



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 Patricia Short
Branch Secretary
National Tertiary Education Industry Union
University of Queensland Branch
Room 621 Michie Building
BRISBANE QLD 4067

Dear Ms Short,

**RE: Schedule 1B of the Workplace Relations Act 1996 (the RAO Schedule)
Financial reports for year ended 30 June 2004 - FR2004/502**

I acknowledge receipt of the Certificate by designated officer as required by s268 of the RAO Schedule for the National Tertiary Education Industry Union - University of Queensland Branch for the year ended 30 June 2004.

The documents have now been filed.

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

Yours sincerely,

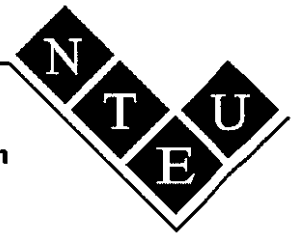
A handwritten signature in black ink, appearing to read 'Dimitra Doukas'.

Dimitra Doukas
Statutory Services Branch

7 June 2005

Statutory Services Branch
Australian Industrial Registry
GPO Box 1994S
Melbourne VIC 3001

**National
Tertiary
Education
Industry
Union**



University of Queensland Branch
Room 621, Michie Building,
St. Lucia Campus, UQ 4072 QLD
Ph: 3365 2538
Fax: 3365 2949
Email: m.mcnally@qld.nteu.org.au

27 May 2005

Dear Sir/Madam

The following is the Certificate by designated officer as required by s268 of the RAO Schedule, for the University of Queensland Branch of the NTEU.

I, Christine Norma Diamond, Secretary of the UQ Branch of the NTEU, hereby certify that the financial records lodged with Australian Industrial Registry are copies of the documents provided to members and presented to a meeting in accordance with section 266. The documents were presented to a meeting of members on the 19th of May 2005.

Kind regards

A handwritten signature in black ink, appearing to read 'Christine Diamond', written over a horizontal dashed line.

Christine Diamond
Branch Secretary

30/5/05

Date



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

Dear Ms Short,

**RE: Schedule 1B of the Workplace Relations Act 1996 (the RAO Schedule)
Financial reports for year ended 30 June 2004 - FR2004/502**

I acknowledge receipt of the financial reports of the National Tertiary Education Industry Union - University of Queensland Branch for the year ended 30 June 2004. The documents were lodged in the Industrial Registry on 3 May 2005.

I direct your attention to the following comments concerning the above reports and the financial reporting obligations under the RAO Schedule. Please note that these matters are generally advised for existence in the future preparation of financial reports. With the exception of the comments concerning Item 1, no further action is required in respect of the subject documents.

Your written response to this matter is required by 3 June 2005.

1. Secretary's Certificate

Please note your Branch has not lodged a Certificate by designated officer as required by s268 of the RAO Schedule. Financial documents lodged with the Registry are required by section 268 to be filed with a certificate by a designated officer - stating that the documents so lodged are copies of the documents provided to members and presented to a meeting in accordance with section 266. I request that the certificate contain the date on which the meeting was held. This certificate does not have to be in the form of a statutory declaration.

2. Operating Report - s254 & reg159

(a) Right of members to resign

The last paragraph of the Branch's Operating Report provides that a member resign from membership by written notice addressed and delivered to the Branch Secretary.

It is our view that this requirement necessitates, as a minimum, the inclusion of a reference to the specific rule in the rules of the reporting unit, which makes provision for the resignation of members. Of course, if you choose to reproduce the whole of the relevant rule that would clearly satisfy the requirements of that provision.

(b) Review of principal activities

Although the report contained a review of the reporting unit's principal activities during the financial year, the results of those activities and any significant changes in the nature of the activities were not provided. (Emphasis added). Such information should be provided.

(c) Significant changes in financial affairs

The report must give details of any significant changes on the reporting unit's financial affairs during the year.

3. Committee of Management's Certificate

Please note the Committee of Management's Certificate should have been entitled, "Committee of Management Statement" for your future reference.

(a) Date of resolution

Item 18 of the Registrar's Reporting Guidelines requires the Committee of Management's Statement to specify the date of passage of the resolution made by the Committee. While the statement provides that the appropriate resolution was passed, no date is evident.

(b) There appears to be no information in the statement addressing Item 17(e)(iv) of the Industrial Registrar's Guidelines. This item relates to the keeping of financial records in a consistent manner to each of the other reporting units of the organisation.

(c) Signatory

Please note that under Reporting Guidelines 18(d) for the purposes of s253 this statement need only be signed by a designated officer.

4. Audit opinion

The opinion expressed by the auditor in their report has been drafted in terms of the previous requirements of the Act. Section 257(5) of the RAO Schedule now sets the matters on which an auditor is required to state an opinion. An acceptable wording would be as follows:

"In our opinion the general purpose financial report presents fairly in accordance with applicable Australian Accounting Standards and other mandatory professional reporting requirements in Australia and the requirements of the RAO Schedule."

I have forwarded a copy of this letter to the auditors for their views about these matters.

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

Yours sincerely,



Dimitra Doukas
Statutory Services Branch

23 May 2005

cc. Norman J Hoare
Registered Company Auditor
Morris & Batzloff
Chartered Accountants
Level 1, 96 Lytton Road
EAST BRISBANE QLD 4169

**National Tertiary Education Union
University of Queensland Branch
For Year Ended 30 June 2004**

Operating Report

I, Patricia Short, being the Officer responsible for keeping the accounting records of the National Tertiary Education Union, certify that as at 30 June 2004,

- (a) the attached financial statements show a true and fair view of the financial affairs of the Branch as at 30 June 2004;
- (b) a record has been kept of all monies paid by, or collected from, members of the Branch and all monies so paid or collected have been credited to the bank account to which those monies are to be credited, in accordance with the rules of the Branch;
- (c) 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;
- (d) 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;
- (e) the number of members in the Branch was 810;
- (f) that the Branch has no employees. The Branch Executive Officer, who works .8 in the branch office, is an employee of the University of Queensland. The Branch reimburses 100% of the Organisers salary to the University;
- (g) no official of the Branch holds the position of superannuation trustee;
- (h) no loans were granted to persons holding office in the Branch;
- (i) the branch appoints Mr N.A Hughes of EFM Consultancy Services , as the auditor of the Branch's 2003/4 accounts;
- (j) the principle activities of the branch continued to be advising and representing members of the NTEU at UQ in individual disputes, improving on members pay and conditions through enterprise bargaining negotiations at UQ and maintaining the Branch's ability of represent members at UQ through Union recruitment activity;

- (k) The Branch Committee comprised of Andrew Bonnell (President), Trevor Appleton (Vice-President Academic), Lachlan Window (Vice-President General), Chris Diamond (Secretary), Trisch Short (Treasurer), Len Bahnisch, Ben Barton, Leda Blackwood, Matt Hardin, John Harrison, Alan Holzl, Peter Nielsen, Arthur Schmidt, Rae Wear, Bill Whiten and Michael Williams.
- (l) A member may resign from membership by written notice addressed and delivered to the member's Division Secretary or Branch Secretary.

Signature:

A handwritten signature in cursive script, appearing to read "P. M. Short", is written over a horizontal line.

Name:

Ms Patricia Short

Position Held:

Branch Treasurer

Date:

28 February 2005

**NATIONAL TERTIARY EDUCATION UNION
U.Q. BRANCH**

**FINANCIAL ACCOUNTS FOR THE YEAR ENDED
30 JUNE 2004**

2. Statement of Financial Performance
3. Statement of Financial Position
4. Statement of Cash Flows
5. Statement by Committee of Management
6. Independent Audit Report

**NATIONAL TERTIARY EDUCATION UNION
U.Q. BRANCH**

**STATEMENT OF FINANCIAL PERFORMANCE
FOR YEAR ENDING 30 JUNE 2004**

	2004 \$	2003 \$
<u>INCOME</u>		
Membership Fees	416,802	403,186
Interest Received	4,134	2,005
Other Income	<u>14,672</u>	<u>-</u>
Total Income	435,608	405,191
<u>EXPENSES</u>		
Administration Charges	-	822
Audit Fees	1,550	1,400
Bank Charges	290	233
Capitation – NTEU	323,933	319,083
Conference and Meeting Expenses	7,410	2,899
U.Q. Commission – Fee Collection	20,588	20,217
Depreciation	2,343	1,539
Computer Expenses	900	430
Donations	-	200
Printing, Stationery & Office Supplies	3,493	3,636
Telephone and Postage	923	984
Travel Expenses	620	36
Subscriptions	182	261
Wages – Employee	46,095	39,526
Superannuation	7,204	6,603
Provision for Staff Entitlements	4,729	3,960
Other Expenses	<u>1,790</u>	<u>1,361</u>
Total Expenditure	<u>422,050</u>	<u>403,190</u>
NET OPERATING PROFIT/(LOSS) FOR YEAR	<u>13,558</u>	<u>2,001</u>

**NATIONAL TERTIARY EDUCATION UNION
U.Q. BRANCH**

**STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2004**

	2004 \$	2003 \$
<u>MEMBERS FUNDS</u>		
Accumulated Funds – Beginning of year	64,631	62,630
Add Profit (Loss) for Year	<u>13,558</u>	<u>2,001</u>
ACCUMULATED FUNDS YEAR END	<u>78,189</u>	<u>64,631</u>
 Represented By:		
<u>CURRENT ASSETS</u>		
Cash at Bank		
- Current Accounts – Uni Credit Union	53,314	61,270
- Term Deposits - CUA	41,444	39,470
Other Receivables	<u>1,552</u>	<u>-</u>
	96,310	100,740
<u>NON CURRENT ASSETS</u>		
Office Furniture & Equipment – At Cost	20,534	19,995
Less Accumulated Depreciation	<u>(11,450)</u>	<u>(9,107)</u>
	9,084	10,888
Investments		
Shares – Uni Credit Union	<u>10</u>	<u>10</u>
TOTAL ASSETS	<u>105,404</u>	<u>111,638</u>
 <u>CURRENT LIABILITIES</u>		
GST Payable	468	2,657
Sundry Creditors	6,296	28,628
Provision for Staff Entitlements	<u>20,451</u>	<u>15,722</u>
TOTAL LIABILITIES	<u>27,215</u>	<u>47,007</u>
NET ASSETS	<u>78,189</u>	<u>64,631</u>

**NATIONAL TERTIARY EDUCATION UNION
U.Q. BRANCH**

**STATEMENT OF CASH FLOWS
YEAR ENDED 30 JUNE 2004**

	2004 \$	2003 \$
<u>CASH FLOWS FROM OPERATING ACTIVITIES</u>		
Receipts from members & others	429,922	410,681
Interest Received	4,134	2,005
Payments to Suppliers & Employees	<u>(439,499)</u>	<u>(366,025)</u>
	(5,443)	46,661
<u>CASH FLOWS FROM INVESTING ACTIVITIES</u>		
Purchase of Furniture & Equipment	(539)	(10,768)
<u>NET INCREASE (DECREASE) OF CASH HELD</u>		
	(5,982)	35,893
Cash at beginning of Period	<u>100,740</u>	<u>64,847</u>
Cash at end of Period	<u>94,758</u>	<u>100,740</u>

**NATIONAL TERTIARY EDUCATION UNION
U.Q. BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL ACCOUNTS
YEAR ENDED 30 JUNE 2004**

NOTE 1. STATEMENT OF ACCOUNTING POLICIES

The accounts have been prepared in accordance with Statements of Accounting Concepts, applicable Accounting Standards and the Australian Workplace Relations Act, 1996. The accounts have been prepared on the basis of historical costs and do not take into account, changing money values or except where stated, current valuations of non current assets. The accounting policies have been consistently applied.

(a) Income Tax

No liability exists for income tax as the Association is exempt from income tax under section 50-15 of the Income Tax Assessment Act.

(b) Depreciation

The depreciable amount of all fixed assets are depreciated on a straight line basis over the useful lives of the assets to the union.

(c) Goods and Services Tax

Business expenses and assets are recognised net of the amount of GST, except where the amount of GST accrued is not recoverable from the Australian Taxation Office.

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 provisions of Sub-Sections (1), (2) and (3) of Section 272, which read as follows:

- (1) A member of a reporting unit, or a Registrar, may apply to the reporting unit for specified prescribed information in relation to the reporting unit.
- (2) The application must be in writing and must specify the period within which and the manner in which the information is to be made available. The period must be not less than 14 days after the application is given to the reporting unit.
- (3) A reporting unit must comply with an application made under sub-section (1).

**NATIONAL TERTIARY EDUCATION UNION
U.Q. BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL ACCOUNTS
YEAR ENDED 30 JUNE 2004**

**NOTE 3. RECONCILIATION OF NET CASH PROVIDED BY OPERATING ACTIVITIES
TO PROFIT FROM ORDINARY ACTIVITIES AFTER INCOME TAX**

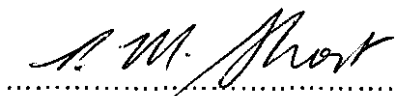
	2004	2003
	\$	\$
Net profit (loss) for year	13,558	2,001
Non Cash Flows		
Depreciation	2,343	1,539
Provision for Staff Entitlements	4,729	3,960
Changes in assets & Liabilities		
Fees Receivable	(1,552)	14,490
Other Liabilities	<u>24,521</u>	<u>24,671</u>
Net cash provided by (used in) Operating activities	<u>(5,443)</u>	<u>46,661</u>

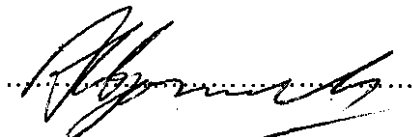
**NATIONAL TERTIARY EDUCATION UNION
U.Q. BRANCH**

Committee of Management Certificate

We, being two members of the Executive of the U.Q. Branch of the National Tertiary Education Union, do state on behalf of the Executive and in accordance with a resolution passed by the Executive, that:

- (A) The Financial Statements and Notes comply with 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; and
- (E) During the financial year ended 30 June 2004 and since the end of that year:
 - (i) Meetings of the committee of management were held in accordance with the rules of the Branch; and
 - (ii) The financial affairs of the reporting unit have been managed in accordance with the rules of the Branch including the rules of a branch concerned; and
 - (iii) The financial records of the reporting unit have been kept and maintained in accordance with schedule 1B of the Workplace Relations Act 1996 and the Regulations; and
 - (iv) The information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of schedule 1B of the Workplace Relations Act 1996 has been furnished to the member or Registrar; and
 - (v) There has been compliance with any order for inspection of financial records made by the Commission under section 273 of the schedule 1B of the Workplace Relations Act 1996.


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28 February, 2005

**NATIONAL TERTIARY EDUCATION UNION
U.Q. BRANCH**

INDEPENDENT AUDIT REPORT

To the members of the National Tertiary Education Union

Scope

We have audited the financial accounts of the National Tertiary Education Union U.Q. Branch for the year ended 30 June 2004 as set out on pages 2 to 7. 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 aspects, 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, U.Q. 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:


- (i) 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 purposes of expenditure; and
- (ii) The attached accounts and statement, including the Certificates of the Committee of Management, are prepared in accordance with Section 253 of the Workplace Relations Act, 1996. The accounts set out on page 2 to 7 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:

NATIONAL TERTIARY EDUCATION UNION
U.Q. BRANCH

INDEPENDENT AUDIT REPORT
(Continued)

- (a) The financial position of the Union as at 30 June, 2004 and;
- (b) The Financial Performance of the Union for the year ended on that date; and

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


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MORRIS & BATZLOFF
Chartered Accountants


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Norman J Hoare
Registered Company Auditor

28 February, 2005