



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

Mr R. Cope
Branch Secretary
National Tertiary Education Industry Union
The Queensland University of Technology Branch
By email

Dear Mr. Cope,

**Re: National Tertiary Education Industry Union -
The Queensland University of Technology Branch
Financial documents for year ended 30 June 2003
FR2003/451**

I have received the financial documents of The Queensland University of Technology Branch of the National Tertiary Education Industry Union for the year ended 30 June 2003. The documents were lodged in the Industrial Registry on 12 May 2004.

The documents have been filed.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Clency Lapierre'.

Clency Lapierre
Statutory Services Branch

1 July 2004



**National Tertiary Education Union
Queensland University of Technology Branch**

QUT - Kelvin Grove Campus
158 Victoria Park Road
Kelvin Grove, Queensland 4059
Telephone: 07 3864 5452
Email: a.scheers@qld.nteu.org.au
Website: <www.qld.nteu.org.au>

Friday 6 May 2004

Mr Clency Lapierre
Australian Industrial Registry
Nauru House
80 Collins Street
Melbourne VIC 3000

Dear Mr Lapierre,

Audited Accounts for 2002/2003

Please find attached the Audited Accounts for the Queensland University of Technology Branch of the NTEU. The accounts and associated documents relate to the financial year ended 30 June 2003.

Please do not hesitate to contact me if there is anything further that I can provide or if any clarification is required. Thank you for your kind attention.

Sincerely,

A handwritten signature in black ink that reads 'A Scheers'.

Angela Scheers,
Branch Organiser

CC. Jenny Savage, Finance Manager, NTEU National Office

NATIONAL TERTIARY EDUCATION INDUSTRY UNION
QUEENSLAND UNIVERISTY OF TECHNOLOGY BRANCH
SECRETARY'S CERTIFICATE

I, Robert Cope, Branch Secretary of the QUT Branch 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 Branch Committee for the financial year ending 30 June 2003 were:

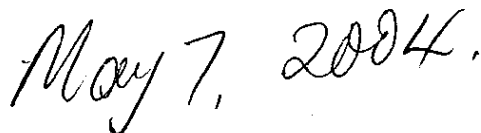
Distributed to members free of charge on 2 April 2004.

2. The enclosed documents are copies of the auditors reports, the accounts and statements, the certificates of the accounting officer and of the Branch Committee, prepared for the Branch in accordance with the Act for the financial year ending 30 June 2002 and are as presented to a meeting of the members of the Branch on Thursday 22 April 2004.

Signed:



Date:



NATIONAL TERTIARY EDUCATION UNION

Q.U.T. BRANCH

FINANCIAL ACCOUNTS FOR THE YEAR ENDED
30 JUNE 2003

1. Statement of Income and Expenditure
2. Balance Sheet
3. Notes to the Accounts
4. Certification by Accounting Officer
5. Statement by Committee of Management
6. Independent Audit Report

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

**STATEMENT OF INCOME AND EXPENDITURE
FOR YEAR ENDING 30 JUNE 2003**

	2003	2002
	\$	\$
<u>INCOME</u>		
Membership Fees	103,805	210,639
Interest Received	2,131	1,758
Other Income	<u>1,180</u>	<u>-</u>
Total Income	107,116	212,397
<u>EXPENDITURE</u>		
Audit Fees	620	-
Bank Charges	99	104
Capitation	48,496	197,972
Catering	889	70
Depreciation	600	122
Printing & Photocopying	4,331	718
Promotional Expenses	2,156	-
Stationery & Office Supplies	1,606	1,257
Telephone	210	510
Travel Expenses	1,711	652
Conference Costs	441	-
Wages – Employee	36,497	25,301
Superannuation	5,609	3,719
Payroll Tax	<u>2,001</u>	<u>1,385</u>
Total Expenditure	<u>105,266</u>	<u>231,810</u>
NET SURPLUS(DEFICIT)	<u>\$ 1,850</u>	<u>(\$19,413)</u>

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

**BALANCE SHEET
AS AT 30 JUNE 2003**

	2003 \$	2002 \$
<u>MEMBERS FUNDS</u>		
Accumulated Funds – Beginning of year	59,522	78,935
Add Surplus(Deficit) for Year	<u>1,850</u>	<u>(19,413)</u>
ACCUMULATED FUNDS YEAR END	<u>\$61,372</u>	<u>\$59,522</u>
 Represented By:		
<u>CURRENT ASSETS</u>		
Cash at Bank		
- Current Accounts	8,420	8,880
- Term Deposits	50,048	57,739
Petty Cash	50	50
Fees Receivable	4,971	18,162
Other Receivables	<u>500</u>	<u>500</u>
	63,989	85,331
<u>NON CURRENT ASSETS</u>		
Office Furniture & Equipment – At Cost	3,884	2,367
Less Accumulated Depreciation	<u>(722)</u>	<u>(122)</u>
	3,162	2,245
TOTAL ASSETS	<u>\$67,151</u>	<u>\$87,576</u>
 <u>CURRENT LIABILITIES</u>		
GST Payable	152	926
Sundry Creditors	5,627	-
Fees Payable	<u>-</u>	<u>27,128</u>
TOTAL LIABILITIES	<u>5,779</u>	<u>28,054</u>
NET ASSETS	<u>\$61,372</u>	<u>\$59,522</u>

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

**NOTES TO AND FORMING PART OF THE FINANCIAL ACCOUNTS
YEAR ENDED 30 JUNE 2003**

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.

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 274 which read as follows:

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

NATIONAL TERTIARY EDUCATION UNION

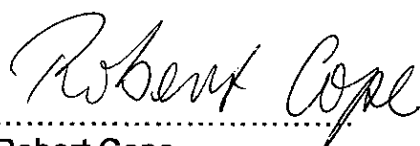
Q.U.T. BRANCH

Accounting Officer's Certificate

I, Robert Cope, being the Officer responsible for keeping the accounting records of the National Tertiary Education Union Q.U.T. Branch, certify that as at 30 June 2003 the number of members in the Branch was 566.

In my opinion,

- 1 The attached accounts show a true and fair view of the financial affairs of the Branch as at 30 June 2003;
- 2 A record has been kept of all moneys paid by, or collected from, members and all moneys so paid or collected have been credited to the bank account to which those moneys are to be credited, in accordance with the rules of the Branch;
- 3 Before any expenditure was incurred by the Branch, approval of the incurring of the expenditure was obtained in accordance with the rules of the Branch;
- 4 With regard to funds of the Branch raised by compulsory levies or voluntary contributions from members, or funds other than the General Fund operated in accordance with the rules, no payments were made out of any such fund for purposes other than those for which the fund was operated;
- 5 No loans or other financial benefits other than remuneration in respect of their full time employment with the Branch, were granted to persons holding office in the Branch; and
- 6 The register of members of the Branch was maintained in accordance with the Workplace Relations Act 1996.



Robert Cope

29 March, 2004

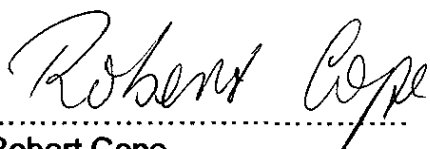
NATIONAL TERTIARY EDUCATION UNION

Q.U.T. BRANCH

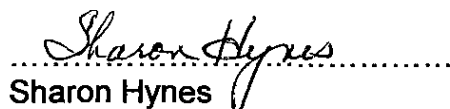
Committee of Management Certificate

We, being two members of the Executive of the Q.U.T. 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:

- 1 In the opinion of the Executive, the attached accounts show a true and fair view of the financial affairs of the Branch as at 30 June 2003;
- 2 In the opinion of the Executive, meetings of the Executive were held during the year ended 30 June 2003 in accordance with the rules of the Branch;
- 3 To the knowledge of any member of the Executive, there has been no instances where records of the Branch or other documents (not being documents containing information made available to a member of the Branch under Section 274(2) of the Workplace Relations Act 1996, as amended) or copies of those records or documents, or copies of the rules of the Branch, have not been furnished, or made available to members in accordance with the requirements of the Workplace Relations Act 1996, as amended, the Regulations thereto, or the rules of the Branch; and
- 4 The Branch has complied with Section 279(1) and (6) of the Workplace Relations Act 1996, as amended, in relation to the financial accounts in respect of the year ended 30 June 2002 and of the Auditors Report thereon.



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Robert Cope



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Sharon Hynes



**NATIONAL TERTIARY EDUCATION UNION
Q.U.T. 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 Q.U.T. Branch for the year ended 30 June 2003 as set out on pages 1 to 5. 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, Q.U.T. 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:

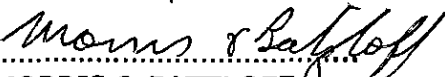
- (i) There were kept by the Union in respect of the year under review, satisfactory accounting records detailing the sources and nature of the income of the Union (including income from members) and the nature and purposes of expenditure; and
- (ii) The attached accounts and statement, including the Certificates of the Committee of Management and the Accounting Officer, are prepared in accordance with Section 273 of the Workplace Relations Act, 1996. The accounts set out on page 1 to 5 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
Q.U.T. BRANCH**

**INDEPENDENT AUDIT REPORT
(Continued)**

- (a) The financial affairs of the Union as at 30 June, 2003 and;
- (b) The Income & Expenditure and Surplus of the Union for the year ended on that date; and

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


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MORRIS & BATZLOFF
Chartered Accountants


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Norman J Hoare
Registered Company Auditor

, 2004