



AUSTRALIAN INDUSTRIAL REGISTRY

Australian Industrial Registry
Level 35, Nauru House
80 Collins Street
MELBOURNE VIC 3000
Telephone: (03) 8661 7888
Fax: (03) 9654 6672

Ref: FR2002/474-[283V-SCU]

Ms K.M. Davis
Branch Secretary
National Tertiary Education Industry Union
Southern Cross University Branch
NTEU Office
Southern Cross University
Military Road
LISMORE NSW 2480

Dear Ms K.M. Davis

**Re: National Tertiary Education Industry Union-Southern Cross University Branch
Financial Reporting Obligations under *Workplace Relations Act 1996***

This is a courtesy letter to remind you of the financial reporting obligations of the abovenamed body under the *Workplace Relations Act 1996* ('the Act') for the financial year ended 30 June, 2002.

The legislative scheme set out in Part IX, Division 11 of the Act is directed at ensuring that a registered organisation or a branch of such an organisation discharges obligations of accountability to its members in relation to its financial affairs through proper and regular disclosure of financial information. The various steps of the financial reporting requirements must be carried out within the time-scales prescribed by the legislation so as to ensure the relevance of the financial information provided to the members.

Now that the financial year has ended, it is timely that you put in train the various steps of the financial reporting requirements. To assist you with this process I have enclosed for your information a notice summarising these requirements including the time-scales prescribed by the legislation.

Please do not hesitate to contact me on (03) 8661 7787 if you wish to discuss the financial reporting requirements, especially if you anticipate any difficulty in meeting any step in the time-scales prescribed.

Yours sincerely

Clency Lapierre
Team Manager
E-mail: clency.lapierre@air.gov.au
11 July, 2002



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

Ms. Kierrynn Davis
Secretary
National Tertiary Education Industry Union
Southern Cross University Branch
P.O. Box 157
LISMORE NSW 2480

Dear Ms. Davis,

Re: Financial statements for year ended 30 June 2002 - FR2002/474

This is a courtesy letter to remind you of the financial reporting requirements of Part IX, Division 11 of the Workplace Relations Act 1996 ('the Act') in respect of financial year ended 30 June 2002.

An organisation registered under the Act or a branch of such an organisation is required to carry out the various steps of the financial reporting obligations within certain time-scales.

In relation to financial documents for year ended 30 June 2002, the auditor should have made a report to the branch as required by subsection 276(1) of the Act before 31 December 2002. If you have not done so already you should consider implementing the following steps:

- provision of copies of the auditor's report, accounts and statements to the members,
- following provision of copies to the members, presentation of the auditor's report, accounts and statements to a meeting of the members or the committee of management
- lodgement of copies of the auditor's report, accounts and statements in the Industrial Registry accompanied by your certificate confirming that the documents so lodged are copies of those presented to the relevant meeting - the certificate should specify the type of meeting and the date when the meeting was held.

In the normal course of events, financial statements for year ended 30 June 2002 should be lodged in the Industrial Registry before 31 March 2003. Please note that the Act provides for extensions of time to be sought and granted in certain circumstances.

If you have already taken steps to have the financial statements lodged in the Industrial Registry before 31 March 2003, please disregard this letter.

I have enclosed for your information a notice describing the financial reporting requirements in more detail, including the time-scales prescribed by the legislation.

Should you wish to discuss this letter please contact me on (03) 8661 7787.

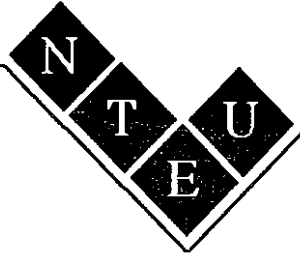
Yours sincerely

Clency Lapierre
Statutory Services Branch

11 March 2003

FR 2002/474

National
Tertiary
Education
Industry
Union



Southern Cross University Branch

Southern Cross University
PO Box 157 Lismore NSW 2480
Telephone (Office): 02 6620 3297
Fax: 02 6622 1954
email: lroberts@scu.edu.au

Secretary's Certificate



I, Kierrynn Davis, secretary and treasurer of the NTEU Southern Cross Branch of the National Tertiary Education Industry Union certify that:

1. The auditor's report, the accounts and statements, and the certificates of the accounting officer and of the Branch Committee in respect to the financial year ending 30 June 2002 were made freely available to members by email on the 24th April 2003.
2. The enclosed documents are copies of the auditor's 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 in respect to the year ending 30th June 2002 and are as presented to a meeting of the Branch Committee held on the 12th May 2003.

Signed:

A handwritten signature in black ink, appearing to read 'K Davis'.

Kierrynn Davis, Secretary

Date: 12th May 2003



ACCOUNTANTS

Business Planning
Tax Minimisation
Wealth Creation

**National Tertiary Education Industry Union
Southern Cross University Branch**

**Financial Statements
For the year ended 30 June, 2002**

COOK & COOK ACCOUNTANTS Graham Cook B. Bus CA Chartered Accountant

Level 1, 84 Molesworth Street, PO Box 1143, Lismore NSW 2480 Phone: (02) 6622 4166 Fax: (02) 6622 4170 Email: gcook@nor.com.au

Liability is limited by the Accountants scheme pursuant to the Professional Standards ACT 1994

National Tertiary Education Industry Union Southern Cross University Branch

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**National Tertiary Education Industry Union Southern Cross University
Branch**

Detailed Statement of Financial Performance

For the year ended 30 June, 2002

| | 2002 | 2001 |
|----------------------------|---------------|---------------|
| | \$ | \$ |
| Income | | |
| Donations | 0 | 818 |
| Interest | 9 | 45 |
| Merchandise | 16 | 46 |
| Membership Dues (inc. GST) | 50,311 | 26,923 |
| Other Income | 90 | 0 |
| Other Income - GST Refund | 0 | 229 |
| Recruitment | 1,664 | 0 |
| Total income | <u>52,090</u> | <u>28,062</u> |

Expenses

| | | |
|----------------------------------|--------|-------|
| Accountancy & Audit Fees | 250 | 600 |
| Bank Charges | 96 | 157 |
| Conferences | 485 | 723 |
| Depreciation - Plant & Equipment | 1,132 | 1,132 |
| Enterprise Bargaining | 0 | 2,531 |
| Functions & Meetings | 106 | 315 |
| General - GST Paid | 171 | 394 |
| Insurance - Workcover | 117 | 109 |
| Membership - Cash Fees | 275 | 115 |
| Membership - Workshops | 0 | 100 |
| Postage | 92 | 63 |
| PRD Division Allocation | 16,111 | 4,694 |
| PRD National Allocation | 12,805 | 3,877 |
| PRD National GST | 3,481 | 921 |
| PRD National Defence Fund | 1,885 | 536 |

The accompanying notes form part of these financial statements.

**National Tertiary Education Industry Union Southern Cross University
Branch**

Detailed Statement of Financial Performance

For the year ended 30 June, 2002

| | 2002 | 2001 |
|---|-----------------|----------------|
| | \$ | \$ |
| Printing & Photocopying | 248 | 191 |
| Recruitment | 805 | 33 |
| Salaries - PRT | 1,220 | 0 |
| Salaries - BEO | 15,060 | 15,207 |
| Salaries - Casual | 3,152 | 169 |
| Salaries - Superannuation | 1,423 | 1,111 |
| Salaries - Payroll Tax (NSW Division) | 4,000 | 0 |
| Stationery & Office Supplies | 175 | 66 |
| Telephone & Facsimile | 433 | 639 |
| Total expenses | 63,522 | 33,684 |
| Operating surplus (deficit) from ordinary activities before income tax | (11,432) | (5,622) |
| Income tax relating to ordinary activities | 0 | 0 |
| Net operating surplus (deficit) attributable to the association | (11,432) | (5,622) |
| Total changes in equity of the association | (11,432) | (5,622) |
| Opening retained profits | 9,545 | 15,167 |
| Net operating surplus (deficit) attributable to the association | (11,432) | (5,622) |
| Closing retained profits | (1,887) | 9,545 |

The accompanying notes form part of these financial statements.

**National Tertiary Education Industry Union Southern Cross University
Branch**

Detailed Statement of Financial Position As At 30 June, 2002

| | 2002 \$ | 2001 \$ |
|--------------------------------------|--------------------|------------------|
| Current Assets | | |
| Cash Assets | | |
| Bank Account - Commonwealth | 0 | 238 |
| Bank Account - Summerland | 0 | 7,476 |
| Cash On Hand | 130 | 103 |
| | <u>130</u> | <u>7,818</u> |
| Total Current Assets | 130 | 7,818 |
| Non-Current Assets | | |
| Property, Plant and Equipment | | |
| Plant & Equipment | 3,192 | 3,192 |
| Accumulated Depreciation | (2,597) | (1,465) |
| | <u>595</u> | <u>1,727</u> |
| Total Non-Current Assets | 595 | 1,727 |
| Total Assets | 725 | 9,545 |
| Current Liabilities | | |
| Interest-Bearing Liabilities | | |
| Unsecured: | | |
| - Bank Account - Summerland | 2,612 | 0 |
| | <u>2,612</u> | <u>0</u> |
| Total Current Liabilities | 2,612 | 0 |
| Total Liabilities | 2,612 | 0 |
| Net Assets (Liabilities) | (1,887) | 9,545 |
| Members' Funds | | |
| Accumulated surplus (deficit) | (1,887) | 9,545 |
| Total Members' Funds | (1,887) | 9,545 |

The accompanying notes form part of these financial statements.

**National Tertiary Education Industry Union Southern Cross University
Branch**

Notes to and forming part of the Financial Statements

For the year ended 30 June, 2002

**Note 1 - Statement of Accounting
Policies**

These financial statements are a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Workplace Relations Act 1996. The committee has determined that the association is not a reporting entity.

The financial report has been prepared in accordance with the requirements of the Workplace Relations Act 1996, and the following Accounting Standards.

AAS 1 Profit and Loss or Other Operating Statements

AAS 5 Materiality

AAS 8 Events Occurring After Reporting Date

No other Australian Accounting Standards, Urgent Issues Group Consensus Views or other authoritative pronouncements of the Australian Accounting Standards Board have been intentionally applied.

The financial report has been prepared on an accruals basis from the records of the association. They are based on historic costs and do not take into account changing money values or, except where specifically stated, current valuations of non-current assets. The accounting policies are consistent with the previous period, unless otherwise stated.

The following specific accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this financial report.

Loan repayments to National Office are treated as expenditure in the year incurred.

In accordance with the requirements of the Workplace Relations Act 1996, the attention of members is drawn to the provisions of subsection (1), (2) and (3) of section 274 which reads as follows:

1. a member of the organisation, or a registrar, may apply to the organisation for specified prescribed information in relation to the organisation;
2. an organisation shall, on application made under subsection (1) by a member of the organisation 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 subsection (1) at the request of a member of the organisation 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 Industry Union Southern Cross University
Branch**

Statement by Members of the Committee

For the year ended 30 June, 2002

The committee have determined that the association is not a reporting entity.

The committee have determined that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the Financial Statements.

In the opinion of the committee:

1. the accompanying Detailed Statement of Financial Performance, Detailed Statement of Financial Position, and Notes to the Financial Statements present fairly the financial position of National Tertiary Education Industry Union Southern Cross University Branch as at 30 June, 2002 and the results and cash flows of the association for the year ended on that date in accordance with applicable Australian Accounting Standards and other mandatory professional reporting requirements;
2. meetings of the executive were held during the year ended 30 June 2002 in accordance with the rules of the organisation;
3. to the knowledge of any member of the executive, there have been no instances where records of the organisation or other documents (not being documents containing information made available to a member of the organisation under section 274(2) of the Workplace Relations Act 1996, as amended) or copies of those documents or records, or copies of the rules of the organisation, 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 organisation;
4. the organisation has complied with the requirements of Division 11 of the Workplace Relations Act 1996, as amended, in relation to the supply of documents to members and presentation to meetings in respect of the year ended 30 June 2002; and
5. at the date of this statement, there are reasonable grounds to believe that the association will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the committee and is signed for and on behalf of the Committee by:

President



Treasurer



Lismore 8 April, 2003

**National Tertiary Education Industry Union Southern Cross University
Branch**

**Accounting Officer's Certificate
For the year ended 30 June, 2002**

I, **Kierryn DAVIS**, being the officer responsible for keeping the accounting records of the National Tertiary Education Industry Union Southern Cross University Branch, certify that as at 30 June 2002 the number of members of the organisation was **262**.

In my opinion:

1. The attached financial report shows a true and fair view of the financial affairs of the organisation as at 30 June 2002;
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 organisation;
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 organisation;
4. with regards to funds of the organisation 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 such fund for purposes other than those for which the fund was operated;
5. all loans or other financial benefits granted to persons holding office in the organisation were authorised in accordance with the rules;
6. the register of members of the organisation was maintained in accordance with the Act.

Accounting Officer



Lismore 8 April, 2003.

National Tertiary Education Industry Union Southern Cross University Branch

Audit Report to the Members

Scope

We have audited the attached financial statements, being a special purpose financial report comprising the Statement by Members of the Committee, Detailed Statement of Financial Performance, Detailed Statement of Financial Position, and Notes to the Financial Statements for the year ended 30 June, 2002 of National Tertiary Education Industry Union Southern Cross University Branch.

The committee is responsible for the financial statements and has determined that the accounting policies used are appropriate to meet the needs of the Workplace Relations Act 1996 and the needs of the members. We have conducted an independent audit of these financial report in order to express an opinion on them to the members of National Tertiary Education Industry Union Southern Cross University Branch. No opinion is expressed as to whether the accounting policies used are appropriate to the needs of the members.

The financial statements have been prepared for the purpose of fulfilling the requirements of the Workplace Relations Act 1996. We disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

Our audit has been conducted in accordance with Australian Auditing Standards. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the financial statements are presented fairly in accordance with the accounting policies described in Note 1 to the financial statements so as to present a view which is consistent with our understanding of the association's financial position, and performance as represented by the results of its operations and its cash flows. These policies do not require the application of all Accounting Standards and other mandatory professional reporting requirements in Australia.

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

Audit opinion

In our opinion:

- (a) the financial statements present fairly, in accordance with the accounting policies described in Note 1 to the financial statements, the financial position of National Tertiary Education Industry Union Southern Cross University Branch as at 30 June, 2002 and the results of its operations for the year then ended.
- (b) satisfactory accounting records have been kept by the organisation to record the source and nature of the income (including income from members) of the organisation; and the nature and purpose of expenditure of the organisation.
- (c) I have obtained from officers or employees of the organisation all the information and explanations which were required to be provided.

Signed on 8 April, 2003:



Graham Cook, Chartered Accountant

Cook & Cook Accountants

84 Molesworth Street Lismore



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

Ms. Kierrynn Davis
Secretary
National Tertiary Education Industry Union
Southern Cross University Branch
P.O. Box 157
LISMORE NSW 2480

Dear Ms. Davis,

**Re: Lodgement of Financial Documents
FR 2003/474**

I acknowledge receipt of the financial statements of the branch for year ended 30 June 2002. The documents were lodged in the Industrial Registry on 26 May 2003.

The following matter concerning the financial reporting requirements of the Act is advised for your assistance when preparing financial returns:

No further action is required in respect of the documents lodged. However, it would be appreciated if the same matter is not repeated for the next financial year.

Committee of Management Certificate

Regulation 109(1)(b)(iv) of the Workplace Relations Regulations requires the committee of management to certify whether or not the branch had complied with the requirements of section 279 in respect of the financial documents of the immediately preceding financial period.

Paragraph 4 of the committee of management certificate referred to the year ended 30 June 2002 instead of the year ended 30 June 2001.

It should be noted that this part of the committee of management's certificate always refers back to the preceding year.

The documents have been filed.

Should you wish to discuss the above matters please contact me on (03) 86617787.

Yours sincerely

Clency Lapierre
Statutory Services Branch
26 May 2003