



Australian Government

Australian Industrial Registry

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Mr Bob Cope
Branch Secretary
National Tertiary Education Industry Union
Queensland University of Technology Branch
QUT Kelvin Grove Campus
E Block, Room E111
130 Victoria Park Road
KELVIN GROVE QLD 4059

Dear Mr Cope

**Re: Financial Reports for year ended 30 June 2004 – FR2004/504
National Tertiary Education Industry Union – Queensland University of
Technology Branch**

I acknowledge receipt of the financial reports of the National Tertiary Education Industry Union – Queensland University of Technology Branch for the year ended 30 June 2004 and the subsequent receipt of the Operating Report for the same financial year. The documents were lodged in the Industrial Registry on 10 December 2004 and 28 May 2007 respectively.

The documents have been filed.

It should be noted that the Industrial Registrar attaches importance to reporting units both fully satisfying the obligations under the RAO Schedule and to those obligations being discharged ***within the requisite timeframes***. Your reporting unit should therefore ensure that future financial reports fully satisfy their financial reporting obligations.

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.

Should you wish to discuss any matters regarding your reporting unit's financial reporting obligations I may be contacted on (03) 8661 7989 (Wed and Thurs) or by e-mail at cynthia.lobooth@air.gov.au.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Cynthia Lo-Booth'.

Cynthia Lo-Booth
Statutory Services Branch

21 June 2007

Cc: Ms Cheri Taylor
Branch Organiser

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

For year ended 30 June 2004

Operating Report

I, Bob Cope, being the officer responsible for keeping the accounting records of the Queensland University of Technology Branch of the National Tertiary Education Union, certify that as at 30 June 2004,

- a) The attached financial statements show a true and fair view of the financial affairs of the Branch as at 30 June 2004;
- b) A record has been kept of all monies paid by, or collected from members of the Branch and all monies so paid or collected have been credited to the bank account to which those monies are to be credited in accordance with the rules of the Branch;
- c) Before any expenditure was incurred by the Branch, approval of the incurring of the expenditure was obtained in accordance with the rules of the Branch;
- d) With regards to funds of the Branch raised by the compulsory levies or voluntary contributions from members, or funds other than the General Fund operated in accordance with the rules, no payments were made out of any such fund for purposes other than those for which the fund was operated;
- e) The number of members in the Branch was 562;
- f) The number of staff employed in the Branch was 1;
- g) No official of the Branch holds the position of superannuation trustee;
- h) No loans were granted to persons holding office in the Branch;
- i) The Branch appoints Mr Norm Hoare of Morris Batzloff Chartered Accountants, as the auditor of the Branch's 2004 accounts;
- j) The principle activities of the Branch 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 Branch executive comprised: Sharon Hynes, Catherine Dallemagne, Terry Farr, Sig Vogel, Maureen Ah Sam, Peter Ridley, Bob Cope, Jane Williamson, Beryl Meiklejohn and Peter Isaacs;
- l) A member may resign from NTEU membership by written notice addressed and delivered to the Branch Secretary, in accordance with NTEU Rule 11 (Resignation From Membership).

Signature: 

Name: Bob Cope

Date: 18 April 2007



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

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A.B.N. 38 579 396 344

Thursday 2 December 2004

Mr Clency Lapierre
Australian Industrial Registry
PO Box 5713
Central Plaza
BRISBANE QLD 4001

Dear Mr Lapierre,

Audited Accounts for 2003/2004

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 2004.

As yet the Operating Report has not been completed. It will be provided early in the new year. We apologise for any inconvenience.

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,

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 1 September 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 2004 and are as presented to a meeting of the members of the Branch on Thursday 16 September 2004.

Signed:



Date: 2 December 2004

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

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

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

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

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

	2004	2003
	\$	\$
<u>INCOME</u>		
Membership Fees	55,406	103,805
Interest Received	2,270	2,131
Other Income	<u>3,298</u>	<u>1,180</u>
Total Income	60,974	107,116
<u>EXPENSES</u>		
Audit Fees	1,850	620
Bank Charges	105	99
Capitation	-	48,496
Catering	1,752	889
QUT Commission – Fee Collection	1,304	-
Depreciation	777	600
Labour Day Expenses	770	-
Printing & Photocopying	1,677	4,331
Promotional Expenses	4,980	2,156
Stationery & Office Supplies	1,643	1,606
Telephone	338	210
Travel Expenses	8,017	1,711
Conference Costs	498	441
Wages – Employee	33,872	36,497
Superannuation	4,475	5,609
Payroll Tax	1,929	2,001
Other Expenses	<u>1,234</u>	<u>-</u>
Total Expenditure	<u>65,221</u>	<u>105,266</u>
NET OPERATING PROFIT/(LOSS) FOR YEAR	<u>(4,247)</u>	<u>1,850</u>

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

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

	2004 \$	2003 \$
<u>MEMBERS FUNDS</u>		
Accumulated Funds – Beginning of year	61,372	59,522
Add Profit (Loss) for Year	<u>(4,247)</u>	<u>1,850</u>
ACCUMULATED FUNDS YEAR END	<u>\$57,125</u>	<u>\$61,372</u>
 Represented By:		
<u>CURRENT ASSETS</u>		
Cash at Bank		
- Current Accounts	5,135	8,420
- Term Deposits	50,129	50,048
Petty Cash	50	50
Fees Receivable	5,886	4,971
Other Receivables	<u>500</u>	<u>500</u>
	61,700	63,989
<u>NON CURRENT ASSETS</u>		
Office Furniture & Equipment – At Cost	3,884	3,884
Less Accumulated Depreciation	<u>(1,499)</u>	<u>(722)</u>
	2,385	3,162
TOTAL ASSETS	<u>\$64,085</u>	<u>\$67,151</u>
 <u>CURRENT LIABILITIES</u>		
GST Payable	(366)	152
Sundry Creditors	<u>7,326</u>	<u>5,627</u>
TOTAL LIABILITIES	<u>6,960</u>	<u>5,779</u>
NET ASSETS	<u>\$57,125</u>	<u>\$61,372</u>

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

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

	2004 \$	2003 \$
<u>CASH FLOWS FROM OPERATING ACTIVITIES</u>		
Receipts from members & others	54,491	116,996
Interest Received	2,270	2,131
Payments to Suppliers & Employees	<u>(59,965)</u>	<u>(125,761)</u>
	(3,204)	(6,634)
<u>CASH FLOWS FROM INVESTING ACTIVITIES</u>		
Purchase of Furniture & Equipment	-	(1,517)
<u>NET INCREASE (DECREASE) OF CASH HELD</u>		
	(3,204)	(8,151)
Cash at beginning of Period	<u>58,518</u>	<u>66,669</u>
Cash at end of Period	<u>55,314</u>	<u>58,518</u>

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

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

NOTE 1. STATEMENT OF ACCOUNTING POLICIES

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

(a) Income Tax

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

(b) Depreciation

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

(c) Goods and Services Tax

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

NOTE 2. INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

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

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

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

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

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

	2004	2003
	\$	\$
Net profit (loss) for year	(4,247)	1,850
Non Cash Flows		
Depreciation	777	600
Changes in assets & Liabilities		
Fees Receivable	(915)	13,191
Other Liabilities	<u>1,181</u>	<u>(22,275)</u>
Net cash provided by (used in) Operating activities	<u>(3,204)</u>	<u>(6,634)</u>

**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:

- (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.

Robert Cozz
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Sharon Hayes
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2/9/2004

**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 2004 as set out on pages 1 to 6. 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, are prepared in accordance with Section 253 of the Workplace Relations Act, 1996. The accounts set out on page 1 to 6 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 position of the Union as at 30 June, 2004 and;
- (b) The Financial Performance 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


.....
Norman J Hoare
Registered Company Auditor

2/09/2004