



Australian Government

Australian Industrial Registry

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Melbourne, VIC 3000
GPO Box 1994, Melbourne, VIC 3001
Telephone: (03) 8661 7777
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Mr Michael McNally
Branch Organiser
National Tertiary Education Industry Union
University of Queensland Branch
Room 621
Michie Building
St. Lucia Campus
University of Queensland
BRISBANE QLD 4067

By e-mail: m.mcnally@qld.nteu.org.au

Dear Mr McNally

Re: Financial Reports for year ended 30 June 2005 – National Tertiary Education Industry Union – University of Queensland Branch – FR2005/377

I acknowledge receipt of the financial reports of the National Tertiary Education Industry Union – University of Queensland Branch for the year ended 30 June 2005 and the subsequent correspondences dated 23 August and 14 September 2006 containing the amended Committee of Management Statement, the Secretary's Certificate, Operating Report and the Auditor's Report. The documents were lodged in the Industrial Registry on 13 July, 25 August and 19 September 2006 respectively.

The documents have been filed.

Although the documents have been filed, I like to make some comments in addition to the comments contained in our correspondence dated 9 August 2006 (copy enclosed). I make these comments to assist you when you next prepare the financial reports. You *do not* need to take any further action in respect of the financial reports already lodged.

Committee of Management Statement

I refer to our telephone conversation earlier today regarding the use of the term "Executive" in the Committee of Management Statement. I confirm that you advised the terms "Branch Committee", "Branch Executive" and "Branch Executive Committee" are all used interchangeably by the NTEU – University of Queensland Branch. However rule 36 of the National Tertiary Education Industry Union rules specifically refer to the Branch Committee as the body that manage the business of the Branch. Please ensure all future references regarding the Executive use the term "Branch Committee".

The Committee of Management Certificate should be properly entitled the "Committee of Management Statement".

Furthermore, under item 26(c) of the Reporting Guidelines for the purposes of s.253 of the RAO Schedule the Committee of Management Statement need only be signed by *one* designated officer. It is preferred that the *name and office held* by the signatory appears below the signature to allow the action officer from the Industrial Registry to determine if the signatory is a designated officer within the meaning of s.243 of the RAO Schedule.

Operating Report

The Operating Report is required to state whether any *officer or member* of the reporting unit is a trustee or a director of a company that is a trustee of a superannuation entity or an exempt public sector superannuation scheme. The Operating Report for year ended 30 June 2005 only made comment for an officer but not a member. Please ensure all future references consider both officers and members of the reporting unit.

Section 242(3) of the RAO Schedule states where an organisation is divided into branches, each branch is a reporting unit unless a certificate issued by the Industrial Registrar state the organisation is divided into reporting units on an alternative basis is in force.

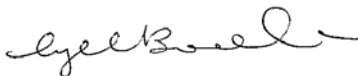
General Purpose Financial Report – Notes to Accounts

Subsection 272(5) of the RAO Schedule requires subsections 272(1), 272(2) and 272(3) be set out in the report. This is interpreted to mean the subsections are set out in full. I note subsection 272(1) was incomplete. The words "...to be made available to the person making the application" have been omitted.

The RAO Schedule sets out a particular chronological order in which financial documents must be prepared, made available to members and presented to a meeting. The lodged documents were not fully in compliance with these requirements. Accordingly, in future financial years the branch should ensure the financial documents are prepared, made available to members and presented to the relevant meeting in the strict chronological sequence set out in the Timeline – see also sections 253, 265, 266 and 268 of the RAO Schedule.

If you have any queries regarding this letter, I can be contacted on (03) 8661 7989 on Wednesdays and Thursdays.

Yours sincerely,



Cynthia Lo-Booth
Statutory Services Branch

20 September 2006

Encl.



Mr Michael McNally
Branch Organiser
National Tertiary Education Industry Union
University of Queensland Branch
Room 621
Michie Building
St. Lucia Campus
University of Queensland
BRISBANE QLD 4067

By e-mail: m.mcnally@qld.nteu.org.au

Dear Mr McNally

Re: Financial Reports for year ended 30 June 2005 – National Tertiary Education Industry Union – University of Queensland Branch – FR2005/377

I refer to our telephone conversation earlier today.

I have received the financial reports of the National Tertiary Education Industry Union – University of Queensland Branch for the year ended 30 June 2005. The documents were lodged in the Industrial Registry on 13 July 2006.

The documents have not been filed.

There are a number of issues that require attention before the documents can be filed.

1. Secretary's Certificate

The Branch has not lodged a Secretary's Certificate as required by [section 268 of the RAO Schedule](#). Please ensure the certificate contain the date the financial reports were made available to the members and the date on which the meeting was held. This certificate does not have to be in the form of a statutory declaration. I note this information was provided in your cover letter with the lodged financial documents, however the RAO Schedule require this information be provided by the designated officer.

All certificates and statements required by the RAO Schedule must be signed and dated by a 'designated officer' as defined in [s.243 of the RAO Schedule](#). In order to be a designated officer under s.243, a person will first need to be an 'officer' holding an 'office' as defined in sections 6 and 9 respectively of the RAO Schedule.

2. Operating Report

The Branch must prepare an Operating Report in accordance with the requirements of [section 254 of the RAO Schedule](#). Please also refer to [Regulation 159\(2\) of the RAO Regulation](#).

3. Committee of Management Statement

The Committee of Management Statement requirements are specified in [items 24 to 26 of the Reporting Guidelines](#). The Statement should specify the date of the resolution passed by the

Committee. The Statement need only be signed by a designated officer with their name and office in print. See more specifically item 26(b) and 26(c).

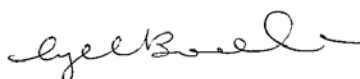
4. Auditor's Report

[Section 257\(5\) of the RAO Schedule](#) requires the auditor to state, among other things, whether in the auditor's opinion the general purpose financial report is *presented fairly*. The words 'true and fair view' were requirements of the previous legislative regime and are no longer relevant. The changed legislative prescription applies in relation to financial reports for the first full financial year commencing after 8 May 2003.

Furthermore, the Auditor's Report should provide *details of the individual Auditor's qualifications* to confirm he is an approved auditor under [s.256 of RAO Schedule](#) and [Regulation 4 of the RAO Regulations](#). Regulation 4 defines an approved auditor as a *person* who is a member of CPA Australia, The Institute of Chartered Accountants in Australia or the National Institute of Accountants *and* holds a current Public Practice Certificate.

If you have any queries regarding this letter, I can be contacted on (03) 8661 7989 on Wednesdays and Thursdays.

Yours sincerely,



Cynthia Lo-Booth
Statutory Services Branch

9 August 2006

Level 1
96 Lytton Rd
EAST BRISBANE QLD 4169
Postal Address:
PO Box 7250
EAST BRISBANE QLD 4169

Company Directors

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

Telephone: (07) 3391 8222
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14 September 2006

Australian Industrial Registry
80 Collins Street
MELBOURNE VIC

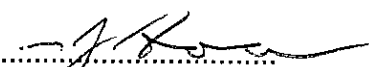
Attn: Cynthia Lo-Booth

Dear Ms Lo-Booth,

Re: National Tertiary Education Union UQ Branch

I enclose financial statements for the above branch with amended audit report as requested. Please advise if you have any further queries.

Kind Regards
MORRIS & BATZLOFF



.....
Norm Hoare

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

**FINANCIAL ACCOUNTS FOR THE YEAR ENDED
30 JUNE 2005**

2. Statement of Financial Performance
3. Statement of Financial Position
4. Statement of Cash Flows
5. Notes to and Forming Part of the Financial Accounts
7. Statement by Committee of Management
8. Independent Audit Report

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

**STATEMENT OF FINANCIAL PERFORMANCE
FOR YEAR ENDING 30 JUNE 2005**

	2005	2004
	\$	\$
<u>INCOME</u>		
Membership Fees	432,357	416,802
Interest Received	3,761	4,134
Other Income	<u>32</u>	<u>14,672</u>
Total Income	436,150	435,608
<u>EXPENSES</u>		
Audit Fees	1,550	1,550
Bank Charges	295	290
Capitation – NTEU	337,994	323,933
Conference and Meeting Expenses	2,399	7,410
U.Q. Commission – Fee Collection	13,849	20,588
Depreciation	1,817	2,343
Computer Expenses	-	900
Printing, Stationery & Office Supplies	4,711	3,493
Telephone and Postage	1,439	923
Travel Expenses	420	620
Subscriptions	25	182
Wages – Employee	50,470	46,095
Superannuation	5,363	7,204
Provision for Staff Entitlements	-	4,729
Other Expenses	<u>1,000</u>	<u>1,790</u>
Total Expenditure	<u>421,332</u>	<u>422,050</u>
NET OPERATING PROFIT/(LOSS) FOR YEAR	<u>14,818</u>	<u>13,558</u>

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

**STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2005**

	2005 \$	2004 \$
<u>MEMBERS FUNDS</u>		
Accumulated Funds – Beginning of year	78,189	64,631
Add Profit (Loss) for Year	<u>14,818</u>	<u>13,558</u>
ACCUMULATED FUNDS YEAR END	<u>93,007</u>	<u>78,189</u>
 Represented By:		
<u>CURRENT ASSETS</u>		
Cash at Bank		
- Current Accounts – Uni Credit Union	42,435	53,314
- Term Deposits - CUA	43,670	41,444
Other Receivables	<u>2,182</u>	<u>1,552</u>
	88,287	96,310
<u>NON CURRENT ASSETS</u>		
Office Furniture & Equipment – At Cost	20,534	20,534
Less Accumulated Depreciation	<u>(13,267)</u>	<u>(11,450)</u>
	7,267	9,084
Investments		
- Shares – Uni Credit Union	<u>10</u>	<u>10</u>
TOTAL ASSETS	95,564	105,404
<u>CURRENT LIABILITIES</u>		
GST Payable	-	468
Sundry Creditors	2,557	6,296
Provision for Staff Entitlements	<u>-</u>	<u>20,451</u>
TOTAL LIABILITIES	2,557	27,215
NET ASSETS	<u>93,007</u>	<u>78,189</u>

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

**STATEMENT OF CASH FLOWS
YEAR ENDED 30 JUNE 2005**

	2005 \$	2004 \$
<u>CASH FLOWS FROM OPERATING ACTIVITIES</u>		
Receipts from members & others	473,868	429,922
Interest Received	3,761	4,134
Payments to Suppliers & Employees	<u>(486,282)</u>	<u>(439,499)</u>
	(8,653)	(5,443)
<u>CASH FLOWS FROM INVESTING ACTIVITIES</u>		
Purchase of Furniture & Equipment	-	(539)
<u>NET INCREASE (DECREASE) OF CASH HELD</u>		
	(8,653)	(5,982)
Cash at beginning of Period	<u>94,758</u>	<u>100,740</u>
Cash at end of Period	<u>86,105</u>	<u>94,758</u>

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

**NOTES TO AND FORMING PART OF THE FINANCIAL ACCOUNTS
YEAR ENDED 30 JUNE 2005**

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 incurred 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 2005**

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

	2005	2004
	\$	\$
Net profit (loss) for year	14,818	13,558
Non Cash Flows		
Depreciation	1,817	2,343
Provision for Staff Entitlements	-	4,729
Changes in assets & Liabilities		
Fees Receivable	(630)	(1,552)
Other Liabilities	<u>(24,658)</u>	<u>(24,521)</u>
Net cash provided by (used in) Operating activities	<u>(8,653)</u>	<u>(5,443)</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 2005 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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, 2006

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

INDEPENDENT AUDIT REPORT

To the members of the National Tertiary Education Union U.Q. Branch.

Scope

The Financial Report and the Responsibility of Committee of Management and Branch Secretary.

The financial report comprises the statement of financial position, statement of financial performance, statement of cash flows, accompanying notes to the financial statements and the Certificate of Committee of Management for the National Tertiary Education Union U.Q. Branch, for the year ended 30 June 2005.

The committee of management and branch secretary 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 have conducted an independent audit in order to express an opinion to the members of the Branch. Our Audit was conducted in accordance with Australian Auditing Standards in order to provide reasonable assurance whether the financial report is free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgement, 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 Workplace Relations Act 1996, including compliance with Accounting Standards and other mandatory professional reporting requirements in Australia a view which is consistent with our understanding of the Branch's financial position and its performance as represented by the results of its operations and cash flows.

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

- (a) examining, on a test basis, information to provide evidence supporting the amounts and disclosures in the financial report; and
- (b) assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made by the Branch and its secretary.

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.

NATIONAL TERTIARY EDUCATION UNION
U.Q. BRANCH

INDEPENDENT AUDIT REPORT
(Continued)

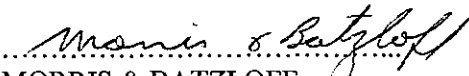
Independence

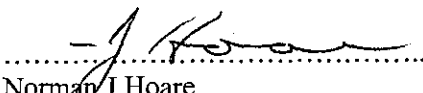
In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements and the Workplace Relations Act 1996.

Audit Opinion

In our opinion the financial report of the National Tertiary Education Union U.Q. Branch is in accordance with:

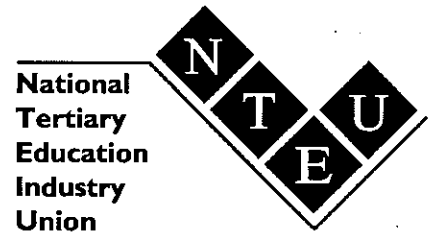
- (a) The Workplace Relations Act 1996, including:
 - (i) presenting fairly the Branch's financial position as at 30 June 2005 and of its performance for the year ended on that date; and
 - (ii) complying with Australian Accounting Standards; and
 - (iii) complying with any other requirements imposed by the Reporting Guidelines or Part 3 of Chapter 8 of Schedule 1B of the Act; and
- (b) Other mandatory professional reporting requirements in Australia.


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MORRIS & BATZLOFF
Chartered Accountants


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Norman J Hoare
Registered Company Auditor
96 Lytton Road, East Brisbane

2nd June, 2006

Cynthia Lo-Booth
Statutory Services Branch
Australian Industrial Registry
GPO BOX 1994
Melbourne 3001



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

23 August 2006

Dear Cynthia

Re: Financial Reports for year ended 30 June 2005 – National Tertiary Education Industry Union – University of Queensland Branch – FR2005/377

Please find enclosed as discussed:

1. The amended *Committee of Management Certificate*;
2. The requested *Certificate of Secretary or other authorised officer*;
3. The requested *Operating Report*.

I have contacted the auditors and requested that they forward directly to you the amended *Certification by Auditor*.

Please advise me if any of this is not in order, or if you require any further details or documentation.

Many thanks for your assistance (and patience) in this matter.

Very kind regards

Michael McNally
Branch Organiser

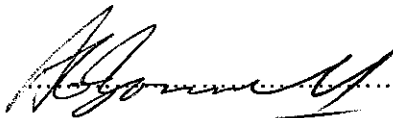
**NATIONAL TERTIARY EDUCATION UNION
U.Q. BRANCH**

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 on 1 June 2006, 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 2005 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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22/8/06

2006

CERTIFICATE OF SECRETARY or other Authorised Officer

S268 of Schedule 1B Workplace Relations Act 1996

I, Dr. Christine Norma Diamond, being the Branch Secretary of the **National Tertiary Education Industry Union – University of Queensland 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 6 June 2006; and

That the *full report* was presented to a General Meeting of Members on 27 June 2006, in accordance with section 266 of the ***RAO Schedule***. A motion to authorise the accounts was put to the meeting and carried.

Signature



Date

22 Aug 06

NATIONAL TERTIARY EDUCATION INDUSTRY UNION
UNIVERSITY OF QUEENSLAND BRANCH - OPERATING REPORT FOR THE YEAR
ENDED 30TH JUNE 2005

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 820.

NATIONAL TERTIARY EDUCATION INDUSTRY UNION
UNIVERSITY OF QUEENSLAND BRANCH - OPERATING REPORT FOR THE YEAR
ENDED 30TH JUNE 2005

Number of Employees

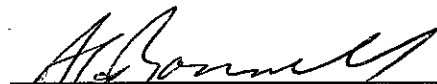
The number of persons who were, at the end of the financial year, employees of the Branch was one full time employee.

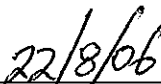
Members of the Committee of Management

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	Dr Andrew Bonnell
Vice-President (Academic)	A/Prof Trevor Appleton
Vice-President (General)	Mr Lachlan Window
Branch Secretary	Dr Chris Diamond
Treasurer	Dr Trisch Short
Committee Member	Dr Len Bahnisch
Committee Member	Dr Paul Gannon
Committee Member	Mr Ben Barton
Committee Member	Dr Leda Blackwood
Committee Member	Dr Matt Hardin
Committee Member	Dr John Harrison
Committee Member	Mr Alan Holzl
Committee Member	A/Prof Peter Nielsen
Committee Member	Mr Arthur Schmidt
Committee Member	Dr Rae Wear
Committee Member	Prof Bill Whiten
Committee Member	Mr Michael Williams

There were no changes to the composition of the Committee of Management during the financial year.


Andrew Bonnell, Branch President.


Date

NATIONAL TERTIARY EDUCATION INDUSTRY UNION
UNIVERSITY OF QUEENSLAND BRANCH - OPERATING REPORT FOR THE YEAR
ENDED 30TH JUNE 2005

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:

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;

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

- on the day on which the notice is received by the Union; or
- 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:

- at the end of two weeks, or if permitted by law three months after the notice is received by the Union; or
- on the day specified in the notice;

whichever is later.

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
UNIVERSITY OF QUEENSLAND BRANCH - OPERATING REPORT FOR THE YEAR
ENDED 30TH JUNE 2005

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 affected in accordance with this rule if the member is informed in writing by or on behalf of the Union that the resignation has been accepted.

Cessation of payment of any dues, levies and other amounts by a member does not, of itself, terminate membership of the Union.



Australian Government
Australian Industrial Registry

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Mr Michael McNally
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Room 621
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BRISBANE QLD 4067

By e-mail: m.mcnally@qld.nteu.org.au

Dear Mr McNally

Re: Financial Reports for year ended 30 June 2005 – National Tertiary Education Industry Union – University of Queensland Branch – FR2005/377

I refer to our telephone conversation earlier today.

I have received the financial reports of the National Tertiary Education Industry Union – University of Queensland Branch for the year ended 30 June 2005. The documents were lodged in the Industrial Registry on 13 July 2006.

The documents have not been filed.

There are a number of issues that require attention before the documents can be filed.

1. Secretary's Certificate

The Branch has not lodged a Secretary's Certificate as required by [section 268 of the RAO Schedule](#). Please ensure the certificate contain the date the financial reports were made available to the members and the date on which the meeting was held. This certificate does not have to be in the form of a statutory declaration. I note this information was provided in your cover letter with the lodged financial documents, however the RAO Schedule require this information be provided by the designated officer.

All certificates and statements required by the RAO Schedule must be signed and dated by a 'designated officer' as defined in [s.243 of the RAO Schedule](#). In order to be a designated officer under s.243, a person will first need to be an 'officer' holding an 'office' as defined in sections 6 and 9 respectively of the RAO Schedule.

2. Operating Report

The Branch must prepare an Operating Report in accordance with the requirements of [section 254 of the RAO Schedule](#). Please also refer to [Regulation 159\(2\) of the RAO Regulation](#).

3. Committee of Management Statement

The Committee of Management Statement requirements are specified in [items 24 to 26 of the Reporting Guidelines](#). The Statement should specify the date of the resolution passed by the

Committee. The Statement need only be signed by a designated officer with their name and office in print. See more specifically item 26(b) and 26(c).

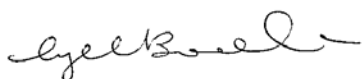
4. Auditor's Report

[Section 257\(5\) of the RAO Schedule](#) requires the auditor to state, among other things, whether in the auditor's opinion the general purpose financial report is *presented fairly*. The words 'true and fair view' were requirements of the previous legislative regime and are no longer relevant. The changed legislative prescription applies in relation to financial reports for the first full financial year commencing after 8 May 2003.

Furthermore, the Auditor's Report should provide *details of the individual Auditor's qualifications* to confirm he is an approved auditor under [s.256 of RAO Schedule](#) and [Regulation 4 of the RAO Regulations](#). Regulation 4 defines an approved auditor as a *person* who is a member of CPA Australia, The Institute of Chartered Accountants in Australia or the National Institute of Accountants *and* holds a current Public Practice Certificate.

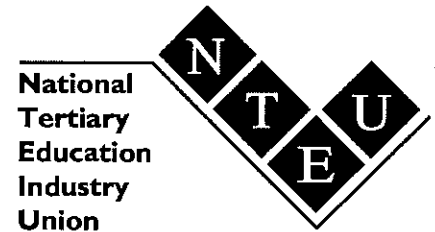
If you have any queries regarding this letter, I can be contacted on (03) 8661 7989 on Wednesdays and Thursdays.

Yours sincerely,



Cynthia Lo-Booth
Statutory Services Branch

9 August 2006



Cynthia Lo-Booth
Australian Industrial Registry
GPO Box 1994
Melbourne 3001

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

10 July 2006

Dear Cynthia

Please find enclosed the Financial Statements for the National Tertiary Education Industry Union – University of Queensland Branch for the financial year to 30 June 2005.

My apologies for the unexpected delay. I had promised to get them to you by 30 June, but when I received them back from the accountant, he had put the date where the signature should have been and had failed to sign them!! I had to return them to be signed properly (and then had a week's holiday, which I returned from today).

I hope you will find them in order. They were made available to members 21 days before a General Meeting on the 27th of June, at which they were passed unanimously.

If you have any questions or require any further information or documentation, please do not hesitate to contact me.

Many thanks for your help (and patience).

Kind regards

Michael McNally
Branch Organiser

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

**FINANCIAL ACCOUNTS FOR THE YEAR ENDED
30 JUNE 2005**

2. Statement of Financial Performance
3. Statement of Financial Position
4. Statement of Cash Flows
5. Notes to and Forming Part of the Financial Accounts
7. Statement by Committee of Management
8. Independent Audit Report

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

**STATEMENT OF FINANCIAL PERFORMANCE
FOR YEAR ENDING 30 JUNE 2005**

	2005	2004
	\$	\$
<u>INCOME</u>		
Membership Fees	432,357	416,802
Interest Received	3,761	4,134
Other Income	<u>32</u>	<u>14,672</u>
Total Income	436,150	435,608
<u>EXPENSES</u>		
Audit Fees	1,550	1,550
Bank Charges	295	290
Capitation – NTEU	337,994	323,933
Conference and Meeting Expenses	2,399	7,410
U.Q. Commission – Fee Collection	13,849	20,588
Depreciation	1,817	2,343
Computer Expenses	-	900
Printing, Stationery & Office Supplies	4,711	3,493
Telephone and Postage	1,439	923
Travel Expenses	420	620
Subscriptions	25	182
Wages – Employee	50,470	46,095
Superannuation	5,363	7,204
Provision for Staff Entitlements	-	4,729
Other Expenses	<u>1,000</u>	<u>1,790</u>
Total Expenditure	<u>421,332</u>	<u>422,050</u>
NET OPERATING PROFIT/(LOSS) FOR YEAR	<u>14,818</u>	<u>13,558</u>

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

**STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2005**

	2005 \$	2004 \$
<u>MEMBERS FUNDS</u>		
Accumulated Funds – Beginning of year	78,189	64,631
Add Profit (Loss) for Year	<u>14,818</u>	<u>13,558</u>
ACCUMULATED FUNDS YEAR END	<u>93,007</u>	<u>78,189</u>
 Represented By:		
<u>CURRENT ASSETS</u>		
Cash at Bank		
- Current Accounts – Uni Credit Union	42,435	53,314
- Term Deposits - CUA	43,670	41,444
Other Receivables	<u>2,182</u>	<u>1,552</u>
	88,287	96,310
 <u>NON CURRENT ASSETS</u>		
Office Furniture & Equipment – At Cost	20,534	20,534
Less Accumulated Depreciation	<u>(13,267)</u>	<u>(11,450)</u>
	7,267	9,084
Investments		
- Shares – Uni Credit Union	<u>10</u>	<u>10</u>
TOTAL ASSETS	95,564	105,404
 <u>CURRENT LIABILITIES</u>		
GST Payable	-	468
Sundry Creditors	2,557	6,296
Provision for Staff Entitlements	<u>-</u>	<u>20,451</u>
TOTAL LIABILITIES	2,557	27,215
NET ASSETS	<u>93,007</u>	<u>78,189</u>

NATIONAL TERTIARY EDUCATION UNION
U.Q. BRANCH

STATEMENT OF CASH FLOWS
YEAR ENDED 30 JUNE 2005

	2005 \$	2004 \$
<u>CASH FLOWS FROM OPERATING ACTIVITIES</u>		
Receipts from members & others	473,868	429,922
Interest Received	3,761	4,134
Payments to Suppliers & Employees	<u>(486,282)</u>	<u>(439,499)</u>
	(8,653)	(5,443)
<u>CASH FLOWS FROM INVESTING ACTIVITIES</u>		
Purchase of Furniture & Equipment	-	(539)
<u>NET INCREASE (DECREASE) OF CASH HELD</u>		
	(8,653)	(5,982)
Cash at beginning of Period	<u>94,758</u>	<u>100,740</u>
Cash at end of Period	<u>86,105</u>	<u>94,758</u>

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

**NOTES TO AND FORMING PART OF THE FINANCIAL ACCOUNTS
YEAR ENDED 30 JUNE 2005**

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 incurred 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 2005**

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

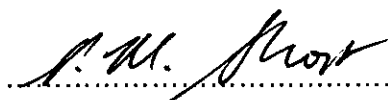
	2005	2004
	\$	\$
Net profit (loss) for year	14,818	13,558
Non Cash Flows		
Depreciation	1,817	2,343
Provision for Staff Entitlements	-	4,729
Changes in assets & Liabilities		
Fees Receivable	(630)	(1,552)
Other Liabilities	<u>(24,658)</u>	<u>(24,521)</u>
Net cash provided by (used in) Operating activities	<u>(8,653)</u>	<u>(5,443)</u>

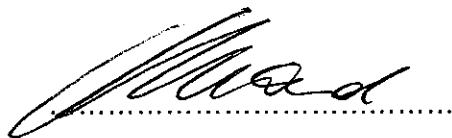
**NATIONAL TERTIARY EDUCATION UNION
U.Q. BRANCH**

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 2005 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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1/6 , 2006

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

INDEPENDENT AUDIT REPORT

To the members of the National Tertiary Education Union U.Q. Branch.

Scope

The Financial Report and the Responsibility of Committee of Management and Branch Secretary.

The financial report comprises the statement of financial position, statement of financial performance, statement of cash flows, accompanying notes to the financial statements and the Certificate of Committee of Management for the National Tertiary Education Union U.Q. Branch, for the year ended 30 June 2005.

The committee of management and branch secretary 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 have conducted an independent audit in order to express an opinion to the members of the Branch. Our Audit was conducted in accordance with Australian Auditing Standards in order to provide reasonable assurance whether the financial report is free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgement, 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 Workplace Relations Act 1996, including compliance with Accounting Standards and other mandatory professional reporting requirements in Australia a view which is consistent with our understanding of the Branch's financial position and its performance as represented by the results of its operations and cash flows.

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

- (a) examining, on a test basis, information to provide evidence supporting the amounts and disclosures in the financial report; and
- (b) assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made by the Branch and its secretary.

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.

NATIONAL TERTIARY EDUCATION UNION
U.Q. BRANCH

INDEPENDENT AUDIT REPORT
(Continued)

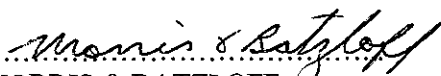
Independence

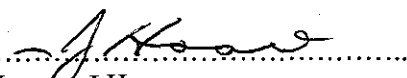
In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements and the Workplace Relations Act 1996.

Audit Opinion

In our opinion the financial report of the National Tertiary Education Union U.Q. 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 30 June 2005 and of its performance for the year ended on that date; and
 - (ii) complying with Australian Accounting Standards; and
 - (iii) complying with any other requirements imposed by the Reporting Guidelines or Part 3 of Chapter 8 of Schedule 1B of the Act; and
- (b) Other mandatory professional reporting requirements in Australia.


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MORRIS & BATZLOFF
Chartered Accountants


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Norman J Hoare
Registered Company Auditor
96 Lytton Road, East Brisbane

1 - 2 - , 2006