



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: FR2002/468-[283V-QLD]

Ms. Patricia Short
Branch Secretary
National Tertiary Education Industry Union-University
of Queensland Branch
University of Queensland NTEU Office
Room 621 Michie Building
University of Queensland
BRISBANE QLD 4067

Dear Ms. Short

**Re: National Tertiary Education Industry Union-University of Queensland Branch
Financial Reporting Obligations under *Workplace Relations Act 1996***

This is a courtesy letter to remind you of the financial reporting obligations of the abovenamed body under the *Workplace Relations Act 1996* ('the Act') for the financial year ended 30 June, 2002.

The legislative scheme set out in Part IX, Division 11 of the Act is directed at ensuring that a registered organisation or a branch of such an organisation discharges obligations of accountability to its members in relation to its financial affairs through proper and regular disclosure of financial information. The various steps of the financial reporting requirements must be carried out within the time-scales prescribed by the legislation so as to ensure the relevance of the financial information provided to the members.

Now that the financial year has ended, it is timely that you put in train the various steps of the financial reporting requirements. To assist you with this process I have enclosed for your information a notice summarising these requirements including the time-scales prescribed by the legislation.

Please do not hesitate to contact me on (03) 8661 7787 if you wish to discuss the financial reporting requirements, especially if you anticipate any difficulty in meeting any step in the time-scales prescribed.

Yours sincerely

Clency Lapierre
Team Manager
E-mail: clency.lapierre@air.gov.au
11 July, 2002



AUSTRALIAN INDUSTRIAL REGISTRY

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
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Fax: (03) 9654 6672

Ms P. Short
Executive Officer
National Tertiary Education Industry Union
University of Queensland Branch
Room 621, Michie Building
University of Queensland
ST LUCIA QLD 4072

Dear Ms Short,

Re: Financial statements for year ended 30 June 2002 - FR2002/468

This is a courtesy letter to remind you of the financial reporting requirements of Part IX, Division 11 of the Workplace Relations Act 1996 ('the Act') in respect of financial year ended 30 June 2002.

An organisation registered under the Act or a branch of such an organisation is required to carry out the various steps of the financial reporting obligations within certain time-scales.

In relation to financial documents for year ended 30 June 2002, the auditor should have made a report to the branch as required by subsection 276(1) of the Act before 31 December 2002.

If you have not done so already you should consider implementing the following steps:

- provision of copies of the auditor's report, accounts and statements to the members,
- following provision of copies to the members, presentation of the auditor's report, accounts and statements to a meeting of the members or the committee of management
- lodgement of copies of the auditor's report, accounts and statements in the Industrial Registry accompanied by your certificate confirming that the documents so lodged are copies of those presented to the relevant meeting - the certificate should specify the type of meeting and the date when the meeting was held.

In the normal course of events, financial statements for year ended 30 June 2002 should be lodged in the Industrial Registry before 31 March 2003. Please note that the Act provides for extensions of time to be sought and granted in certain circumstances.

If you have already taken steps to have the financial statements lodged in the Industrial Registry before 31 March 2003, please disregard this letter.

I have enclosed for your information a notice describing the financial reporting requirements in more detail, including the time-scales prescribed by the legislation.

Should you wish to discuss this letter please contact me on (03) 8661 7787.

Yours sincerely


Clency Lapiere
Statutory Services Branch
11 March 2003

Level 1, 123 Logan Rd
WOOLLOONGABBA QLD 4102
Postal Address:
PO Box 8144
WOOLLOONGABBA QLD 4102

Company Directors

Ken Morris F.C.A.
Mark Batzloff BBus GradDipAdvAcc C.A.
Norm Hoare BComm C.A.

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Our Ref:40346

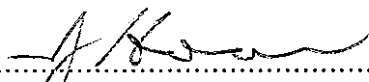
07 May 2003

Australian Industrial Registry
GPO Box 1994 S
MELBOURNE VIC 3001

Dear Sir/Madam,

Please find enclosed financial statements for year ended 30th June 2002.

Kind regards,
MORRIS & BATZLOFF



.....
Norm Hoare

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
UNIVERSITY OF QUEENSLAND BRANCH**

I, Patricia Short, Branch Secretary of the University of Queensland Branch of the National Tertiary Education Industry Union certify that:

1. The auditor's report, the accounts and statements, and the certificates of the accounting officer and of the Branch Committee for the financial year ending 30th June 2001 were:
 - Forwarded to members by Email on the 13th February 2003.
2. 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 in accordance with the Act for the financial year ending 30th June 2002 and are as presented to a meeting of the members of the Branch on the 27th February 2002.

Signed:



Name and title of officer

NATIONAL TERTIARY EDUCATION UNION

UQ BRANCH

**FINANCIAL STATEMENTS AND REPORTS
FOR THE YEAR ENDED 30 JUNE 2002**

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NATIONAL TERTIARY EDUCATION UNION

UQ BRANCH

INDEPENDENT AUDIT REPORT

To the members of the National Tertiary Education Union (UQ Branch).

Scope

We have audited the financial accounts of the National Tertiary Education Union (UQ Branch) for the year ended 30 June 2002 as set out on pages 4 to 10. The Union's Committee of Management and accounting Officer are responsible for the preparation and presentation of the financial accounts and the information they contain. We have conducted an independent audit of these financial accounts in order to express an opinion on them to the members of the Union.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial accounts are free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial accounts, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial accounts are presented fairly in accordance with Australian accounting concepts and standards and statutory requirements so as to present a view of the National Tertiary Education Union, UQ Branch, which is consistent with our understanding of its financial position and the results of its operations.

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

Audit Opinion

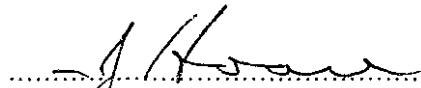
We have received all the information and explanations we required for the purposes of our audit.

In our opinion:

1. There were kept by the Union in respect of the year under review, satisfactory accounting records detailing the sources and nature of the income of the Union (including income from members) and the nature and purpose of expenditure; and
2. The attached accounts and statements, including the Certificates of the Committee of Management and the Accounting Officer, are prepared in accordance with Section 273 of the Workplace Relations Act, 1996. The accounts set out on pages 4-8 have been prepared from the accounting records of the Union and are properly drawn up so as to give a true and fair view of:

- (a) The financial affairs of the Union as at 30 June, 2002; and
- (b) The Income and Expenditure and surplus of the Union for the year ended on that date.

And are in accordance with Statements of Accounting Concepts and applicable Accounting Standards.



Norman J Hoare
Registered Company Auditor
Morris & Batzloff
Chartered Accountants

6th February 2003

NATIONAL TERTIARY EDUCATION UNION (UQ BRANCH)

STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED
30 JUNE 2002

	2002	2001
	\$	\$
INCOME		
Interest Received	2 016	362
Members Contributions	73 021	75 569
Reimbursement campaign expenses	<u>-</u>	<u>5 410</u>
Total Income	<u>75 037</u>	<u>81 341</u>
EXPENDITURE		
Administration Fee	718	-
Audit Fees	1 398	968
Bank Charges	109	94
Capitation – NTEU	1 064	2 078
Campaign Expenses	-	256
Computer Expenses	324	553
Donation	500	-
Depreciation	1 845	1 656
Insurance	128	93
Meeting Expenses	3 413	1 944
Postage & Telephone	714	752
Printing, Stationery & Office Supplies	2 519	1 736
Staff Expenses – Salaries (Employees)	37 071	40 640
Staff Expenses – Superannuation (Employees)	6 631	7 112
Staff Expenses – Provision for Long Service Leave	1 169	1 568
Subscriptions	-	6
Sundry Expenses	20	109
Travelling Expenses	<u>76</u>	<u>-</u>
Total Expenses	<u>57 699</u>	<u>59 565</u>
OPERATING SURPLUS/(DEFICIT)	<u>17 338</u>	<u>21 776</u>

NATIONAL TERTIARY EDUCATION UNION (UQ BRANCH)

STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED
30 JUNE 2002

	2002	2001
	\$	\$
Operating Surplus/(Deficit) for year	17 338	21 766
Accumulated Surplus at beginning of year	<u>45 292</u>	<u>23 516</u>
RETAINED SURPLUS/(DEFICIT) AT THE END OF THE FINANCIAL YEAR	<u>62 630</u>	<u>45 292</u>

NATIONAL TERTIARY EDUCATION UNION (UQ BRANCH)

BALANCE SHEET
AS AT 30 JUNE 2002

	2002 \$	2001 \$
<u>CURRENT ASSETS</u>		
<u>Cash At Bank</u>		
Uni Credit Union	27 106	5 716
CUA Deposit	37 741	35 740
<u>Receivables</u>		
Sundry Debtors	5 490	6 765
Loan UQASA	9 000	9 000
<u>Investments</u>		
Shares in Uni-Credit Union	<u>10</u>	<u>10</u>
<u>TOTAL CURRENT ASSETS</u>	<u>79 347</u>	<u>57 231</u>
<u>NON-CURRENT ASSETS</u>		
Office Equipment at cost	9 227	8 280
Less provision for depreciation	<u>7 568</u>	<u>5 723</u>
	<u>1 659</u>	<u>2 557</u>
TOTAL ASSETS	<u>81 006</u>	<u>59 788</u>
<u>CURRENT LIABILITIES</u>		
Sundry Creditors & Accruals	6 614	3 903
Provision for Long Service Leave	<u>11 762</u>	<u>10 593</u>
<u>TOTAL LIABILITIES</u>	<u>18 376</u>	<u>14 496</u>
NET ASSETS	<u>62 630</u>	<u>45 292</u>
UNION FUNDS		
Accumulated Surplus	<u>62 630</u>	<u>45 292</u>

NATIONAL TERTIARY EDUCATION UNION (UQ BRANCH)

NOTES TO AND FORMING PART OF THE ACCOUNTS
AT 30 JUNE 2002

NOTE 1. STATEMENT OF ACCOUNTING POLICY

The accounts have been prepared in accordance with Australian Accounting Standards to comply with the disclosure requirements of the Workplace Relations Act 1996 (as amended).

(a) **Application of Accounting Policies**

The accounting policies have been consistently applied unless otherwise stated.

(b) **Basis of Accounting**

The accounts have been prepared on a historical costs basis and except where stated, do not take into account changing money values or current valuations of non-current assets.

(c) **Depreciation**

All fixed assets are to be written off progressively as expenses over their estimated useful lives commencing from the time the asset is held ready for use.

(d) **Taxation**

The Union is exempt from tax under S50 – 15 of the Income Tax Assessment Act.

NATIONAL TERTIARY EDUCATION UNION (UQ BRANCH)

**NOTES TO AND FORMING PART OF THE ACCOUNTS
AS 30 JUNE 2002**

NOTE 2. INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

In accordance with the requirements of the Workplace Relations Act, 1996, the attention of members is drawn to the provision of Sub-Sections (1), (2) and (3) of Section 274 which read as follows:

- (1) A member of an organization, or a Registrar, may apply to the organization for specified prescribed information in relation to the organization.
- (2) An organization shall, on application made under Sub-Section (1) by a member of the organization 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 Sub-Section (1) at the request of a member of the organization concerned, and the Registrar shall provide to a member information received because of an application made at the request of the member.

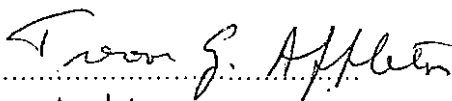
NATIONAL TERTIARY EDUCATION UNION (UQ BRANCH)

ACCOUNTING OFFICER'S CERTIFICATE

I, Trevor Appleton, being the Officer responsible for keeping the accounting records of the National Tertiary Education Union (UQ Branch), certify that as at 30 June 2002 the number of members in the branch was 792.

In my opinion,

- (1) The attached accounts show a true and fair view of the financial affairs of the branch as at 30 June 2002;
- (2) A record has been kept of all moneys paid by, or collected from, members and all moneys so paid or collected have been credited to the bank account to which those moneys are to be credited, in accordance with the rules of the branch;
- (3) Before any expenditure was incurred by the Branch, approval of the incurring of the expenditure was obtained in accordance with the rules of the Branch;
- (4) With regard to funds of the Branch raised by compulsory levies or voluntary contributions from members, or funds other than the General Fund operated in accordance with the rules, no payments were made out of any such fund for purposes other than those for which the fund was operated;
- (5) No loans or other financial benefits other than remuneration in respect of their full time employment with the Branch, were granted to persons holding office in the Branch; and
- (6) The register of members of the Branch was maintained in accordance with the Workplace Relations Act 1996.


.....
Trevor Appleton

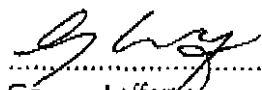
Signed at Brisbane this 6th day of February 2003.

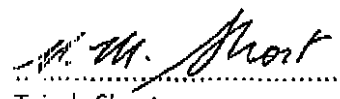
NATIONAL TERTIARY EDUCATION UNION (UQ BRANCH)

COMMITTEE OF MANAGEMENT CERTIFICATE

We, George Lafferty and Trisch Short, being two members of the Committee of Management of the National Tertiary Education Union, (UQ Branch), do state on behalf of the Committee and in accordance with a resolution passed by the Committee, that:

- (1) In the opinion of the Committee of Management, the attached accounts show a true and fair view of the financial affairs of the Branch as at 30 June, 2002;
- (2) In the opinion of the Committee of Management, meetings of the Committee were held during the year ended 30 June, 2002 in accordance with the rules of the Branch;
- (3) To the knowledge of any members of the Committee, there has been no instances where records of the Branch or other documents (not being documents containing information made available to a member of the Branch under Section 274(2) of the Workplace Relations Act 1996, as amended, or copies of those records or documents, or copies of the rules of the Branch, 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 Branch; and
- (4) The Branch has complied with Section 279(1) and (6) of the Workplace Relations Act 1996, as amended, in relation to the financial accounts in respect of the year ended 30 June 2001 and of the Auditor's report thereon.


.....
George Lafferty
President


.....
Trisch Short
Secretary

Signed at Brisbane this 27 day of February 2003.



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 Maureen Chandler
Executive Officer
National Tertiary Education Industry Union
University of Queensland Branch
Room 621 Michie Building
University of Queensland
ST LUCIA 4067

Dear Ms Chandler

Re : Financial statements for year ended 30 June 2002 - FR2002/468

Reference is made to the financial documents of the University of Queensland Branch of the National Tertiary Education Industry Union for the year ended 30 June 2002 which were lodged in the Industrial Registry on 9 May 2003.

The financial documents have been filed.

Yours sincerely

Sylvia van Riet
Statutory Services Branch

28 May 2003