



**Australian Government**

**Australian Industrial Registry**

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Melbourne, VIC 3000  
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Email: [Cynthia.lobooth@air.gov.au](mailto:Cynthia.lobooth@air.gov.au)

Ms Cheri Taylor  
Branch Organiser  
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

By email: [c.taylor@qld.nteu.org.au](mailto:c.taylor@qld.nteu.org.au)

Dear Ms Taylor

**Re: Schedule 1 of the *Workplace Relations Act 1996* (Schedule 1)  
Financial Reports for year ended 30 June 2005 – FR2005/379  
Financial Reports for year ended 30 June 2006 – FR2006/300**

I acknowledge receipt of the financial reports of the National Tertiary Education Industry Union – Queensland University of Technology Branch for the years ended 30 June 2005 and 2006. The documents for the years ended 30 June 2005 and 2006 were lodged in the Industrial Registry on 28 May 2007 and further financial documents were lodged on 11 December 2007.

The financial reports for the years ended 30 June 2005 and 2006 have been filed.

Although no further action is required in respect of the documents already filed, I would like to make some comments to assist you in the preparation of future financial reports.

**1. Designated Officer's Certificate**

Section 268 of Schedule 1 requires a Certificate by a Designated Officer to certify that the documents lodged are copies of the documents provided to members and presented to a meeting in accordance with s266.

Section 265(5)(a) requires the full report to be provided to members at least 21 days before the general meeting at which the documents are to be presented. Therefore, the Designated Officer's Certificate must provide the date when the full report was supplied to members and the date of the general meeting. The dates enable the us to ascertain if sections 265(5)(a) and 266 have been complied with.

I note the Designated Officer's Certificate dated 18 April and 7 December 2007 do not provide the date the documents were provided to members. To ensure this is done in future financial reports I have attached a pro forma copy of a Designated Officer's Certificate for your assistance.

**2. Auditor's Report**

Regulation 4 of the *Workplace Relations (Registration and Accountability of Organisations) Regulations 2003* (RAO Regulations) 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 Accounts **and** holds a current Public Practice Certificate. In all likelihood the auditor is such a person however, it is our preference that this is made explicit in the Report. I recommend you draw this comment to the attention of your auditors.

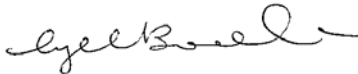
### **3. References to Schedule 1B**

I note the Committee of Management Statement and the Auditor's Report contained references to Schedule 1B of the *Workplace Relations Act 1996*. Such references should now be to Schedule 1.

It should be noted that the Industrial Registrar attaches importance to reporting units both fully satisfying the obligations under Schedule 1 and to those obligations being discharged within the requisite timeframes. Your reporting unit should therefore ensure that future financial returns fully satisfy the above obligations and as a reminder, the financial report for the year ended 30 June 2007 should be lodged by 14 January or earlier.

Should you wish to discuss this letter or if you require further information on the financial reporting requirements of the *Workplace Relations Act 1996*, I may be contacted on (03) 8661 7989 on Wednesdays and Thursdays or by email at [Cynthia.lobooth@air.gov.au](mailto:Cynthia.lobooth@air.gov.au)

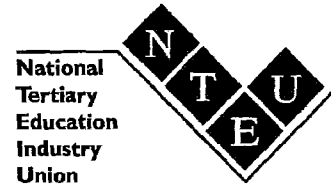
Yours sincerely,



Cynthia Lo-Booth  
Statutory Services Branch

13 December 2007

Enc.



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

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E Block, Room E111  
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**A.B.N. 38 579 396 344**

Ms Cynthia Lo-Booth  
Statutory Services Branch  
Australian Industrial Registry  
GPO Box 1994  
Melbourne  
Vic, 3001

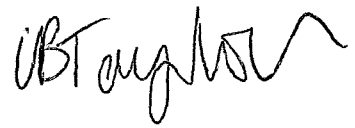
Dear Ms Lo-Booth

**Re: Schedule 1 of the *Workplace Relations Act 1996* (Schedule 1)  
Financial Reports for year ended 30 June 2005 – FR2005/379  
Financial Reports for year ended 30 June 2006 – FR2006/300**

Please find enclosed the full financial report and the Designated Officer's Certificate for the financial years ending 30 June 2005 and 30 June 2006. Please note that the general meeting to present the financial report to members occurred on December 6<sup>th</sup> 2007.

Should you need to contact me further in relation to these documents, I will be on leave for all of December and part of January, returning to work on 7<sup>th</sup> January 2008. However, if the matter is urgent, please send me an email at [c.taylor@qld.nteu.org.au](mailto:c.taylor@qld.nteu.org.au) I will be checking my emails from time to time over this period.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'CB Taylor' with a stylized flourish at the end.

Cheri Taylor  
Branch Organiser  
National Tertiary Education Union  
Queensland University of Technology Branch

7 December 2007

**NATIONAL TERTIARY EDUCATION UNION**

**QUEENSLAND UNIVERSITY OF TECHNOLOGY BRANCH**

**DESIGNATED OFFICER'S CERTIFICATE**

I, Evan Jones, a Designated Officer of the Queensland University of Technology Branch of the National Tertiary Education Union certify that:

1. The auditor's report, the accounts and statements, and the certificates of the accounting officer and the Branch Committee for the financial year ending 30 June 2006 were circulated to members free of charge.
2. The enclosed documents are copies of the auditors report, the accounts and statements, the certificates of the accounting officer and of the Branch Committee prepared for the Branch in accordance with act for the financial year ending 30 June 2006 and are as presented to a general meeting of members of the Queensland University of Technology Branch on December 6<sup>th</sup> 2007.
3. The information contained in the accounts and statement is correct.

Signed:



Dated:

Dec. 7, 2007

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

**FINANCIAL ACCOUNTS FOR THE YEAR ENDED  
30 JUNE 2006**

1. Statement of Income & Expenditure
2. Balance Sheet
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 INCOME & EXPENDITURE  
FOR YEAR ENDING 30 JUNE 2006**

	2006	2005
	\$	\$
<b><u>INCOME</u></b>		
Membership Fees	56,255	47,547
Interest Received	2,059	2,001
Other Income	<u>293</u>	<u>764</u>
Total Income	58,607	50,312
<b><u>EXPENSES</u></b>		
Audit Fees	-	5
Bank Charges	13	57
Catering	349	612
Commission – Fee Collection	618	1,218
Depreciation	776	777
Donations	219	-
Labour Day Expenses	320	280
Printing & Photocopying	2,370	1,664
Promotional Expenses	-	248
Stationery & Office Supplies	1,781	332
Travel Expenses	59	21
Conference Costs	2,887	(254)
Wages – Employee	36,770	35,387
Superannuation	5,580	6,013
Payroll Tax	1,843	1,966
Other Expenses	<u>296</u>	<u>505</u>
Total Expenditure	<u>53,881</u>	<u>48,831</u>
<b>NET OPERATING PROFIT/(LOSS) FOR YEAR</b>	<b><u>4,726</u></b>	<b><u>1,481</u></b>

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

**BALANCE SHEET  
AS AT 30 JUNE 2006**

	<b>2006</b>	<b>2005</b>
	\$	\$
<b><u>MEMBERS FUNDS</u></b>		
Accumulated Funds – Beginning of year	58,606	57,125
Add Profit (Loss) for Year	<u>4,726</u>	<u>1,481</u>
<b>ACCUMULATED FUNDS YEAR END</b>	<b><u>\$63,332</u></b>	<b><u>\$58,606</u></b>
 <b>Represented By:</b>		
<b><u>CURRENT ASSETS</u></b>		
Cash at Bank		
- Current Accounts	6,425	3,981
- Term Deposits	50,130	50,130
Petty Cash	50	50
Fees Receivable	5,884	7,844
Other Receivables	<u>-</u>	<u>250</u>
	62,489	62,255
<b><u>NON CURRENT ASSETS</u></b>		
Office Furniture & Equipment – At Cost	3,884	3,884
Less Accumulated Depreciation	<u>(3,052)</u>	<u>(2,276)</u>
	832	1,608
<b>TOTAL ASSETS</b>	<b><u>\$63,321</u></b>	<b><u>\$63,863</u></b>
 <b><u>CURRENT LIABILITIES</u></b>		
GST Payable	(11)	(47)
Sundry Creditors	<u>-</u>	<u>5,304</u>
<b>TOTAL LIABILITIES</b>	<b><u>(11)</u></b>	<b><u>5,257</u></b>
<b>NET ASSETS</b>	<b><u>\$63,332</u></b>	<b><u>\$58,606</u></b>



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

**STATEMENT OF CASH FLOWS  
YEAR ENDED 30 JUNE 2006**

	2006 \$	2005 \$
<b><u>CASH FLOWS FROM OPERATING ACTIVITIES</u></b>		
Receipts from members & others	58,508	46,353
Interest Received	2,059	2,001
Payments to Suppliers & Employees	<u>(58,123)</u>	<u>(49,507)</u>
	2,444	(1,153)
<b><u>CASH FLOWS FROM INVESTING ACTIVITIES</u></b>		
Purchase of Furniture & Equipment	-	-
<b><u>NET INCREASE (DECREASE) OF CASH HELD</u></b>		
	2,444	(1,153)
Cash at beginning of Period	<u>54,161</u>	<u>55,314</u>
Cash at end of Period	<u>56,605</u>	<u>54,161</u>

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

**NOTES TO AND FORMING PART OF THE FINANCIAL ACCOUNTS  
YEAR ENDED 30 JUNE 2006**

**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 2006**

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

	<b>2006</b>	<b>2005</b>
	<b>\$</b>	<b>\$</b>
Net profit (loss) for year	4,726	1,481
<b>Non Cash Flows</b>		
Depreciation	776	777
<b>Changes in assets &amp; Liabilities</b>		
Fees Receivable	1,960	(1,958)
Other Debtors	250	250
Other Liabilities	<u>(5,268)</u>	<u>(1,703)</u>
Net cash provided by (used in) Operating activities	<u>2,444</u>	<u>(1,153)</u>

**NOTE 4. IMPACT OF ADOPTION OF AUSTRALIAN EQUIVALENTS TO  
INTERNATIONAL FINANCIAL REPORTING STANDARDS.**

This is the first financial report prepared under AIFRS and AASB 1 First-Time Adoption of Australian Equivalents to International Financial Reporting Standards has been applied in preparing these statements.

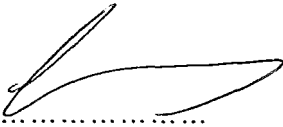
There have been no adjustments required to assets, liabilities or accumulated funds as a result of the introduction of AIFRS.

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

**Committee of Management Statement**

I, Evan Jones, member 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, on 5 September 2007, 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 uni 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 payable; and
- (E) There has been no recovery of wages activity for the financial year ended 30 June 2006;
- (F) During the financial year ended 30 June 2006 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 uni have been managed in accordance with the rules of the Branch including the rules of the 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 schedule 1B of the Workplace Relations Act 1996.

  
5 September 2007

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

**INDEPENDENT AUDIT REPORT**

To the members of the National Tertiary Education Union

**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 Q.U.T. Branch, for the year ended 30 June 2006.

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  
Q.U.T. BRANCH

INDEPENDENT AUDIT REPORT  
(Continued)

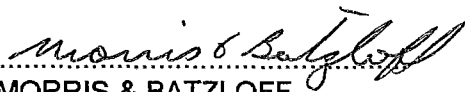
**Independence**

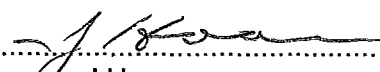
In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements and the Workplace Relations Act 1996.

**Audit Opinion**

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

- (a) The Workplace Relations Act 1996, including:
- (i) presenting fairly the Branch's financial position as at 30 June 2006 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 J Hoare  
Registered Company Auditor  
96 Lytton Road, East Brisbane

9 November , 2007

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

**For year ended 30 June 2006**

**Operating Report**

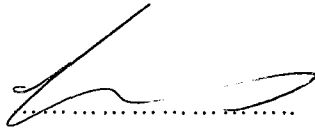
I, Evan Jones, being the officer responsible for keeping the accounting records of the Queensland University of Technology Branch of the National Tertiary Education Union, certify that as at 30 June 2006:

- a) The attached financial statements show a true and fair view of the financial affairs of the Branch as at 30 June 2006;
- 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 rule of the Branch;
- d) With regards to fund 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 556;
- f) The number of staff employed in the Branch was 1;
- g) No officer or member of the reporting unit holds a position as a trustee or director of a superannuation entity or exempt public superannuation scheme where the criterion for holding such position is that they are an officer or member of an organisation.
- 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 2006 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:

Name	Position held	Period position held
Sharon Hynes	Branch President	Sept 2004 – Sept 2006
Bob Cope	Branch Secretary	Sept 2004 – Sept 2006

Peter Ridley	Branch Vice President (Academic)	Sept 2004 – Sept 2006
Sig Vogel	Branch Vice President (General)	Sept 2004 – Sept 2006
Lesley Fahey	Indigenous Committee Member	Sept 2004 – Sept 2006
Evan Jones	Ordinary Committee Member	Sept 2004 – Sept 2006
Carol Windsor	Ordinary Committee Member	Sept 2004 – Sept 2006
Peter Isaacs	Ordinary Committee Member	Sept 2004 – Sept 2006
Felicity McArdle	Ordinary Committee Member	Sept 2004 – Sept 2006
Jane Williamson	Ordinary Committee Member	Sept 2004 – Sept 2006

- 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);
- m) There have been no significant changes to the reporting unit's financial affairs for the financial year ended 30 June 2006.



5 September 2007





Australian Government

Australian Industrial Registry

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Ms Cheri Taylor  
Branch Organiser  
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

By email: [c.taylor@qld.nteu.org.au](mailto:c.taylor@qld.nteu.org.au)

Dear Ms Taylor

**Re: Schedule 1 of the *Workplace Relations Act 1996* (Schedule 1)  
Financial Reports for year ended 30 June 2005 – FR2005/379  
Financial Reports for year ended 30 June 2006 – FR2006/300**

I acknowledge receipt of the financial reports of the Queensland University of Technology Branch of the National Tertiary Education Industry Union for the years ended 30 June 2005 and 30 June 2006. The documents were lodged in the Industrial Registry on 28 May 2007.

An examination of the financial reports for the years ended 30 June 2005 and 30 June 2006 shows significant non-compliance with the financial reporting obligations under Schedule 1. I have detailed the areas of concern in the following paragraphs. I advise you take into account items 1 – 6 when preparing, publishing and providing financial reports.

**1. Timescale Requirements**

Financial reports lodged with the Registrar are required by subsection 268(c) of Schedule 1 to be filed under a certificate by a designated officer (see definition: s243 of Schedule 1), stating that the documents lodged are copies of the documents provided to members and presented to a meeting in accordance with section 266. These reports should be prepared, audited, supplied to members, presented to a meeting and lodged in the Registry within certain timescale requirements. For your assistance I have enclosed a Diagrammatic Summary of the reporting process.

For your information, in preparation of future financial reports, as soon as practicable after the end of each financial year, the committee of management of a reporting unit must cause an operating report to be prepared [s254(1)] and the reporting unit must cause a general purpose financial report to be prepared [s253(1)]. Unless an extension is granted, the copies of the full report which consist of the operating report and the audited general purpose financial report, must be presented to a general meeting of members of the reporting unit within the period of 6 months starting at the end of the financial year [s266(1)]. And again, unless an extension is granted, the financial reports should be lodged in the Industrial Registry within 14 days of the meeting at which they were presented [s.268].

It should be noted that the Industrial Registrar attaches importance to reporting units both fully satisfying the obligations under Schedule 1 and to those obligations being discharged within the requisite timeframes.

## **2. Designated Officer's Certificate**

Section 268 of Schedule 1 requires a certificate by a designated officer to certify that the documents lodged are copies of the documents provided to members and presented to a meeting in accordance with s266. I note that the Secretary's Certificate provided did not give the date the financial report was supplied to members.

It should be noted that the financial documents must be provided to members at least *21 days before* the general meeting at which the documents are to be presented [s.265(5)(a)].

## **3. Operating Report**

### **(a) Significant changes to financial affairs**

Subsection 254(2)(b) of Schedule 1 requires the Operating Report to give details of any significant changes in the reporting unit's financial affairs during the year. If there are no significant changes to the reporting unit's financial affairs, a statement to that effect should be included.

### **(b) Trustee of superannuation entity**

Subsection 254(2)(d) of Schedule 1 requires details of any *officer or member* of the reporting unit who is a trustee, or a director of a company that is a trustee, of a superannuation entity or an exempt public sector superannuation scheme. I note the Operating Report only addressed "official(s)", I presume this to mean "officers".

If no officers or members of the reporting unit is a trustee of a superannuation entity, the preferred wording to satisfy the s254(2)(d) is:

*"No officer or member of the reporting unit holds a position as a trustee or director of a superannuation entity or exempt public sector superannuation scheme where the criterion for holding such position is that they are an officer or member of an organisation."*

### **(c) Membership of committee of management**

Regulation 159(c) of the *Workplace Relations (Registration and Accountability of Organisations) Regulations 2003* (RAO Regulations) provides that the Operating Report should 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.

I note the Operating Report only list the names of the Branch Executives. I require details of the positions held and the period for which each person held their respective position.

## **4. Auditor's Report**

Subsection 257(5) requires the auditor to state whether in the Auditor's opinion, the general purpose financial report is presented fairly in accordance with the Australian Accounting Standards and the Industrial Registrar's Reporting Guidelines (Guidelines). The Guidelines provides that the Committee of Management Statement forms part of the general purpose financial report [s253(2), items 24 – 26 of Guidelines].

I note that the Auditor's Report is dated 8 February 2007 and the Committee of Management Statement is dated 18 April 2007. This suggests the Auditor made his report before the Committee of Management Statement.

The auditor when preparing his report must consider all the documents that comprise of the general purpose financial report.

## 5. **Committee of Management Statement**

### (a) **Date of resolution**

Item 26 of the Guidelines requires that the Committee of Management Statement be made in accordance with such resolution as is passed by the committee of management. Such statement must also specify the date of passage of the resolution. I note that the date of the resolution was not provided.

### (b) **Signatory**

Please note that under item 26(c) of the Guidelines this Statement only needs to be signed by one designated officer.

### (c) **Recovery of Wages Activity**

I note that the accounts do not provide any information in relation to any recovery of wages activity. Items 16 – 23, 25(f) and 27(b) of the Guidelines govern the financial reporting of recovery of wages activity.

In circumstances where the reporting unit has not undertaken any recovery of wages activity for the financial year, a statement by the auditor or a declaration in the Committee of Management Statement to the effect that there was no recovery of wages activity for the financial year would be sufficient.

## 6. **Notice to members in the General Purpose Financial Report**

There should be included in the full set of financial documents a notice drawing attention to provisions of the *Workplace Relations Act 1996* that prescribed information is available to members on request which sets out a copy of subsections 272(1), (2) and (3). I note that the reproduction of subsection 272(1) is incomplete.

Subsection 272(1) states:

*“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 to be made available to the person making the application.”*

Please ensure a reproduction of subsections 272(1), (2) and (3) is complete.

## 7. **Summary**

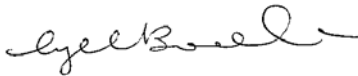
Accordingly, in order to secure compliance with your reporting obligations for years ended 30 June 2005 and 30 June 2006, I require you for *both sets of financial reports* to:

- arrange for the preparation of a fresh Committee of Management Statement to include the date of resolution and a paragraph to address whether there were any recovery of wages activity; and
- arrange for the preparation of a fresh Operating Report to incorporate the additional information requested regarding whether there were any significant changes to the financial affairs, whether any officers or members were a trustee of a superannuation entity and to provide details for the membership of the committee of management; and

- arrange for the preparation of a fresh Auditor's Report that considers all documents in the General Purpose Financial Report, this must include the Committee of Management Statement; and
- supply that full report which consists of the General Purpose Financial Report (the Committee of Management Statement should be contained therein), the Auditor's Report and the Operating Report to members; and
- present the full report to an appropriate meeting, which in your reporting unit's case is to a general meeting of members, at least 21 days *after* members have been supplied with the full report; and
- prepare a fresh and appropriately signed Designated Officer's Certificate and lodge this with copies of the relevant documents with the Registry.

Should you wish to discuss the matters raised in this letter, or if you require further information on the financial reporting requirements of the Act, I may be contacted on (03) 8661 7989 or by email at [cynthia.lobooth@air.gov.au](mailto:cynthia.lobooth@air.gov.au).

Yours sincerely,

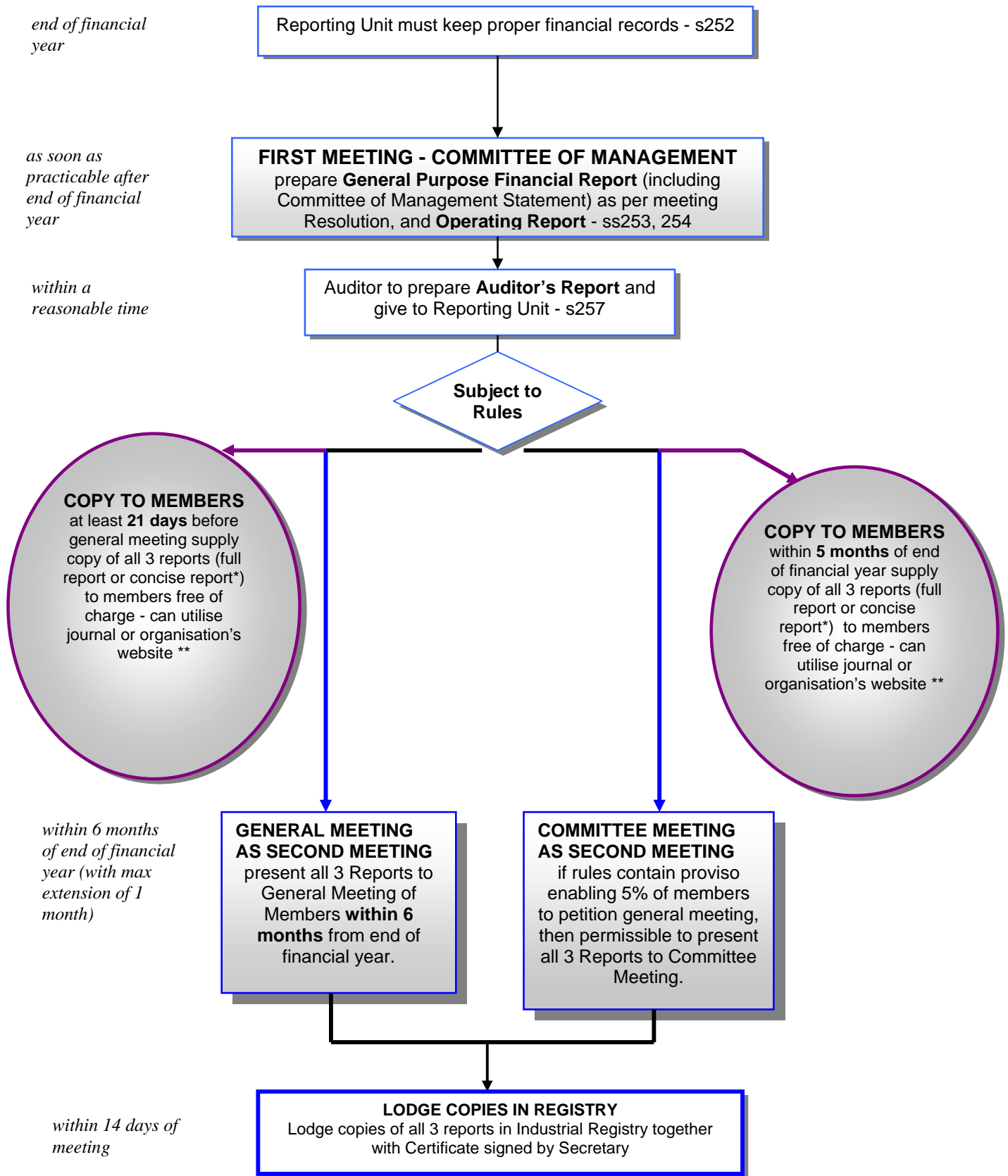


Cynthia Lo-Booth  
Statutory Services Branch

31 May 2007

Encl.

# Financial Reporting Timeline (RAO Schedule)



\* concise report may be provided if s265(1)-(4) complied with. \*\* report may be supplied through organisation's journal or on organisation's website subject to particular specifications as per RAO regulation 18.



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

C/O: QUT Kelvin Grove Campus  
E Block, Room E111  
130 Victoria Park Road  
Kelvin Grove, Queensland 4059  
Telephone: 07 3138 5452  
Facsimile: 07 3138 5451  
Email: [c.taylor@qld.nteu.org.au](mailto:c.taylor@qld.nteu.org.au)  
Website: [www.qld.nteu.org.au](http://www.qld.nteu.org.au)  
**A.B.N. 38 579 396 344**

Cynthia Lo-Booth  
Statutory Services Officer  
Australian Industrial Registry  
11 Exhibition Street  
Melbourne 3000

Dear Ms Lo-Booth,

**Re: National Tertiary Education Union – Queensland University of  
Technology Branch  
Financial Reports for year ended 30 June 2005 – FR2005/379  
Financial Reports for year ended 30 June 2006 – FR2006/300**

I write in response to your letter of 11 May 2007 in relation to the outstanding financial reports of the Queensland University of Technology Branch of the National Tertiary Education Union.

I note that I will be asked to repeat certain steps of the reporting process and also your suggestion that I lodge what has already been prepared so that you can review the financial reports so as better advise me on whether there are other deficiencies that may need attention.

I appreciate the suggestion, and as such, have enclosed the financial reports that have already been prepared for your perusal and advice. I look forward to hearing from you soon regarding the enclosed reports and how I should best proceed from here.

Yours sincerely,

Cheri Taylor  
Branch Organiser  
NTEU – QUT Branch

Email: [c.taylor@qld.nteu.org.au](mailto:c.taylor@qld.nteu.org.au)

22 May, 2007.

**NATIONAL TERTIARY EDUCATION UNION  
QUEENSLAND UNIVERSITY OF TECHNOLOGY BRANCH**

**SECRETARY'S CERTIFICATE**

I, Bob Cope, Branch Secretary of the Queensland University of Technology Branch of the National Tertiary Education Union certify that:

1. The auditors report, the accounts and statements, and the certificates of the accounting officer and of the Branch Committee of the financial year ending 30 June 2006 were circulated to members free of charge.
2. The enclosed documents are copies of the auditors report, 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 2006 and are as presented to a meeting comprising members of the National Tertiary Education Union – Queensland University of Technology Branch on 10 April 2007.
3. The information contained in the accounts and statement is correct.

Signed:



Dated: 18 April 2007

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

**For year ended 30 June 2006**

**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 2006,

- a) The attached financial statements show a true and fair view of the financial affairs of the Branch as at 30 June 2006;
- 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 556;
- 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 2006 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, Bob Cope, Sig Vogel, Peter Ridley, Lesley Fahey, Jane Williamson, Peter Isaacs, Felicity McArdle, Carol Windsor, and Evan Jones;
- 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  
Q.U.T. BRANCH**

**FINANCIAL ACCOUNTS FOR THE YEAR ENDED  
30 JUNE 2006**

1. Statement of Income & Expenditure
2. Balance Sheet
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 INCOME & EXPENDITURE  
FOR YEAR ENDING 30 JUNE 2006**

	<b>2006</b>	<b>2005</b>
	\$	\$
<b><u>INCOME</u></b>		
Membership Fees	56,255	47,547
Interest Received	2,059	2,001
Other Income	<u>293</u>	<u>764</u>
Total Income	58,607	50,312
<b><u>EXPENSES</u></b>		
Audit Fees	-	5
Bank Charges	13	57
Catering	349	612
Commission – Fee Collection	618	1,218
Depreciation	776	777
Donations	219	-
Labour Day Expenses	320	280
Printing & Photocopying	2,370	1,664
Promotional Expenses	-	248
Stationery & Office Supplies	1,781	332
Travel Expenses	59	21
Conference Costs	2,887	(254)
Wages – Employee	36,770	35,387
Superannuation	5,580	6,013
Payroll Tax	1,843	1,966
Other Expenses	<u>296</u>	<u>505</u>
Total Expenditure	<u>53,881</u>	<u>48,831</u>
<b>NET OPERATING PROFIT/(LOSS) FOR YEAR</b>	<b><u>4,726</u></b>	<b><u>1,481</u></b>

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

**BALANCE SHEET  
AS AT 30 JUNE 2006**

	<b>2006</b>	<b>2005</b>
	\$	\$
<b><u>MEMBERS FUNDS</u></b>		
Accumulated Funds – Beginning of year	58,606	57,125
Add Profit (Loss) for Year	<u>4,726</u>	<u>1,481</u>
<b>ACCUMULATED FUNDS YEAR END</b>	<b><u>\$63,332</u></b>	<b><u>\$58,606</u></b>
 <b>Represented By:</b>		
<b><u>CURRENT ASSETS</u></b>		
Cash at Bank		
- Current Accounts	6,425	3,981
- Term Deposits	50,130	50,130
Petty Cash	50	50
Fees Receivable	5,884	7,844
Other Receivables	<u>-</u>	<u>250</u>
	62,489	62,255
<b><u>NON CURRENT ASSETS</u></b>		
Office Furniture & Equipment – At Cost	3,884	3,884
Less Accumulated Depreciation	<u>(3,052)</u>	<u>(2,276)</u>
	832	1,608
<b>TOTAL ASSETS</b>	<b><u>\$63,321</u></b>	<b><u>\$63,863</u></b>
 <b><u>CURRENT LIABILITIES</u></b>		
GST Payable	(11)	(47)
Sundry Creditors	<u>-</u>	<u>5,304</u>
<b>TOTAL LIABILITIES</b>	<b><u>(11)</u></b>	<b><u>5,257</u></b>
<b>NET ASSETS</b>	<b><u>\$63,332</u></b>	<b><u>\$58,606</u></b>

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

**STATEMENT OF CASH FLOWS  
YEAR ENDED 30 JUNE 2006**

	<b>2006</b>	<b>2005</b>
	\$	\$
<b><u>CASH FLOWS FROM OPERATING ACTIVITIES</u></b>		
Receipts from members & others	58,508	46,353
Interest Received	2,059	2,001
Payments to Suppliers & Employees	<u>(58,123)</u>	<u>(49,507)</u>
	2,444	(1,153)
<b><u>CASH FLOWS FROM INVESTING ACTIVITIES</u></b>		
Purchase of Furniture & Equipment	-	-
<b><u>NET INCREASE (DECREASE) OF CASH HELD</u></b>		
	2,444	(1,153)
Cash at beginning of Period	<u>54,161</u>	<u>55,314</u>
Cash at end of Period	<u>56,605</u>	<u>54,161</u>

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

**NOTES TO AND FORMING PART OF THE FINANCIAL ACCOUNTS  
YEAR ENDED 30 JUNE 2006**

**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 2006**

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

	2006	2005
	\$	\$
Net profit (loss) for year	4,726	1,481
<b>Non Cash Flows</b>		
Depreciation	776	777
<b>Changes in assets &amp; Liabilities</b>		
Fees Receivable	1,960	(1,958)
Other Debtors	250	250
Other Liabilities	<u>(5,268)</u>	<u>(1,703)</u>
Net cash provided by (used in) Operating activities	<u>2,444</u>	<u>(1,153)</u>

**NOTE 4. IMPACT OF ADOPTION OF AUSTRALIAN EQUIVALENTS TO  
INTERNATIONAL FINANCIAL REPORTING STANDARDS.**

This is the first financial report prepared under AIFRS and AASB 1 First-Time Adoption of Australian Equivalents to International Financial Reporting Standards has been applied in preparing these statements.


There have been no adjustments required to assets, liabilities or accumulated funds as a result of the introduction of AIFRS.

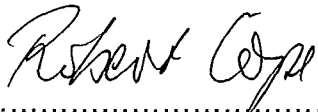
**NATIONAL TERTIARY EDUCATION UNION  
Q.U.T. BRANCH**

**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 2006 and since the end of that year:
  - (i) 12 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.

  
..... EVAN JONES

  
.....

18 April , 2007



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

**INDEPENDENT AUDIT REPORT**

To the members of the National Tertiary Education Union

**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 Q.U.T. Branch, for the year ended 30 June 2006.

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  
Q.U.T. BRANCH

INDEPENDENT AUDIT REPORT  
(Continued)

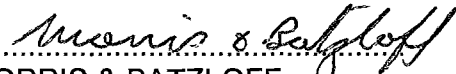
**Independence**

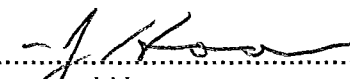
In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements and the Workplace Relations Act 1996.

**Audit Opinion**

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

- (a) The Workplace Relations Act 1996, including:
  - (i) presenting fairly the Branch's financial position as at 30 June 2006 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 J Hoare  
Registered Company Auditor  
96 Lytton Road, East Brisbane

*8 February*, 2007