

**NATIONAL TERTIARY EDUCATION UNION
QUEENSLAND DIVISION**

**INDEPENDENT AUDIT REPORT
FOR THE YEAR ENDED 30 JUNE 2004**

To the members of the National Tertiary Education Union Queensland Division.

Scope

The Financial Report and the Responsibility of Committee of Management and Division 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 Queensland Division, for the year ended 30 June 2004.

The committee of management and Division 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 Division. 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 Division'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 Division 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
QUEENSLAND DIVISION**

**INDEPENDENT AUDIT REPORT
FOR THE YEAR ENDED 30 JUNE 2004**

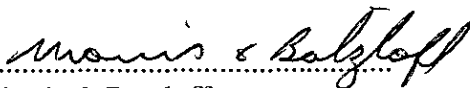
Independence

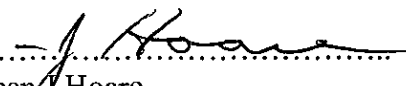
In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements and the Workplace Relations Act 1996.

Audit Opinion

In our opinion the financial report of the National Tertiary Education Union Queensland Division is in accordance with:

- (a) The Workplace Relations Act 1996, including:
 - (i) giving a true and fair view of the Division's financial position as at 30 June 2004 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.


.....
Morris & Batzloff
Chartered Accountants


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

, 2005

To: gillian.s@morrisbatzloff.com.au
From: Barb Williams <b.williams@qld.nteu.org.au>
Subject: Fwd: FR2004/503: NTIEU Qld Div financial accounts; year ended 30/6/04
Cc:
Bcc: barbararwilliams@gmail.com
Attached:

Please find attached a copy of this request
Barbara Williams

Date: Thu, 25 May 2006 15:01:41 +1000
To: norm@morrisbatzloff.com.au
From: Barb Williams <b.williams@qld.nteu.org.au>
Subject: Fwd: FR2004/503: NTIEU Qld Div financial accounts; year ended 30/6/04
Bcc: barbararwilliams@gmail.com

Hi Norm
The AIRC would like the rewording for the audit below.
cheers
Barb

Date: Mon, 03 Oct 2005 15:54:59 +1000
To: norm@morrisbatzloff.com.au
From: Barb Williams <b.williams@qld.nteu.org.au>
Subject: Fwd: FR2004/503: NTIEU Qld Div financial accounts; year ended 30/6/04
Bcc: barbararwilliams@gmail.com

Hi Norm
Whoops the Industrial Registry want a rewrite of your report - is that possible soon
thanks
Barb

Delivered-To: mb7875f@bne001m.server-mail.com
Delivered-To: alias-qldnteuorgaumb7875-b.williams@qld.nteu.org.au
From: "ELLIOTT, Mark" <Mark.ELLIOTT@air.gov.au>
To: "'b.williams@qld.nteu.org.au'" <b.williams@qld.nteu.org.au>
Subject: FR2004/503: NTIEU Qld Div financial accounts; year ended 30/6/04
Date: Mon, 3 Oct 2005 15:35:15 +1000
X-Mailer: Internet Mail Service (5.5.2657.72)
X-RegEx-Score: 38.7
X-RegEx: [3.7] TO_HAS_SPACES To: address contains spaces
X-RegEx: [35.0] EXCUSE_16 I wonder how many emails they sent in error...
X-SpamPal:
PASS

Barbara,

As discussed today, the opinion expressed by the auditor in his report concerning the financial affairs of the Division for the year ended 30 June 2004 has been drafted by

reference to repealed legislative provisions.

Section 257(5) of the RAO Schedule now sets out the matters on which an auditor is required to state an opinion. The Industrial Registry is of the view that the report of the auditor is fundamental to the information needs of the Division's members being met with respect to the General Purpose Financial Report. The documents are therefore unable to be filed by the Industrial Registry until an auditor's report is lodged which addresses the provisions of s257 of the RAO Schedule.

It is suggested that an example of 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"

Would you please take this matter up with the Division's auditor.

Should either you or the auditor wish to discuss this correspondence, or the financial reporting requirements of the RAO Schedule generally, I may be contacted by return email or by telephone on 03 8661 7776.

Kindest regards,

Mark Elliott

Statutory Services Branch

Australian Industrial Registry

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender.

This footnote also confirms that this email message has been swept for the presence of computer viruses.

ELLIOTT, Mark

From: ELLIOTT, Mark
Sent: Monday, 3 October 2005 3:35 PM
To: 'b.williams@qld.nteu.org.au'
Subject: FR2004/503: NTIEU Qld Div financial accounts; year ended 30/6/04

Barbara,

As discussed today, the opinion expressed by the auditor in his report concerning the financial affairs of the Division for the year ended 30 June 2004 has been drafted by reference to repealed legislative provisions.

Section 257(5) of the RAO Schedule now sets out the matters on which an auditor is required to state an opinion. The Industrial Registry is of the view that the report of the auditor is fundamental to the information needs of the Division's members being met with respect to the General Purpose Financial Report. The documents are therefore unable to be filed by the Industrial Registry until an auditor's report is lodged which addresses the provisions of s257 of the RAO Schedule.

It is suggested that an example of 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"

Would you please take this matter up with the Division's auditor.

Should either you or the auditor wish to discuss this correspondence, or the financial reporting requirements of the RAO Schedule generally, I may be contacted by return email or by telephone on 03 8661 7776.

Kindest regards,

Mark Elliott
Statutory Services Branch
Australian Industrial Registry



Australian Government
Australian Industrial Registry

Level 36, 80 Collins Street
Melbourne, VIC 3000
GPO Box 1994, Melbourne, VIC 3001
Telephone: (03) 8661 7777
Fax: (03) 9655 0401
Email: melbourne@air.gov.au

Dr Howard Guille
Secretary
Queensland Division
National Tertiary Education Industry Union-
Room 3, 1st Floor
Murri Mura Building
27 Cordelia Street
SOUTH BRISBANE QLD 4101

Dear Dr Guille

Re: Schedule 1B of the Workplace Relations Act 1996 (the RAO Schedule)
Financial reports for year ended 30 June 2004
R2004/503 - 283V-QLDD

I have received the financial reports of the Queensland Division of the National Tertiary Education Industry Union for the year ended 30 June 2004. The documents were lodged in the Industrial Registry on 8 September 2005.

As discussed with Ms Williams, an issue arising in connection with the lodged material requires attention before the documents can be filed.

Auditor's report

The opinion expressed by the auditor in his report concerning the financial affairs of the Division has been drafted by reference to repealed legislative provisions.

Section 257(5) of the RAO Schedule now sets out the matters on which an auditor is required to state an opinion. The Industrial Registry is of the view that the report of the auditor is fundamental to meeting the Divisional members' information needs with respect to the General Purpose Financial Report. The documents are therefore unable to be filed by the Industrial Registry until an auditor's report is lodged which addresses the provisions of s257 of the RAO Schedule.

It is suggested that an example of 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"

Would you please request of the auditor a report which addresses the applicable legislation and lodge in the Industrial Registry a copy of any report so given.

A number of other issues arise in connection with the material lodged. Those issues are commented on below in order to assist you when you next prepare financial reports; no further action need be taken in respect of the material lodged.

Committee of Management's Statement

- Statement in accordance with resolution of Committee

The committee of management statement must both be made, and state that it was made, in accordance with a resolution passed by the committee which addresses the matters requiring declaration. In addition, the statement must specify the date of the resolution. The final fact was omitted from the statement lodged.

Operating report

- *Members' Right to Resign - Advice*

A reporting unit is required to include in its operating report details of the rights of members to resign as members of the reporting unit [RAO s254(2)(c)]. 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 and/or registered organisation 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.

- *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 [RAO reg. 159(c)].

In order to fully comply with the abovementioned regulation an operating report should contain details of membership of the committee at the beginning of the financial year and any changes made to the composition of the committee during the financial year. If there has been no change in the membership of the Committee during the relevant period, a statement to that effect would be an appropriate addition to the list of committee members.

Timescale provisions

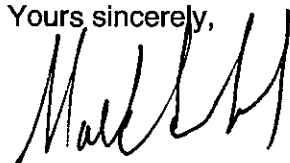
Financial reports should be prepared, audited, supplied to members, presented to a meeting and lodged in the Industrial Registry within certain timescale requirements. You are reminded that the documents should be presented to a general meeting, or a series of general meetings, of the Divisional membership no more than six months after the end of the financial year to which they relate unless an extension of time (of no more than one month) is sought and granted.

Electronic Lodgement

I encourage you to take advantage of the electronic lodgement service provided by the Registry for future lodgements. You may register as a user and then lodge your documents via the Electronic Lodgement page of the AIRC website at www.airc.gov.au. Alternatively, you may send an email with the documents attached to riateam3@air.gov.au.

Please do not hesitate to contact me on (03) 8661 7776, or by email to mark.elliott@air.gov.au , if you wish to discuss this letter.

Yours sincerely,



Mark Elliott
Statutory Services Branch
4 October 2005

NATIONAL TERTIARY EDUCATION UNION
QUEENSLAND DIVISION

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. Notes to the Accounts
8. Certificate of Committee of Management
9. Independent Audit Report

**NATIONAL TERTIARY EDUCATION UNION
QUEENSLAND DIVISION**

**STATEMENT OF FINANCIAL PERFORMANCE
YEAR ENDED 30 JUNE 2004**

	2004	2003
	\$	\$
<u>INCOME</u>		
Branch Capitation	767,021	700,589
Branch Reimbursement		
- Salary and Employment Costs	145,483	122,434
Interest Received	7,859	7,011
Other Income	<u>1,256</u>	<u>1,256</u>
	921,619	831,290
<u>EXPENDITURE</u>		
Administration Expenses	39,428	35,337
Affiliation Fees	15,089	18,178
Bank Charges	767	724
Campaign and Recruitment Expenses	2,950	7,496
Depreciation	4,428	3,713
Indigenous Network	1,326	1,556
Womens Caucus	2,817	-
Insurance	1,036	964
Labour Day	1,156	550
Meeting and Travel Expenses		
- Executive and Council	7,677	9,138
- Industrial	43,773	37,365
Payroll Tax	31,846	28,099
Professional Fees		
- Audit	1,990	2,500
- Legal	30	-
Provision for Employee Entitlements	35,000	-
Publication and Subscriptions	2,182	2,854
Rent	21,430	25,326
Salaries – Employees	583,080	586,531
Superannuation	86,053	85,642
Staff Development	2,236	245
Work Cover	<u>2,945</u>	<u>1,513</u>
	<u>887,239</u>	<u>847,731</u>
Net Surplus (Deficit) from Ordinary Operations	<u>34,380</u>	<u>(16,441)</u>

**NATIONAL TERTIARY EDUCATION UNION
QUEENSLAND DIVISION**

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

	2004 \$	2003 \$
<u>MEMBERS FUNDS</u>		
Accumulated Funds at beginning of year	191,638	208,079
Surplus/(Deficit) for year	<u>34,380</u>	<u>(16,441)</u>
	<u>226,018</u>	<u>191,638</u>
<u>CURRENT ASSETS</u>		
Cash at Bank		
- Operating	126,719	113,644
- Term Deposits	122,227	72,227
GST Receivable	<u>1,477</u>	<u>1,023</u>
	250,423	186,894
<u>NON-CURRENT ASSETS</u>		
Office Equipment – at cost	49,476	41,568
Less Accumulated Depreciation	<u>(33,869)</u>	<u>(29,846)</u>
	<u>15,607</u>	<u>11,722</u>
Furniture and Fittings – at cost	11,098	10,806
Less Accumulated Depreciation	<u>(4,694)</u>	<u>(4,289)</u>
	<u>6,404</u>	<u>6,517</u>
TOTAL ASSETS	272,434	205,133
<u>CURRENT LIABILITIES</u>		
Sundry Creditors	11,416	13,495
Provision for Employee Entitlements	<u>35,000</u>	<u>-</u>
	<u>46,416</u>	<u>13,495</u>
NET ASSETS	<u>226,018</u>	<u>191,638</u>

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

	Notes	2004 \$	2003 \$
Cash flows from operating activities:			
Receipt from members & others		912,158	824,279
Payments to suppliers, affiliated bodies and employees		(848,742)	(831,970)
Interest Received		<u>7,859</u>	<u>7,011</u>
Net cash used in operating activities		71,275	(680)
Cash flows from investing activities:			
Payment for property, plant & equipment		(8,200)	(7,843)
Net Cash used in investing activities		(8,200)	(7,843)
Net increase/(decrease) in cash held		63,075	(8,523)
Cash at beginning of the financial year		185,871	194,394
Cash at the end of the financial year	(2)	248,946	185,871
Reconciliation of net cash from operating Activities with net surplus/(deficit) for year:			
Net surplus/(deficit) for year		34,380	(16,441)
Add non cash expenses			
- depreciation		4,428	3,713
- provision for employee entitlements		35,000	-
- increase in creditors		(2,079)	11,110
- increase in receivables		<u>(454)</u>	<u>938</u>
Net cash from operating activities		<u>71,275</u>	<u>(680)</u>

**NATIONAL TERTIARY EDUCATION UNION
QUEENSLAND DIVISION**

**NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 30 JUNE 2004**

NOTE 1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

The financial report is a general purpose financial report that has been prepared in accordance with Australian Accounting Standards, other mandatory professional reporting requirements and other authoritative pronouncements of the Australian Accounting Standards Board and the requirements of the Workplace Relations Act 1996.

The financial report covers the National Tertiary Education Union Queensland Division as an individual entity. The National Tertiary Education Union Queensland Division is a union operating in Queensland under the Workplace Relations Act 1996.

The financial report has been prepared on an accruals basis and is based on historical costs and does not take into account changing money values, or except where stated, current valuations of non-current assets. Cost is based on the fair values of the consideration given in exchange for assets.

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

(a) Property, Plant and Equipment

Each class of property, plant and equipment are carried at cost or fair value less, where applicable, any accumulated depreciation or amortisation.

Plant and Equipment

Plant and equipment are measured on the cost basis.

The carrying amount of plant and equipment is reviewed annually by the committee of management to ensure it is not in excess of the recoverable amount from those assets. The recoverable amount is assessed on the basis of the expected net cash flow, which will be received from the assets' employment and subsequent disposal. The expected net cash flows have not been discounted to present values in determining recoverable amounts.

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 commencing from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

NATIONAL TERTIARY EDUCATION UNION QUEENSLAND DIVISION

NOTES TO THE FINANCIAL STATEMENTS (cont'd) YEAR ENDED 30 JUNE 2004

(b) Employee Benefits

Provision is made for the entity's liability for employee entitlements arising from services rendered by employees to balance date. Employee entitlements expected to be settled within one year together with entitlements arising from wages and salaries, annual leave and sick leave which will be settled after one year, have been measured at their nominal amount. Other employee entitlements payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those entitlements.

Contributions are made by the entity to an employee superannuation fund and are charged as expenses when incurred.

(c) Cash

For the purposes of the statement of cash flows, cash includes cash on hand, at banks and on deposit.

(d) Revenue

Revenue from the rendering of a service is recognised upon delivery of the service to the members. Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial asset.

All revenue is stated net of the amount of Goods and Services Tax (GST).

(e) Income Tax

Income of unions is exempt from income tax due to the provisions of Section 50-15 of the Income Tax Assessment Act 1997 (as amended).

(f) Comparative Figures

Where necessary, comparative figures have been adjusted to conform with the changes in the presentation in the current year.

(g) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Tax Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the statement of financial position are shown inclusive of GST.

NATIONAL TERTIARY EDUCATION UNION QUEENSLAND DIVISION

NOTES TO THE FINANCIAL STATEMENTS (Cont'd) YEAR ENDED 30 JUNE 2004

NOTE 2. CASH FLOW INFORMATION

Reconciliation of Cash

For the purpose of the Statement of Cash Flows, cash includes cash on hand and in banks and investments in money market instruments, net of outstanding bank overdrafts. Cash at the end of the financial year as shown in the statement of cash flows is reconciled to the related items in the balance sheet as follows:

	2004	2003
Cash at Bank	<u>248,946</u>	<u>185,871</u>
	<u>\$ 248,946</u>	<u>\$ 185,871</u>

NOTE 3. NOTICE REQUIRED UNDER SECTION 272 OF THE WORKPLACE RELATIONS ACT 1996

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

- (a) 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.
- (b) 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 not be less than 14 days after the application is given to the reporting unit.
- (c) A reporting unit must comply with an application made under subsection (1)

NOTE 4. SEGMENT REPORTING

The entity operates as a Union for tertiary education employees within Queensland.

NOTE 5. UNION DETAILS

The principal place of business of the union is:

National Tertiary Education Union
Queensland Division

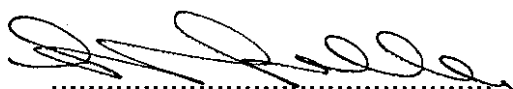
27 Cordelia Street
South Brisbane
Queensland

NATIONAL TERTIARY EDUCATION UNION QUEENSLAND DIVISION

CERTIFICATE OF COMMITTEE OF MANAGEMENT FOR THE YEAR ENDED 30 JUNE 2004

We, being two members of the National Tertiary Education Union Queensland Division, 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.



 Howard Guille



 Gina Yarrow

6/5/ , 2005

**NATIONAL TERTIARY EDUCATION UNION
 QUEENSLAND DIVISION**

**INDEPENDENT AUDIT REPORT
 FOR THE YEAR ENDED 30 JUNE 2004**

To the members of the National Tertiary Education Union Queensland Division

Scope

We have audited the financial accounts of the National Tertiary Education Union Queensland Division for the year ended 30 June 2004 as set out on pages 2 to 8. The Union's Committee of Management and Accounting Officers 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 Queensland Division, which is consistent with our understanding of its financial position and the results of its operation.

The audit opinion expressed in the 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:

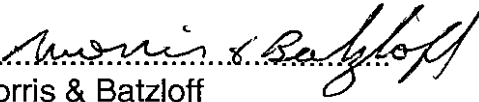
- (i) There were kept by the Union in respect of the year under review, satisfactory accounting records detailing the sources and nature of the income of the Union (including income from members) and the nature and purposes of expenditure; and;
- (ii) The attached accounts and statements, including the Certificates of the Committee of Management, are prepared in accordance with Section 253 of the Workplace Relations Act, 1996. The accounts set out on pages 2 to 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:

**NATIONAL TERTIARY EDUCATION UNION
QUEENSLAND DIVISION**

**INDEPENDENT AUDIT REPORT (Cont'd)
FOR THE YEAR ENDED 30 JUNE 2004**

- (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.


.....
Morris & Batzloff
Chartered Accountants


.....
Norman J Hoare
Registered Company Auditor

3rd June , 2005

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
QUEENSLAND DIVISION
SECRETARY'S CERTIFICATE**

I, Howard Guille, State Secretary of the Queensland Division of the National Tertiary Education Industry Union certify that:

- 1 The auditors report, the accounts and statements, and the certificates of the accounting officer and of the Division Committee for the financial year ending 30 June 2004 were:

Distributed to members free of charge on 3rd June 2005.

- 2 The enclosed documents are copies of the auditors reports, the accounting officer's and management committee, and operating reports prepared for the Division in accordance with the Workplace Relations Act for the financial year ending 30 June 2004 and are as presented to a meeting of the members of the Division on Friday July 1st 2005.

Signed:



Date:

8/7/05

**National Tertiary Education Industry Union
Queensland Division**

For year ended 30 June 2004


Operating Report

I, Howard Guille, being the officer responsible for keeping the accounting records of the Queensland Division 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 Division as at 30 June 2004;
- b) A record has been kept of all monies paid by, or collected from members of QLD Branches 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 Division;
- c) Before any expenditure was incurred by the Division, approval of the incurring of the expenditure was obtained in accordance with the rules of the Division;
- d) With regards 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 Division was 3,523;
- f) The number of staff employed in the Division was 12;
- g) No official of the Division holds the position of superannuation trustee;
- h) No loans were granted to persons holding office in the Division;
- i) The Division appoints Mr Norm Hoare of Morris Batzloff Chartered Accountants, as the auditor of the Divisions 2003/2004 accounts;
- j) The principle activities of the Division continued to be advising and representing members of the NTEU in individual disputes, negotiating and improving on members pay and conditions through collective agreements.
- k) The division executive comprised Gina Yarrow (President), Howard Guille (Secretary), Chris Butler (Assistant Secretary), Robin Fisher (VP Academic Staff), Jennifer Greder (VP General Staff), Bradley Astbury, Margaret Lee, Sharon Hynes, George Lafferty, Dianne Paez, Paul Reser, Helen Ester, John Doyle, and Maureen Ah Sam;

1) A member may resign from NTEU membership by written notice addressed and delivered to the Division Secretary

Signature:



Name:

Gina Yarrow

HOWARD Guille

Date:

1/7/05

NTEU Qld Branch

Murri Mura Centre
27 Cordella Street
South Brisbane Q 4101

Balance Sheet

As of June 2004

13/07/2005
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Assets

Cheque Account		\$107,784.11
Visa Debit Account		\$17,631.42
Savings Funds		
Special Savings	\$20,000.00	
Long Service Leave Account	\$102,227.41	
Total Savings Funds		\$122,227.41
Plant & Equipment		
Office Furniture 2001-2002		
Office Furniture at Cost	\$11,098.01	
Furniture Accum Depn	-\$4,289.00	
Total Office Furniture 2001-2002		\$6,809.01
Equipment 2001-2002		
Equipment at Cost	\$33,725.00	
Equipment Accum Depn	-\$29,846.00	
Total Equipment 2001-2002		\$3,879.00
Total Plant & Equipment		\$10,688.01
Cap Purchases Fund		
Cap Equipment 2002-3	\$7,842.50	
Total Assets		\$266,173.45

Liabilities

GST Header Account		
GST Collected	\$1,109.76	
GST Paid	-\$45,011.94	
GST Payable	\$42,873.83	
Superannuation Payable		
Super - L. Cencip	\$1,234.82	
Super - W Danby	\$944.24	
Super - C Grant	\$1,079.34	
Super - F Kelso	\$370.97	
Super - D Mogg	\$1,496.01	
Super - Y Mullins	\$285.31	
Super - D Westerhuis	\$31.45	
Super - B Williams	\$1,034.44	
Super - A Scheers	\$510.68	
Super - N.Maxton	\$691.96	
Super - R.Gwyther	\$357.06	
Super - Karen Brady	\$455.32	
Super - S. McBratney	\$99.96	
Super - T.MacDonald	\$21.21	
Super - Michele Aniftos	\$1,275.96	
Super - R Veltmeyer	\$72.28	
Total Superannuation Payable		\$9,961.01
Union Fees Payable		\$69.69
APHEDA - Donation		\$96.00
Trade Creditors		\$2,436.47
Total Liabilities		\$11,534.82
Net Assets		\$254,638.63

Equity

Retained Earnings	\$191,636.76	
Current Earnings	\$63,001.87	
Total Equity		\$254,638.63

NTEU Qld Branch

Murri Mura Centre
27 Cordelia Street
South Brisbane Q 4101

Statement of Cash Flow

1/07/2003 through 30/06/2004

13/07/2005
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Cash Flow from Operating Activities

Net Income	\$63,001.87	
Petty Cash	\$200.00	
Trade Debtors	\$200.00	
Office Furniture at Cost	-\$291.82	
Furniture Accum Depn	\$504.00	
Equipment Accum Depn	\$3,209.00	
GST Collected	\$606.58	
GST Paid	-\$18,683.86	
GST Payable	\$18,071.09	
Super - L. Cencip	-\$220.80	
Super - W Danby	\$230.07	
Super - C Grant	-\$477.42	
Super - F Kelso	\$34.20	
Super - D Mogg	\$231.04	
Super - Y Mullins	-\$114.62	
Super - B Williams	-\$413.60	
Super - A Scheers	-\$75.73	
Super - N.Maxton	-\$327.94	
Super - R.Gwyther	-\$615.69	
Super - Karen Brady	\$131.43	
Super - S. McBratney	-\$68.25	
Super - T.MacDonald	-\$10.61	
Super - Michele Aniftos	\$1,275.96	
Super - R Veltmeyer	\$72.28	
Union Fees Payable	\$29.98	
APHEDA - Donation	-\$612.00	
Trade Creditors	\$2,436.47	
Retained Earnings	-\$6,549.47	
Net Cash Flows from Operating Activities		\$61,772.16
Cash Flow from Investing Activities		
Net Cash Flows from Investing Activities		\$0.00
Cash Flow from Financing Activities		
Net Cash Flows from Financing Activities		\$0.00
Net Increase/Decrease for the period		\$61,772.16
Cash at the Beginning of the period		\$193,713.28
Cash at the End of the period		<u>\$255,485.44</u>

NTEU Qld Branch

Murri Mura Centre
27 Cordelia Street
South Brisbane Q 4101

Profit & Loss [With Year to Date]

July 2003 through June 2004

13/07/2005
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	Selected Period	% of Sales	Year to Date	% of YTD Sales
Income				
Branch Capitation				
ACU	\$16,990.99	1.9%	\$16,990.99	1.9%
CQU	\$77,753.29	8.5%	\$77,753.29	8.5%
GRI	\$191,360.75	21.0%	\$191,360.75	21.0%
JCU	\$82,282.49	9.0%	\$82,282.49	9.0%
USQ	\$48,087.78	5.3%	\$48,087.78	5.3%
UQ	\$184,341.82	20.2%	\$184,341.82	20.2%
Bond	\$6,184.95	0.7%	\$6,184.95	0.7%
QUT	\$132,415.97	14.5%	\$132,415.97	14.5%
USC	\$22,473.92	2.5%	\$22,473.92	2.5%
Other				
Other - Income	\$5,128.80	0.6%	\$5,128.80	0.6%
Total Branch Capitation	\$767,020.76	84.0%	\$767,020.76	84.0%
Donations - External	-\$1,147.38	(0.1%)	-\$1,147.38	(0.1%)
Parking Refund	\$1,255.80	0.1%	\$1,255.80	0.1%
Branch Sal Reimbursements				
USQ - reimburse salary	\$12,578.89	1.4%	\$12,578.89	1.4%
JCU - reimburse salary	\$17,165.25	1.9%	\$17,165.25	1.9%
CQU - reimburse salary	\$7,084.87	0.8%	\$7,084.87	0.8%
QUT - reimburse salary	\$39,847.23	4.4%	\$39,847.23	4.4%
GRI - reimburse salary	\$66,477.09	7.3%	\$66,477.09	7.3%
USC - Reimburse Salary	\$2,329.62	0.3%	\$2,329.62	0.3%
Total Branch Sal Reimbursements	\$145,482.95	15.9%	\$145,482.95	15.9%
Total Income	\$912,612.13	100.0%	\$912,612.13	100.0%
Expenses				
Office Expenses				
Photocopier	\$7,679.18	0.8%	\$7,679.18	0.8%
Office Rent	\$21,429.65	2.3%	\$21,429.65	2.3%
Electricity	\$1,377.32	0.2%	\$1,377.32	0.2%
Total Office Expenses	\$30,486.15	3.3%	\$30,486.15	3.3%
Phone & Fax				
Not in use	\$1,773.63	0.2%	\$1,773.63	0.2%
Phone Call Charges	\$15,674.96	1.7%	\$15,674.96	1.7%
Not in use	\$1,417.20	0.2%	\$1,417.20	0.2%
Total Phone & Fax	\$18,865.79	2.1%	\$18,865.79	2.1%
Consumables & Charges				
Water Cooler Service	\$322.34	0.0%	\$322.34	0.0%
Insurance	\$1,035.88	0.1%	\$1,035.88	0.1%
Folding Machine	\$1,863.00	0.2%	\$1,863.00	0.2%
Records Storage	\$3,009.90	0.3%	\$3,009.90	0.3%
Bank Charges	\$765.85	0.1%	\$765.85	0.1%
Consumables & Pubs & Subs	\$2,181.87	0.2%	\$2,181.87	0.2%
Courier Charges	\$213.93	0.0%	\$213.93	0.0%
Stationery	\$3,120.97	0.3%	\$3,120.97	0.3%
Equipment R & M	\$1,913.46	0.2%	\$1,913.46	0.2%
Total Consumables & Charges	\$14,427.20	1.6%	\$14,427.20	1.6%
Postage	\$2,072.43	0.2%	\$2,072.43	0.2%
Professional Fees				
Audit	\$1,990.00	0.2%	\$1,990.00	0.2%
Legal Fees	\$29.55	0.0%	\$29.55	0.0%
Union Programs				
Publications & Campaigns -Print	\$2,514.28	0.3%	\$2,514.28	0.3%
QIN	\$1,325.84	0.1%	\$1,325.84	0.1%
Women's Caucus	\$2,816.75	0.3%	\$2,816.75	0.3%
Extra Ord				
Save George	\$436.43	0.0%	\$436.43	0.0%

NTEU Qld Branch

Profit & Loss [With Year to Date]

July 2003 through June 2004

13/07/2005
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	Selected Period	% of Sales	Year to Date	% of YTD Sales
Total Extra Ord Affiliations	\$436.43	0.0%	\$436.43	0.0%
QCU	\$10,963.64	1.2%	\$10,963.64	1.2%
Union Shopper	\$3,403.05	0.4%	\$3,403.05	0.4%
Not in use	\$720.00	0.1%	\$720.00	0.1%
Labour Day	\$1,155.19	0.1%	\$1,155.19	0.1%
Total Affiliations	\$16,241.88	1.8%	\$16,241.88	1.8%
Total Union Programs Superannuation	\$23,335.18	2.6%	\$23,335.18	2.6%
Super - Division Employees	\$61,352.54	6.7%	\$61,352.54	6.7%
Super - Branch Employees	\$25,673.34	2.8%	\$25,673.34	2.8%
Total Superannuation	\$87,025.88	9.5%	\$87,025.88	9.5%
Wages				
Wages - Division Employees	\$417,300.34	45.7%	\$417,300.34	45.7%
Wages - Branch Employees	\$166,105.88	18.2%	\$166,105.88	18.2%
WorkCover	\$2,944.99	0.3%	\$2,944.99	0.3%
Training	\$2,235.59	0.2%	\$2,235.59	0.2%
PayrollTax	\$31,846.40	3.5%	\$31,846.40	3.5%
Total Wages	\$620,433.20	68.0%	\$620,433.20	68.0%
Travel Expenses				
Industrial				
Cabcharge	\$6,644.24	0.7%	\$6,644.24	0.7%
Travel/Accommodation	\$22,753.63	2.5%	\$22,753.63	2.5%
Auto Reimbursed	\$10,338.97	1.1%	\$10,338.97	1.1%
Car Rental	\$4,036.55	0.4%	\$4,036.55	0.4%
Total Industrial	\$43,773.39	4.8%	\$43,773.39	4.8%
Total Travel Expenses	\$43,773.39	4.8%	\$43,773.39	4.8%
Council Travel				
Council Meetings	\$4,367.08	0.5%	\$4,367.08	0.5%
Not in use	\$3,309.70	0.4%	\$3,309.70	0.4%
Capital Exp				
Capital Ex 2004-2005	\$7,354.00	0.8%	\$7,354.00	0.8%
Total Expenses	\$857,469.55	94.0%	\$857,469.55	94.0%
Operating Profit	\$55,142.58	6.0%	\$55,142.58	6.0%
Other Income				
Interest Income	\$7,859.29	0.9%	\$7,859.29	0.9%
Total Other Income	\$7,859.29	0.9%	\$7,859.29	0.9%
Net Profit/(Loss)	\$63,001.87	6.9%	\$63,001.87	6.9%



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: FR2004/503 - [283V-QLDD]

Dr Howard Guille
Secretary
National Tertiary Education Industry Union
Queensland Division
Room 3, 1st Floor
Murri Mura Building
27 Cordelia Street
SOUTH BRISBANE QLD 4101

Dear Dr Guille

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'⁵¹).

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.

⁵¹ 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.

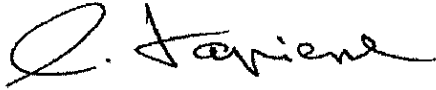
Information on AIRC Website

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 "R. Japient". The signature is written in a cursive style with a large initial "R" and a long, sweeping underline.

23 November 2004