financial affairs of the Branch.

Trustee or Director of a Trustee Company of Superannuation Entity or an Exempt Public Sector Superannuation Scheme

No officer of the Branch was a Trustee or Director of a Trustee Company of a Superannuation Entity or an Exempt Public Sector Superannuation Scheme.

Number of Members

The number of persons who, at the end of the financial year, were recorded on the Register of Members was 273.

Number of Employees

The number of employees who were, at the end of the financial year, employees of the Branch was 1.4 measured on a full time equivalent basis.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
NORTHERN TERRITORY DIVISION
OPERATING REPORT FOR THE YEAR ENDED 30TH JUNE 2004**

Members of the Committee of Management

The persons who held office as members of the Committee of Management of the Branch at the beginning of the financial year were:

Office	Branch /Division	Name
President	NT Division	Mr Brian Salter-Duke
Secretary	NT Division	Ms Anne O'Mahony
Vice-President (Academic)	NT Division	Mr Mark Hansen
Assistant Secretary (General)	NT Division	Ms Anne Wyatt *
National Councillors (Indigenous)	Batchelor Institute Of Indigenous Tertiary Education	Hermann Wastl
National Councillors	Batchelor Institute Of Indigenous Tertiary Education	Dawn Walsh
National Councillors	NTU Student Union	Tiffany Okazaki
National Councillors	ITCEP	John Reid
President	Charles Darwin University	Mr Mark Hansen
Vice-President (Academic)	Charles Darwin University	Ms Alicia Boyle
Vice-President (General)	Charles Darwin University	Ms Anne O'Mahony
Secretary	Charles Darwin University	Mr Jason Horton
President	Batchelor Institute Of Indigenous Tertiary Education	Ms Alma Mir
Vice-President (Branch)	Batchelor Institute Of Indigenous Tertiary Education	Dawn Walsh
Secretary	Batchelor Institute Of Indigenous Tertiary Education	Lolita Wikander
Committee Members (Academic)	Charles Darwin University	Sue Arnison
Committee Members (General)	Charles Darwin University	Tiffany Okazaki
Committee Members (Indigenous)	Charles Darwin University	Shane Motlap
Committee Members	Menzies School of Health Research	Norma Benger
Committee Members	Charles Darwin University	Brian Salter-duke
Committee Members	Charles Darwin University	Elizabeth Desailly *
Committee Members	Charles Darwin University	Ann Wyatt *

*Resigned from Committee of Management between the commencement of the financial year and the date of this report.

NATIONAL TERTIARY EDUCATION INDUSTRY UNION
NORTHERN TERRITORY DIVISION
OPERATING REPORT FOR THE YEAR ENDED 30TH JUNE 2004

Name: ALMA MIR

Title: DIVISION SECRETARY

Date: 11/5/05

Signature: ALMA MIR

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
NORTHERN TERRITORY DIVISION
OPERATING REPORT FOR THE YEAR ENDED 30TH JUNE 2004**

Manner of Resignation

Members may resign from the Branch in accordance with Rule 11 (Resignation from Membership) which reads as follows:

- 11.1 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 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.
- 11.2 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.
- 11.3 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 debt to the Union.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
NORTHERN TERRITORY DIVISION
OPERATING REPORT FOR THE YEAR ENDED 30TH JUNE 2004**

- 11.4 A notice delivered to the Division Secretary or Branch Secretary shall be taken to have been received by the Union when it was delivered.
- 11.5 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.
- 11.6 A resignation from membership is valid even if it is not effected 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.
- 11.7 Cessation of payments of any dues, levies and other amounts by a member does not, of itself, terminate membership of the Union.



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Ms. A. Mir
Division Secretary
National Tertiary Education Industry Union
Northern Territory Division
PO Box U371
Northern Territory University
Northern Territory 0815

Dear Ms. Mir,

**Re: Schedule 1B of the Workplace Relations Act 1996 (the RAO Schedule)
Financial Reports for year ended 30 June 2004 - FR 2004/501**

I have received the financial reports of the National Tertiary Education Industry Union - Northern Territory Division for the year ended 30 June 2004. The documents were lodged in the Industrial Registry on 11 April 2005.

I advise the documents enclosed appear to have been prepared under the provisions of Division 11 of the Workplace Relations Act 1996. As you would be aware, the Workplace Relations (Registration and Accountability of Organisations) legislation came into operation on 12 May 2003. The accounts for the period covered by the abovementioned documents should have been prepared in accordance with the relevant provisions of Schedule 1B of the Act (the RAO Schedule), the Workplace Relations (Registration and Accountability of Organisations) Regulations 2003 and the Reporting Guidelines issued by the Industrial Registrar. Each of these documents may be accessed on the Commission's website at www.airc.gov.au. You will also find various fact sheets on the new legislative requirements imposed on organisations, branches and reporting entities, including one on financial reporting http://www.airc.gov.au/fact_sheets/factsheets.html. I recommend you acquaint yourself with the relevant legislation, and the other material, and then perhaps contact the organisation's National Office to discuss what is required of a reporting entity under the new legislative regime.

Alternatively, I have included for your assistance financial documents that have been filed having been determined that, by and large, they complied with the reporting entities' obligations. Given the relative newness of the current regime I am reluctant to nominate these accounts as model accounts but I do think they meet the key requirements.

I suggest we discuss further what is necessary for the branch to do to enable the financial documents to be filed after you have had the opportunity to read the enclosed documents. I can understand the branch's reluctance to recommit to the entire process again. Without pre-empting the outcome of that discussion, it is my view that, as a minimum, the branch will have to prepare a operating report and circulate it to members, and then lodge it with the Registry.

Should you wish to discuss any of the matters raised in this letter, I can be contacted on (03) 8661 7993.

Yours sincerely,

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

Larry Powell
Statutory Services Branch

6 May 2005

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
SWINBURNE UNIVERSITY BRANCH
CERTIFICATE OF SECRETARY OR OTHER AUTHORISED OFFICER**

I, Geoffrey Leonard, being the Branch President of National Tertiary Education Industry Union – Swinburne University Branch (the reporting unit) certify:

- that the documents lodged herewith are copies of the full report referred to in s268 of the RAO Schedule;
- that the full report was provided to members on 1ST DECEMBER 2004; and
- that the full report was presented to a meeting of the Committee of Management of the reporting unit on 22ND DECEMBER 2004, in accordance with section 266 of the RAO Schedule.

Signature: _____

Geoffrey Leonard

Date:

24.12.2004

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
SWINBURNE UNIVERSITY BRANCH
OPERATING REPORT FOR THE YEAR ENDED 30th JUNE 2004**

Principal Activities

The principal activities of the Branch during the financial year were:

- To improve and protect the salaries and conditions of employment of our members;
- To represent our members in approaches to and discussions with their employer;
- To negotiate collective agreements which improve the conditions of employment of our members;
- To enforce existing industrial agreements on behalf of our members; and
- To promote industrial peace through conciliation and arbitration.

Results of Principal Activities

The Branch's principal activities resulted in the maintenance and improvement of the salaries and conditions of employment of our members, especially for those members covered by collective agreements negotiated by the Branch.

Significant Changes in the Nature of Principal Activities

There were no significant changes in the nature of the Branch's principal activities during the financial year.

Significant Changes in the Branch's Financial Affairs

No matters or circumstances arose during the reporting year which significantly affected the financial affairs of the Branch.

Trustee or Director of a Trustee Company of a Superannuation Entity or an Exempt Public Sector Superannuation Scheme

No officer of the Branch was a Trustee or Director of a Trustee Company of a Superannuation Entity or an Exempt Public Sector Superannuation Scheme.

Number of Members

The number of persons who, at the end of the financial year, were recorded on the Register of Members was 520.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
SWINBURNE UNIVERSITY BRANCH
OPERATING REPORT FOR THE YEAR ENDED 30th JUNE 2004**

Number of Employees

The number of persons who were, at the end of the financial year, employees of the Branch was 0.5 measured on a full time equivalent basis.

Members of the Committee of Management

The persons who held office as members of the Committee of Management of the Branch at the beginning of the financial year were:

Branch President	Mr. Geoffrey LEONARD
Vice-President (Academic)	Ms. Christine CRITCHLEY
Vice-President (General)	Ms. Barbara CAMFIELD
Branch Secretary	Mr. Wayne CUPIDO*
Branch Treasurer	Ms. Christine CRITCHLEY
Committee Member (Academic)	Mr. Peter HARKNESS
Committee Member (Academic)	Ms. Josie ARNOLD*
Committee Member (General)	Ms. Rhonda HINDS * <i>RH</i>
Committee Member (General)	Ms. Sandra CAINE
Committee Member	Dr. Mark SCHIER
Committee Member	Ms. Lisa BRINKLEY*
Committee Member	Ms. Jan FISCHER * <i>JF</i>
Committee Member	Ms. Vicki RYAN*
Committee Member	Ms. Jill DONALDSON*
Committee Member	Ms. Maxine NINER*
Committee Member	Mr. Jon SAUL
Committee Member	Mr. Antony MCMULLEN*

*Resigned from Committee of Management between the commencement of the financial year and the date of this report.

Name Geoffrey Leonard

Title Branch President

Signature *Geoffrey Leonard*

Date: 30 / 11 / 2004

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
SWINBURNE UNIVERSITY BRANCH
OPERATING REPORT FOR THE YEAR ENDED 30th JUNE 2004**

Manner of Resignation – s254(2)(c)

Members may resign from the Branch in accordance with Rule 11 (Resignation from Membership) which reads as follows:

11.1 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.

11.2 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.

11.3 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.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
SWINBURNE UNIVERSITY BRANCH
OPERATING REPORT FOR THE YEAR ENDED 30th JUNE 2004**

- 11.4 A notice delivered to the Division Secretary or Branch Secretary shall be taken to have been received by the Union when it was delivered.
- 11.5 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.
- 11.6 A resignation from membership is valid even if it is not effected 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.
- 11.7 Cessation of payment of any dues, levies and other amounts by a member does not, of itself, terminate membership of the Union.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
SWINBURNE UNIVERSITY BRANCH
COMMITTEE OF MANAGEMENT STATEMENT**

On 29 NOVEMBER 2004, the Committee of Management of National Tertiary Education Industry Union – Swinburne University Branch (the reporting unit) passed the following resolution in relation to the General Purpose Financial Report (GPFR) of the reporting unit for the year ended 30th June 2004:

The Committee of Management declares that in relation to the GPFR that, in its opinion:

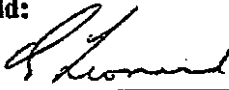
- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with the reporting guidelines of the Industrial Registrar;
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of this 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 National Tertiary Education Industry Union, including the rules concerning Branches of that union;
 - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of National Tertiary Education Industry Union, including the rules concerning Branches of that union;
 - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations;
 - (iv) 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 National Tertiary Education Industry Union;

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
SWINBURNE UNIVERSITY BRANCH
COMMITTEE OF MANAGEMENT STATEMENT (cont'd)**

- (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;
- (vi) No orders for the inspection of financial records have been made by the Commission under section 273 of the RAO Schedule.

For the Committee of Management: Geoffrey Leonard

Title of Office Held: Branch President

Signature: 

Date: 30 - 11 2004

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
SWINBURNE UNIVERSITY BRANCH
PROFIT & LOSS STATEMENT
FOR THE YEAR ENDED 30th JUNE 2004**

	2004	2003
	\$	\$
Profit / (Loss) from Ordinary Activities	(4,096)	6,075
Retained Profits at the beginning of the financial year	69,697	63,622
Retained Profits at the end of the financial year	<u>65,601</u>	<u>69,697</u>

The accompanying notes form part of these accounts.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
SWINBURNE UNIVERSITY BRANCH
BALANCE SHEET
AS AT 30th JUNE 2004**

	Note	2004 \$	2003 \$
CURRENT ASSETS			
Cash	2	79,207	79,708
Receivables	3	7,804	6,717
TOTAL CURRENT ASSETS		<u>87,011</u>	<u>86,425</u>
NON CURRENT ASSETS			
Plant & Equipment	4	1,191	1,978
TOTAL NON-CURRENT ASSETS		<u>1,191</u>	<u>1,978</u>
TOTAL ASSETS		<u>88,202</u>	<u>88,403</u>
CURRENT LIABILITIES			
Payables	5	21,497	17,822
Employee Provisions	6	1,104	884
TOTAL CURRENT LIABILITIES		<u>22,601</u>	<u>18,706</u>
TOTAL LIABILITIES		<u>22,601</u>	<u>18,706</u>
NET ASSETS		<u>65,601</u>	<u>69,697</u>
MEMBERS' FUNDS			
Retained Profits		65,601	69,697
TOTAL MEMBERS' FUNDS		<u>65,601</u>	<u>69,697</u>

The accompanying notes form part of these accounts.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
SWINBURNE UNIVERSITY BRANCH
DETAILED STATEMENT OF INCOME AND EXPENDITURE
FOR THE YEAR ENDED 30th JUNE 2004**

	2004	2003
	\$	\$
INCOME		
Gross Member Subscriptions	194,882	183,580
Less : Capitation Fees National Office	87,905	74,877
Capitation Fees Victoria Division	80,347	69,949
Net Member Subscriptions	26,630	38,754
Interest Received	3,168	2,966
Sundry Income	2,774	2,514
BRANCH INCOME	32,572	44,234
EXPENDITURE		
Accounting	-	310
Audit	1,500	1,900
Bank Charges	191	143
Computer Expenses	625	-
Conferences	-	616
Depreciation	786	395
Employment Expenses	-	207
Gifts	190	123
Medical Expenses	-	47
Meeting Expenses	1,541	2,189
Postage	218	86
Printing & Stationery	856	1,124
Provision for Annual Leave	220	(200)
Recruitment	-	1,072
Salaries & Superannuation - Employees	27,250	28,319
Sundry Expenses	848	1,341
Telephone	74	110
Training	226	60
Travel	1,885	68
Workcover Levy	258	249
BRANCH EXPENDITURE	36,668	38,159
PROFIT / (LOSS) FROM ORDINARY ACTIVITIES	(4,096)	6,075

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
SWINBURNE UNIVERSITY BRANCH
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30th JUNE 2004**

	2004	2003
	\$	\$
	Inflows (Outflows)	Inflows (Outflows)
Cash flows from Operating Activities		
Receipts from members	193,795	178,885
Interest received	3,168	2,966
Other income	2,774	2,514
Payments to suppliers & employees	(200,238)	(169,530)
	<hr/>	<hr/>
Net cash provided by / (used in) operating activities – Note B	(501)	14,835
	<hr/>	<hr/>
Cash flows from Investing Activities		
Purchases of fixed assets	-	(1,806)
	<hr/>	<hr/>
Net cash (used in) investing activities	-	(1,806)
	<hr/>	<hr/>
Net increase / (decrease) in cash held	(501)	13,029
Cash at the beginning of the financial year	79,708	66,679
	<hr/>	<hr/>
Cash at the end of the financial year – Note A	<u>79,207</u>	<u>79,708</u>

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
SWINBURNE UNIVERSITY BRANCH
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30th JUNE 2004**

	2004	2003
	\$	\$
Note A Reconciliation of Cash		
For the purposes of the statement of cash flows, cash includes cash on hand and in banks and investments in money markets. Cash at the end of the financial year is shown in the statement of cash flows is reconciled to the related items in the balance sheet as follows:		
Cash at Bank	79,107	79,608
Cash on Hand	100	100
	79,207	79,708
	79,207	79,708

Note B Reconciliation of net cash provided by operating activities to profit from ordinary activities

Profit from ordinary activities	(4,096)	6,075
Non-cash flows in profit from ordinary activities:		
Depreciation	786	395
Changes in Assets & Liabilities:		
(Increase) / decrease in other current assets	(1,087)	(4,695)
Increase / (decrease) in payables	3,676	13,260
Increase / (decrease) in provisions	220	(200)
	(501)	14,835
	(501)	14,835

The association has no credit stand-by or financing facilities in place.

There were no non-cash financing or investing activities during the period.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
SWINBURNE UNIVERSITY BRANCH
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED
30th JUNE 2004**

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

This financial report is a general purpose financial report that has been prepared in accordance with Accounting Standards, Urgent Issues Group Consensus Views, other authoritative pronouncements of the Australian Accounting Standards Board, the Trustees' accountability requirements under the Unions' Rules and the requirements under the Workplace Relations Act 1996.

The financial report covers the National Tertiary Education Industry Union – Swinburne University Branch as an individual entity. The National Tertiary Education Industry Union – Swinburne University Branch is a trade union, recognised by the Australian Industrial Registry and domiciled in Australia.

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 stated, current valuations of non-current assets.

The following is a summary of the material accounting policies adopted by the economic entity in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

(a) Fixed Assets

Depreciation is provided on all fixed assets so as to write off the assets progressively over their estimated economic lives to the Branch. The prime cost method of depreciation is used.

Depreciation rates used for each class of assets are:

Class of asset	Depreciation Rate
Office Furniture and Equipment	20 – 33%

(b) Revenue

Member subscription revenue is recognised when the respective fees have been deducted from the members' wages and salaries.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
SWINBURNE UNIVERSITY BRANCH
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30th JUNE 2004**

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)

(c) Provision for Employee Entitlements

The provision relates to annual leave and has been calculated on the basis of actual entitlements under appropriate awards, based on current wage rates.

(d) Income Tax

No income tax has been provided, as the Branch is exempt from income tax pursuant to section 50-15 of the Income Tax Assessment Act 1997, as amended.

(e) Information to be provided to members or registrar

In accordance with the requirements of the Workplace Relations Act 1996, as amended, the attention of members is drawn to the provisions of sub-section (1) (2) and (3) of section 272, which reads as follows:

- (1) A member of an organisation or 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 members of the organisation or a Registrar, make the specified information available to the member or Registrar in such manner, and within such time as prescribed.
- (3) A Registrar may only make an application under sub-section (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 members.

(f) Economic Dependency

The Branch is not economically dependent on any other reporting units of the organisation.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
SWINBURNE UNIVERSITY BRANCH
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30th JUNE 2004**

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)

(g) Segment Reporting

The reporting entity operates in one business and geographical segment being the provision of trade union services to its members in Victoria.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
SWINBURNE UNIVERSITY BRANCH
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30th JUNE 2004**

	2004	2003
	\$	\$
2. CASH ASSETS		
Petty Cash	100	100
Cash at Bank - Cheque Account	24,840	27,868
Cash at Bank - Investment Account	54,267	51,740
	<u>79,207</u>	<u>79,708</u>
3. RECEIVABLES		
Capitation Fees Owing	7,804	6,717
	<u>7,804</u>	<u>6,717</u>
4. PLANT AND EQUIPMENT		
Office Furniture and Equipment- at cost	3,831	3,831
Less : Accumulated Depreciation	(2,640)	(1,853)
	<u>1,191</u>	<u>1,978</u>
5. PAYABLES		
Creditors & Accrued Expenses	20,744	16,481
GST Owing	753	1,341
	<u>21,497</u>	<u>17,822</u>
6. EMPLOYEE PROVISIONS		
Annual Leave	1,104	884
	<u>1,104</u>	<u>884</u>

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
SWINBURNE UNIVERSITY BRANCH
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30th JUNE 2004**

7. FINANCIAL INSTRUMENTS

(a) Interest Rate Risk

The reporting entity's exposure to interest rate risk, which is the risk that a financial instrument's value will fluctuate as a result of changes in market interest rates and the effective weighted average interest rates on those financial assets and liabilities, is as follows:

	Weighted Average Effective Interest Rate		Floating Interest Rate	
	2004	2003	2004	2003
Financial Assets	%	%	\$	\$
Cash at Bank	2.00	2.00	24,840	27,868
Deposits	5.05	4.60	54,267	51,740

No financial assets are subject to a fixed interest rate.

(b) Credit Risk

The reporting entity does not have any material credit risk exposure to any single debtor or group of debtors under any financial instruments entered into by the reporting entity.

(c) Net Fair Values

The aggregate net fair values and carrying amounts of financial assets and financial liabilities are disclosed in the balance sheet and in the notes to the financial statements.

9. UNION DETAILS

The registered office of the union is:

Level 2, 463 Burwood Road
HAWTHORN VIC 3122

**INDEPENDENT AUDIT REPORT
TO THE MEMBERS OF
NATIONAL TERTIARY EDUCATION INDUSTRY UNION
SWINBURNE UNIVERSITY BRANCH**

Scope

The financial report and trustees' responsibility

The financial report comprises the profit and loss statement, balance sheet, detailed statement of income and expenditure statement, statement of cash flows and accompanying notes to the financial statements and the committee of management statement for the National Tertiary Education Industry Union – Swinburne University Branch for the year ended 30th June 2004.

The trustees of the union are responsible for the preparation and true and fair presentation of the financial report in accordance with the Workplace Relations Act 1996. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the financial report.

Audit Approach

We conducted an independent audit in order to express an opinion to the members of the associations. Our audit was conducted in accordance with Australian Auditing Standards, in order to provide reasonable assurance as to whether the financial report is free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgment, selective testing, the inherent limitations of internal control, and the availability of persuasive rather than conclusive evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

We performed procedures to assess whether in all material respects the financial report presents fairly, in accordance with the accounting policies described in Note 1, so as to present a view which is consistent with our understanding of the associations' financial position, and of their performance as represented by the results of their operations and their cash flows. These policies do not require the application of all Accounting Standards and other mandatory professional reporting requirements in Australia. No opinion is expressed as to whether the accounting policies used and described in Note 1, are appropriate for the needs of the members.



PO Box 1300
1st Floor, 586 Burke Road
Camberwell Vic 3124
tel: 03 9882 0588
fax: 03 9882 0436
email: synergy@lock-wood.com.au
web: www.lock-wood.com.au

Lockwood & Co (Melb) Pty Ltd
ABN 36 290 838 803
ACN 101 139 804
Chartered Accountants / Business Consultants

Lockwood Wehrens
ABN 74 135 421 190
Auditors

**INDEPENDENT AUDIT REPORT
TO THE MEMBERS OF
NATIONAL TERTIARY EDUCATION INDUSTRY UNION
SWINBURNE UNIVERSITY BRANCH**

We formed our audit opinion on the basis of these procedures, which included:

- examining, on a test basis, information to provide evidence supporting the amounts and disclosures in the financial report, and
- assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made by the board of management.

While we considered the effectiveness of management's internal controls over financial reporting when determining the nature and extent of our procedures, our audit was not designed to provide assurance on internal controls.

Independence

In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements.

Audit Opinion

In our opinion, the financial report of the National Tertiary Education Industry Union – Swinburne University Branch is in accordance with:

- (a) the Workplace Relations Act 1996, including
 - (i) giving a true and fair view of the branch's financial position as at 30th June 2004 and of its performance for the year ended on that date; and
 - (ii) complying with Accounting Standards in Australia and the Workplace Relations (Registration and Accountability of Organisations) Regulations 2003; and
 - (iii) other mandatory professional reporting requirements.

Lockwood Wehrens

LOCKWOOD WEHRENS
Chartered Accountants

A. Wehrens

ANDREW WEHRENS
Registered Company Auditor 176520
Camberwell 1st December 2004

NATIONAL TERTIARY EDUCATION INDUSTRY UNION
NORTHERN TERRITORY BRANCH/DIVISION

Secretary's Certificate

I, Alma Mir, 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 17 March, 2005 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, 2004 were distributed to members free of charge on the week of the 17 March, 2005.
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, 2004 and are as presented to a Second Meeting of the Branch Committee/Division Council on 24 March, 2004.



Alma Mir
Division Secretary
30 March, 2005.

NATIONAL TERTIARY EDUCATION UNION (NT DIVISION)

A.B.N. 38 579 396 344

Financial Statements
For the year ended 30 June, 2004

H & R BLOCK DARWIN

GPO BOX 2984

DARWIN NT 0801

Phone: 0889815927 Fax: 0889410547

Email: handrblockdarwin@bigpond.com


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

**Committee of Management's Certificate
Year Ended 30th June, 2004**

We, Anne O'Mahony and Alma Mir, 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, 2004;
- h) In the opinion of branch executive, meetings of the committee of management of the organisation were held during the year ended 30th June 2004 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 2004 and the auditor's report therein.


Anne O'Mahony
President


Alma Mir
Division Secretary

November 17, 2004.

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

**Accounting Officer's Certificate
Year Ended 30th June, 2004**

I, Alma Mir, 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 2004 the number of members of the organisation was 273.

In my opinion:

- a) the accompanying accounts show a true and fair record of the financial affairs of the organisation as 30th June, 2004.
- 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.



Alma Mir
Accounting Officer

November 17, 2004.

NATIONAL TERTIARY EDUCATION UNION (NT DIVISION)

A.B.N. 38 579 396 344

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NATIONAL TERTIARY EDUCATION UNION (NT DIVISION)

A.B.N. 38 579 396 344

Income and Expenditure Statement**For the year ended 30 June, 2004**

	2004	2003
	\$	\$
Income		
Subscriptions NTU	59,581.45	61,310.00
MSHR fees	3,222.76	2,862.00
BIITE Fees	17,135.81	11,732.00
CARHDS Fees	3,606.55	702.00
National Office	22,937.57	23,295.50
NTU Students Union Payroll	2,067.72	0.00
Interest received	1,494.87	1,287.50
Other income	763.00	750.00
Salary Subsidy	22,000.00	22,991.00
Total income	<u>132,809.73</u>	<u>124,930.00</u>

Expenses

Accountancy	1,200.00	350.00
Advertising and promotion	173.13	2,209.00
Bad Debts	0.00	561.00
Bank Fees And Charges	146.95	157.00
Capitation fees	31,942.48	22,479.00
Computer/internet expenses	722.46	1,024.00
Depreciation - plant	1,299.00	767.00
Donations	90.91	275.00
General expenses	282.82	0.00
Independent defence fee	0.00	4,026.00
Insurance	1,864.24	1,504.00
Payroll tax	8,270.29	4,785.00
Office equipment	0.00	501.00
Postage	203.00	233.00
Printing & stationery	1,092.49	1,126.00
Rent on land & buildings	1,772.74	1,773.00
Repairs & maintenance	0.00	85.00
Staff amenities	317.05	95.00
Subscriptions	2,393.40	1,237.00
Superannuation	11,019.19	10,430.00
Telephone	2,719.78	2,453.50
Travel, accom & conference	2,398.83	9,435.50
Wages	75,870.50	17,215.00

The accompanying notes form part of these financial statements.

NATIONAL TERTIARY EDUCATION UNION (NT DIVISION)

A.B.N. 38 579 396 344

Income and Expenditure Statement

For the year ended 30 June, 2004

	2004	2003
	\$	\$
Total expenses	143,779.26	82,721.00
Profit (Loss) from Ordinary Activities	<u>(10,969.53)</u>	<u>42,209.00</u>

The accompanying notes form part of these financial statements.

NATIONAL TERTIARY EDUCATION UNION (NT DIVISION)

A.B.N. 38 579 396 344

Detailed Balance Sheet As At 30 June, 2004

	Note	2004	2003
		\$	\$
Current Assets			
Cash Assets			
Cash At Bank		8,501.36	2,517.00
Term Deposit		34,356.36	32,862.00
Cash on hand		18.61	8.00
		42,876.33	35,387.00
Total Current Assets		42,876.33	35,387.00
Non-Current Assets			
Property, Plant and Equipment			
Plant & equipment - at cost		8,319.05	3,832.00
Less: Accumulated depreciation		(2,640.00)	(1,341.00)
		5,679.05	2,491.00
Total Non-Current Assets		5,679.05	2,491.00
Total Assets		48,555.38	37,878.00
Current Liabilities			
Payables			
Unsecured:			
- payables		41,477.34	20,056.00
		41,477.34	20,056.00
Current Tax Liabilities			
tax liabilities		237.57	12.00
		237.57	12.00
Total Current Liabilities		41,714.91	20,068.00
Total Liabilities		41,714.91	20,068.00

The accompanying notes form part of these financial statements.

NATIONAL TERTIARY EDUCATION UNION (NT DIVISION)

A.B.N. 38 579 396 344

Detailed Balance Sheet As At 30 June, 2004

	Note	2004 \$	2003 \$
Net Assets		<u>6,840.47</u>	<u>17,810.00</u>
Equity			
Reserves			
Opening retained surpluses		17,810.00	(24,399.00)
Net surplus attributable to the association		<u>(10,969.53)</u>	<u>42,209.00</u>
Total Equity		<u>6,840.47</u>	<u>17,810.00</u>

The accompanying notes form part of these financial statements.

NATIONAL TERTIARY EDUCATION UNION (NT DIVISION)

A.B.N. 38 579 396 344

Notes to the Financial Statements

For the year ended 30 June, 2004

Note 1: Statement of Significant Accounting Policies

This financial report is a special purpose financial report prepared in order to satisfy the 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 Corporations Act and the following Accounting Standards:

AAS 8: Events Occurring After Reporting Date

AAS 5: Materiality

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 material 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) Property, Plant and Equipment

Property, plant and equipment are carried at cost or fair value less, where applicable, any accumulated depreciation.

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.

Plant and equipment are measured on the cost basis.

NATIONAL TERTIARY EDUCATION UNION (NT DIVISION)**A.B.N. 38 579 396 344****Independent Audit Report to the Members**

Scope

We have audited the attached financial report, being a special purpose financial report for the year ended 30 June, 2004 of NATIONAL TERTIARY EDUCATION UNION (NT DIVISION). The committee is responsible for the financial report and have determined that the accounting policies used are consistent with the reporting requirements of the Division are appropriate to meet the needs of the members. We have conducted an independent audit of the financial report in order to express an opinion on it to the members of the company. No opinion is expressed as to whether the accounting policies used, are appropriate to the needs of the members.

The financial report has been prepared for distribution to members for the purpose of fulfilling the financial reporting requirements. We disclaim any assumption of responsibility for any reliance on this report or on the 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.

Our audit has been conducted in accordance with Australian Auditing Standards. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements, and the evaluation of significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with the accounting policies, so as to present a view which is consistent with our understanding of the financial position, and performance as represented by the results of its operations and its cash flows. 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 our opinion, the financial report of NATIONAL TERTIARY EDUCATION UNION (NT DIVISION) is in accordance with:

1. The organisation kept satisfactory accounting records for the year ended 30 June, 2004 including:
 - (a) Record of the sources and nature of the income of the organisation(Including income for members)
 - (b) Records of the nature and pruposes of the expenditure of the organisation
2. 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 of deficit, of the organisation for the year; and
3. All the information and explanations that, under subsection (2), officers or employees of the organisation were required to provide, were provided.

Signed on 31 January, 2005:



KATHLEEN HORNER, ACCOUNTANT
H & R BLOCK DARWIN
GPO BOX 2984 DARWIN NT 0801



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: FR2004/501 - [283V-NTD]

Ms Anne O'Mahony
Division Secretary
National Tertiary Education Industry Union
Northern Territory Division
PO Box U371
Northern Territory University 815

Dear Ms O'Mahony

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'⁴⁹).

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.

⁴⁹ 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 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.

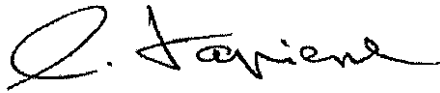
Information on AIRC Website

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

- [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. Japient". The signature is written in a cursive style with a large initial "Q" and a long horizontal stroke at the end.

23 November 2004



Ref: FR2004/501-[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

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' ¹). 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.

¹ 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). When lodging the financial return please quote: **FR2004/501**.

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 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:

- [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.

No	Document	✓
1	General Purpose Financial Report	
	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?	
2	Committee of Management Statement	
	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?	
3	Auditor's Report	
	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?	
4	Operating Report	
	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?	
5	Concise report*	
6	Certificate of Secretary or other Authorised Officer	
	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 Officer¹

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]²*, referred to in s268 of the RAO Schedule; and
- that the *[full report **OR** concise report]³*, 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]³* of the reporting unit on *[insert date]*; in accordance with section 266 of the RAO Schedule.

Signature

Date:

¹*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.

²*Only applicable where a concise report is provided to members*

³*Insert whichever is applicable*