



Australian Government
Australian Industrial Registry

Level 36, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7777
Fax: (03) 9655 0401

Ms. Raylene Mulvihill
Executive Officer
South Australian Division
National Tertiary Education Industry Union
c/o University of Adelaide Branch Office
UNIVERSITY OF ADELAIDE SOUTH AUSTRALIA 5005

Dear Ms. Mulvihill,

**Re: Schedule 1B of the Workplace Relations Act 1996 (the RAO Schedule)
Financial reports for year ended 30 June 2004 - FR2004/507**

I have received the financial reports of the South Australian Division of the National Tertiary Education Industry Union for the year ended 30 June 2004. The documents were lodged in the Industrial Registry on 23 December 2004.

The documents have been filed.

Although the documents have been filed, I would like to comment on some issues arising out of the reports. I make these comments to assist you when you next prepare financial reports; you do not need to take any further action in respect of the financial reports already lodged.

1. General purpose financial report

Notes to accounts - desegregation disclosure of employee/office holder benefits

The Statement of Financial performance includes expenditure items "Salaries - \$188,931" and "Superannuation - \$26,453". It is noted that there is no information in the Notes to Accounts which clarify these aggregate disclosures. Items 11(g) and (h) of the Industrial Registrar's Reporting Guidelines require disaggregation of those and like items, so far as is relevant, as follows:

*"(g) employee benefits to holders of office of the reporting unit;
(h) employee benefits to employees (other than holders of offices) of the reporting unit;"*

Would you please ensure that these separate disclosures are made in future financial reports of the organisation.

2. Committee of Management statement

Date of resolution

Item 18 of the Registrar's Reporting Guidelines requires the Committee of Management's statement to specify the date of passage of the resolution made by the Committee. While the statement provides that the appropriate resolution was passed, no date is evident.

Please do not hesitate to contact me on (03) 8661 7776 if you wish to discuss this letter.

Yours sincerely,

Mark Elliott
Statutory Services Branch
14 January 2005

2004/507



S.A. DIVISION
c/- University of Adelaide Branch Office
University of Adelaide SA 5005
Tel: (08) 8303.5155
Fax: (08) 8303.3449
email: nteu@adelaide.edu.au

21st December, 2004

Industrial Registrar,
Nauru House,
80 Collins Street,
Box 19945, G.P.O.,
MELBOURNE. VIC. 3001

Dear Registrar,

Please find enclosed audited accounts and supporting certificates for the South Australian Division of the National Tertiary Education Industry Union for the period ending 30th June, 2004.

Please contact Mr. R. Willson, Treasurer, on phone no. (08) 8303.5848 with any queries you may have.

Yours sincerely,

A handwritten signature in cursive script that reads 'Raylene Mulvihill'.

Raylene Mulvihill
NTEU Division Executive Officer

NATIONAL TERTIARY EDUCATION INDUSTRY UNION

SOUTH AUSTRALIAN DIVISION

Certificate of Secretary or other Authorised Officer

s268 of Schedule 1B *Workplace Relations Act 1996*

I, Dr Rodney Crewther, being the Vice-President (Academic) of the South Australian Division of the National Tertiary Education Industry Union certify:

- that the documents lodged herewith are copies of the full report referred to in s268 of the RAO Schedule; and
- that the full report was provided to members on 29th November, 2004; and
- that the full report was presented to a general meeting of members of the reporting unit on 21st December, 2004 in accordance with section 266 of the RAO Schedule.

Signature.....

Date:.....21/12/2004

FINANCIAL STATEMENTS

OF

**NATIONAL TERTIARY EDUCATION
INDUSTRY UNION**

**SOUTH AUSTRALIAN DIVISION
ABN 38 579 396 344**

For the Year Ended 30 June 2004

NATIONAL TERTIARY EDUCATION INDUSTRY UNION

South Australian Division

ABN 38 579 396 344

OPERATING REPORT

Your committee members submit the financial report of the National Tertiary Education Industry Union, SA Division for the financial year ended 30 June 2004.

Members of Committee

The names of the members of the committee of management throughout the financial year and at the date of this report are:

Dr. Rod Crewther

Mr. John Summers

Ms. Sherry Dzonsons

Dr. Michael Venning

Dr. Peter Gill

Ms. Gloria Sumner

Associate Professor Ian Hunt

Mr. Peter Cardwell

Mr. Robert Iseman

Ms. Luisa O'Connor

Mr. Bob Willson

Members of the Committee of Management have been in office from the start of the financial year to the date of this report unless otherwise stated.

Operating Result

The deficit from ordinary activities after providing for income tax amounted to \$15,951.

Review of Operations

A review of the operations of the entity during the financial year and the results of those operations found that during the year, the entity continued to engage in its principal activity, the results of which are disclosed in the attached financial statements.

Significant Changes

No significant changes in the nature of these activities occurred during the year.

Principal Activities

The principal activity of the union during the financial year was the provision of industrial services to members.

After Balance Date Events

No matters or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the operations of the entity, the results of those operations, or the state of affairs of the entity in future financial years.

Union Details

The union had 4 employees at year end.

The number of members at 30th June 2004 was 2,268.

Details of right of members to resign

In accordance with NTEU Rule no. 11 Resignation from Membership - How members resign,

"A member may resign from membership by written notice addressed and delivered to the member's Division Secretary or Branch Secretary provided that:

- (a) Where a written notice of resignation is received by a Division Secretary he or she shall as soon as practicable forward a copy of the notice of resignation to the appropriate Branch Secretary;
- (b) Where a written notice of resignation is received by a Branch Secretary he or she shall as soon as practicable forward a copy of the notice of resignation to the relevant Division Secretary.

A notice of resignation from membership takes effect:

- (a) where the member ceases to be eligible to become a member of the Union
 - (i) on the day on which the notice is received by the Union; or
 - (ii) on the day specified in the notice, which is a day not earlier than the day when the member ceases to be eligible to become a member; whichever is later; or
- (b) in any other case:
 - (i) at the end of two weeks, or if permitted by law three months after the notice is received by the Union; or
 - (ii) on the day specified in the notice; whichever is later."

Details of Superannuation Trustees

Not applicable

Signed in accordance with a resolution of the Members of the Committee.

Designated Officer: 
IAN HUNT

Dated this 10th November, 2004

NATIONAL TERTIARY EDUCATION INDUSTRY UNION

South Australian Division

ABN 38 579 396 344

STATEMENT OF FINANCIAL POSITION

For the Year Ended 30 June 2004

		2004	2003
		\$	\$
CURRENT ASSETS			
Cash	(Note 2)	105,665	110,813
Receivables		<u>38,098</u>	<u>27,168</u>
Total Current Assets		<u>\$143,763</u>	<u>\$137,981</u>
TOTAL ASSETS		<u>\$143,763</u>	<u>\$137,981</u>
CURRENT LIABILITIES			
Payables		57,030	16,523
Provisions	(Note 3)	<u>48,308</u>	<u>68,906</u>
TOTAL CURRENT LIABILITIES		<u>\$105,338</u>	<u>\$85,429</u>
NON CURRENT LIABILITIES			
Provisions	(Note 3)	<u>1,824</u>	<u>--</u>
TOTAL NON CURRENT LIABILITIES		<u>\$1,824</u>	<u>--</u>
TOTAL LIABILITIES		<u>\$107,162</u>	<u>\$85,429</u>
NET ASSETS		<u>\$36,601</u>	<u>\$52,552</u>
ACCUMULATED FUNDS			
Retained Surplus	(Note 4)	<u>36,601</u>	<u>52,552</u>
TOTAL MEMBERS FUNDS		<u>\$36,601</u>	<u>\$52,552</u>

NATIONAL TERTIARY EDUCATION INDUSTRY UNION

South Australian Division

ABN 38 579 396 344

STATEMENT OF FINANCIAL PERFORMANCE

For the Year Ended 30 June 2004

INCOME	2004	2003
Subscriptions	\$	\$
NTEU (Adelaide)	106,321	103,969
NTEU (Flinders)	58,708	56,345
RACGP	660	560
NTEU (UniSA)	73,823	62,592
Subscriptions – Other	<u>–</u>	<u>41</u>
	239,512	223,507
Interest	2,413	2,847
GST Refunded	<u>1,590</u>	<u>1,003</u>
TOTAL INCOME	<u>\$243,515</u>	<u>\$227,357</u>
EXPENDITURE		
Audit	1,170	1,122
Bank Fees	163	160
Industrial Expenses	1,276	–
Annual General Meeting	909	–
Staff Costs		
Industrial Officers' Air Travel	557	665
Industrial Officers' Cab Travel	4,801	2,928
Industrial Officers' Car Travel	3,950	3,243
Other	294	–
Payroll Tax	14,771	9,481
Processing Fees	1,320	1,200
Provision for Annual Leave	4,238	(1,875)
Provision for Long Service Leave	6,555	4,424
Salaries	188,931	173,763
Superannuation	26,453	24,336
WorkCover	<u>4,034</u>	<u>3,096</u>
Total Staff Costs	255,904	221,261
State Division Travel	44	132
UTLC Fees	<u>–</u>	<u>564</u>
TOTAL EXPENDITURE	<u>\$259,466</u>	<u>\$223,239</u>
INCOME LESS EXPENDITURE	<u>(\$15,951)</u>	<u>\$4,118</u>

NATIONAL TERTIARY EDUCATION INDUSTRY UNION

South Australian Division

ABN 38 579 396 344

**STATEMENT OF CASH FLOWS
For the Year Ended 30 June 2004**

	To Jun 2004	To Jun 2003
	\$	\$
Cash Flows from Operating Activities		
Receipts from Members	227,083	228,396
Less Payments for services, & to employees	(234,644)	(279,317)
Add Interest	<u>2,413</u>	<u>2,847</u>
Net Surplus from Operating Activities 2(b)	<u>(5,148)</u>	<u>(48,074)</u>
Cash Flow from Investing Activities	--	--
Cash Flow from Financing Activities	--	--
Net Cash In/Outflow	<u>(5,148)</u>	<u>(48,074)</u>
Cash at the beginning of the year	<u>110,813</u>	<u>158,887</u>
Cash at the end of the financial year 2(a)	<u>\$105,665</u>	<u>\$110,813</u>

NATIONAL TERTIARY EDUCATION INDUSTRY UNION

South Australian Division

ABN 38 579 396 344

NOTES TO AND FORMING PART OF THE ACCOUNTS For the Year Ended 30 June 2004

NOTE 1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

This financial report is a general purpose financial report that has been prepared in accordance with Australian Accounting Standards, Urgent Issues Group Consensus Views and other authoritative pronouncements of the Australian Accounting Standards Board and the requirements of the Workplace Relations Act 1996 as amended.

The financial report has been prepared on an accrual 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 Division in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

- (a) **Income Tax**
The Division is exempt from Income Tax under S50-15 of the Income Tax Assessment Act 1997.
- (b) **Contributions**
Contributions are accounted for on an accruals basis.
- (c) **Employee Benefits**
Provision for Employee Benefits in the form of Long Service Leave, Accrued Annual Leave etc, have been made for the nominal value of estimated accrued entitlements of all Employees on the basis of their terms of Employment.

NOTE 2. CASH FLOW INFORMATION

- (a) **Reconciliation of Cash**
Cash at the end of the financial year as shown in the Statement of Cash Flows is reconciled to the related items in the statement of financial position as follows:

	2004	2003
	\$	\$
Cash at Bank - Commonwealth Bank	45,967	53,528
Cash at Bank - ACCU	<u>59,698</u>	<u>57,285</u>
	<u>\$105,665</u>	<u>\$110,813</u>

NATIONAL TERTIARY EDUCATION INDUSTRY UNION

South Australian Division

ABN 38 579 396 344

NOTES TO AND FORMING PART OF THE ACCOUNTS (Cont'd)
For the Year Ended 30 June 2004

(b)	Reconciliation of Cash Flow from Operations with Profit from Ordinary Activities after Income Tax		
		2004	2003
		\$	\$
	Profit/(Loss) from Ordinary Activities	(15,951)	4,118
	<i>Change in Assets and Liabilities:</i>		
	Decrease/(Increase) in Accounts Receivable	(10,930)	4,153
	(Decrease)/Increase in Income in Advance	--	2,816
	(Decrease)/Increase in Payables	40,507	(59,883)
	Increase/(Decrease) in Provisions	<u>(18,774)</u>	<u>722</u>
	Cash Flows from Operations	<u>(\$5,148)</u>	<u>(\$48,074)</u>

NOTE 3. PROVISIONS

Provision for Annual Leave Entitlements	26,617	22,379
Provision for Long Service Leave Entitlements	<u>23,515</u>	<u>43,711</u>

NOTE 4. RETAINED PROFITS

Operating Profit (Loss)	<u>(15,951)</u>	<u>4,118</u>
Prior Year Provision for Wages On-Costs	--	27,852
Add Retained Profits B/fwd at the Beginning of Year	<u>52,552</u>	<u>20,582</u>
ACCUMULATED FUNDS	<u>\$36,601</u>	<u>\$52,552</u>

NOTE 5. SEGMENT REPORTING

The Division operates as a trade union and provides employee support to members.

NATIONAL TERTIARY EDUCATION INDUSTRY UNION

South Australian Division

ABN 38 579 396 344

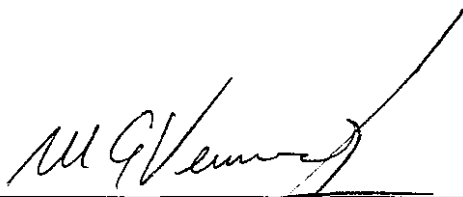
Division Committee's Certificate

We, *Rod Crewther* and *Michael Venning*, being two members of the Committee of the National Tertiary Education Industry Union, South Australian Division, under Section 243 of the RAO Schedule, declare on behalf of the Committee and in accordance with a resolution passed by the Committee and dated that:

- (a) the financial statements and notes comply with the 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 Division for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the Division will be able to pay its debts as and when they become due and payable; and
- (e) during the financial year to which the general purpose financial report relates and since the end of that year:
 - (i) meetings of the Division were held in accordance with the rules of the organisation including the rules of a Division; and
 - (ii) the financial affairs of the Division have been managed in accordance with the rules of the organisation including the rules of a Division; and
 - (iii) the financial records of the Division have been kept and maintained in accordance with RAO Schedule and the RAO Regulations; and
 - (iv) the financial records of the reporting units have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation; and
 - (v) the information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule has been furnished to the member or Registrar; and
 - (vi) there has been compliance with any order for inspection of financial records made by the Commission under section 273 of the RAO Schedule.



DIVISION COMMITTEE MEMBER
ROD CREWTER



DIVISION COMMITTEE MEMBER
MICHAEL VENNING

ADELAIDE
DATED: 10/11/04.

NATIONAL TERTIARY EDUCATION INDUSTRY UNION

South Australian Division

ABN 38 579 396 344

Auditors' Report

SCOPE

We have audited the Accounts being the Statement of Financial Position, Statement of Financial Performance, Cash Flows Statement and Notes to and forming part of the Accounts for the National Tertiary Education Industry Union, South Australian Division, for the year ended 30 June, 2004.

The Committee of Management is responsible for the preparation and presentation of the Accounts and the information they contain.

We have conducted an independent audit of the financial report in order to express an opinion on it to the Members.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the Accounts are free from material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the 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 Accounts are presented fairly in accordance with Australian Accounting Standards and statutory requirements so as to present a view which is consistent with our understanding of the financial position and the results of its operations.

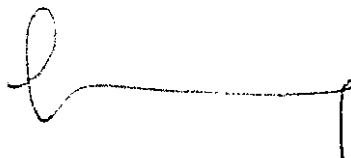
The audit opinion expressed in this report has been formed on the above basis.

AUDIT OPINION

In our opinion the financial report:

- presents fairly in accordance with Applicable Accounting Standards and other mandatory professional reporting requirements in Australia, the financial position of the Division as at 30 June 2004 and the results of its operations and its cash flows for the year then ended; and
- is in accordance with the requirements of the Workplace Relations Act 1996

J. H. DOYLE & CO.



C. WELLINGTON
REGISTERED COMPANY AUDITOR

ADELAIDE
DATED: _____

11. 11. 04.



Australian Government
Australian Industrial Registry

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7993
Fax: (03) 9654 6672

Ms. R. Mulvihill
Branch Executive Officer
National Tertiary Education Industry Union
University of Adelaide Branch
NTEU Office
Room 312, Level 3, Hughes Building
University of Adelaide
North Terrace
ADELAIDE SA 5005

Dear Ms. Mulvihill,

Schedule 1B - Workplace Relations Act 1996
Extension of time to present to general meeting of members
financial report of reporting unit
(FR 2004/507)

I refer to your letter dated 14 December 2004, in relation to a request for an extension of time to present a copy of the financial report of the South Australian Division of the National Tertiary Education Industry Union to a general meeting of its members.

I hereby grant to the reporting unit under subsection 265(5) of Schedule 1B of the Act an extension of time until 31 January 2005 to present to a general meeting of the members of the reporting unit a copy of the financial report prepared for the year ended 30 June 2004.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'T. Nassios', consisting of a horizontal line at the top, a vertical line extending downwards, and a horizontal line extending to the right from the vertical line.

T. Nassios
DEPUTY INDUSTRIAL REGISTRAR

15 December 2004



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: FR2004/507 - [283V-SAD]

Mr Michael Venning
President
National Tertiary Education Industry Union
South Australian Division
University of South Australia NTEU Office
Nursing Building
University of South Australia
Holbrooks Road
UNDERDALE SA 5032

Dear Mr Venning

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'⁵⁵).

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.

⁵⁵ Registration and Accountability of Organisations Schedule (RAO) (Schedule 1B to the *Workplace Relations Act 1996*)

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.

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.

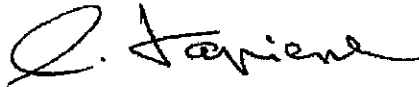
If you have already taken steps to ensure that your reporting unit complies with the time scale requirements of RAO, please ignore this letter.

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. Tapie". The signature is fluid and cursive, with a large initial "R" and a long, sweeping underline.

23 November 2004