



AUSTRALIAN INDUSTRIAL REGISTRY

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

Ms. K. Davis
Branch Secretary
National Tertiary Education Industry Union
Southern Cross University Branch
PO Box 157
LISMORE NSW 2480

Dear Ms. Davis,

**Re: Financial documents for year ended 30 June 2003
FR 2003/455**

Reference is made to the financial documents of the Southern Cross University Branch of the National Tertiary Education Industry Union for the year ended 30 June 2003 which were lodged in the Industrial Registry on 26 February 2004.

The financial documents have been filed.

The following matter is referred for assistance when preparing future financial documents; no further action is requested in respect of this:

I note that the Statement by Members of the Committee and the Auditor's Report appear to have been prepared to comply with the requirements of the *Registration and Accountability of Organisations Schedule* (the RAO Schedule).

It should be noted that while the accounting, auditing and reporting obligations have changed with the introduction of the RAO Schedule which generally came into operation on 12 May 2003, Part IX, Division 11 of the Act continues to apply in relation to a financial year of an organisation that commenced before 30 June 2003. The corresponding obligations set out in the RAO Schedule apply to each financial year of an organisation that starts on or after 1 July 2003.

Accordingly, financial documents for financial years commencing prior to 1 July 2003 should be prepared in accordance with Part IX, Division 11 of the Act and not the RAO Schedule.

Would you please bring this matter to your auditor's attention.

Documents on website

The Registry has created an electronic file for each registered organisation and branch which is accessible through the AIRC web site. The documents lodged have been placed on the AIRC Website at www.e-airc.gov.au/283vscu. In light of the readier access which this will give to these documents, elected office bearers may wish to consider providing their work postal address (rather than their residential address) in the list of office bearers which is required to be lodged each year under RAO sections 233(1)(b) and (2).

Electronic lodgment

I encourage you to take advantage of the electronic lodgment service provided by the Registry for future lodgments. You may register as a user and then lodge your documents via the Electronic Lodgment page of the AIRC website at www.airc.gov.au . Alternatively, you may send an email with the documents attached to: RIATeam3@air.gov.au. Please note that the Rules of the Commission allow for electronic signatures to be used, other than for statutory declarations (see subrule 74A(1)). Where documents are lodged electronically, there will be no need to forward hard copies of the documents.

Should you wish to discuss this letter or if you require further information on the financial reporting requirements of the Act, I may be contacted on (03) 8661 7993 or by email at larry.powell@air.gov.au.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'L Powell', with a large, stylized initial 'L'.

Larry Powell
Statutory Services Branch

11 March 2004



AUSTRALIAN INDUSTRIAL REGISTRY

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

Mr. G. Cook
Cook & Cook Accountants
Level 1
84 Molesworth Street
LISMORE NSW 2480

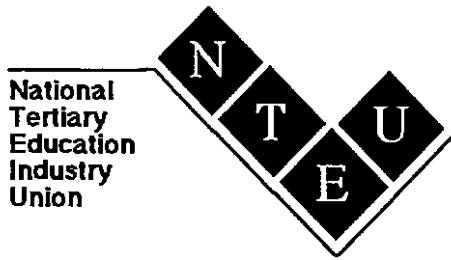
Dear Mr. Cook,

Please find enclosed for your information a copy of my letter dated 11 March 2003 to the Southern Cross University Branch of the National Tertiary Education Industry Union in relation to its financial documents for the year ended 30 June 2003.

Yours sincerely,

Larry Powell

11 March 2004



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 of the NTEU Southern Cross Branch of the National Tertiary Education Industry Union certify that:

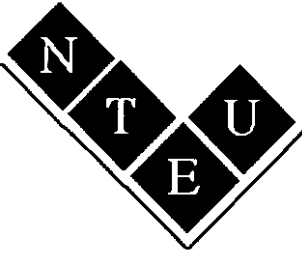
1. The auditor's report, the accounts and statements, and the certificates of the accounting officer and of the Branch Committee in respect to the financial year ending 30 June 2003 were made freely available to members by email on the 17th December 2003.
2. The enclosed documents are copies of the auditor's 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 2003 and are as presented to a meeting of the Branch Committee held on the 10th February 2004.

Signed:

Kierrynn Davis, Secretary

Date: 10th February 2004

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 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 2003 were made freely available to members by email on the 17th December 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 2003 and are as presented to a meeting of the Branch Committee held on the 10th February 2004.

Signed:

A handwritten signature in black ink, appearing to read 'K Davis', written over a horizontal line.

Kierrynn Davis, Secretary

Date: 10th February 2004

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

**Financial Statements
For the year ended 30 June, 2003**

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, 2003

| | 2003 | 2002 |
|--|---------------|-----------------|
| | \$ | \$ |
| Income | | |
| Interest | 4 | 9 |
| Merchandise | 0 | 16 |
| Membership Dues (inc. GST) | 67,081 | 50,311 |
| Other Income | 0 | 90 |
| Recruitment | 0 | 1,664 |
| Total income | <u>67,085</u> | <u>52,090</u> |
| Expenses | | |
| Accountancy & Audit Fees | 250 | 250 |
| Bank Charges | 88 | 96 |
| Conferences | 0 | 485 |
| Depreciation - Plant & Equipment | 550 | 1,132 |
| Functions & Meetings | 0 | 106 |
| General | 170 | 0 |
| General - GST Paid | 89 | 171 |
| Insurance - Workcover | 144 | 117 |
| Membership - Cash Fees | 82 | 275 |
| Postage | 54 | 92 |
| PRD Division Allocation | 21,957 | 16,111 |
| PRD National Allocation | 12,674 | 12,805 |
| PRD National GST | 4,963 | 3,481 |
| PRD National Defence Fund | 2,166 | 1,885 |
| Printing & Photocopying | 167 | 248 |
| Provision - Long Service Leave | 1,335 | 0 |
| Recruitment | 462 | 805 |
| Salaries - PRT | 1,129 | 1,220 |
| Salaries - BEO | 15,746 | 15,060 |
| Salaries - Casual | 1,603 | 3,152 |
| Salaries - Superannuation | 1,513 | 1,423 |
| Salaries - Payroll Tax (NSW Division) | 0 | 4,000 |
| Stationery & Office Supplies | 161 | 175 |
| Telephone & Facsimile | 117 | 433 |
| Total expenses | <u>65,421</u> | <u>63,522</u> |
| Profit from ordinary activities before income tax | 1,664 | (11,432) |

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, 2003

| | 2003 \$ | 2002 \$ |
|--|--------------|-----------------|
| Income tax revenue relating to ordinary activities | 0 | 0 |
| Net profit attributable to the association | <u>1,664</u> | <u>(11,432)</u> |
| Total changes in equity of the association | <u>1,664</u> | <u>(11,432)</u> |
| Opening retained profits | (1,887) | 9,545 |
| Net profit attributable to the association | 1,664 | (11,432) |
| Closing retained profits | <u>(223)</u> | <u>(1,887)</u> |

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, 2003

| | 2003 \$ | 2002 \$ |
|--------------------------------------|---------------------|-----------------------|
| Current Assets | | |
| Cash Assets | | |
| Bank Account - Summerland | 3,833 | 0 |
| Cash On Hand | 4 | 130 |
| | <u>3,837</u> | <u>130</u> |
| Total Current Assets | <u>3,837</u> | <u>130</u> |
| Non-Current Assets | | |
| Property, Plant and Equipment | | |
| Plant & Equipment | 3,192 | 3,192 |
| Accumulated Depreciation | (3,147) | (2,597) |
| | <u>45</u> | <u>595</u> |
| Total Non-Current Assets | <u>45</u> | <u>595</u> |
| Total Assets | <u>3,882</u> | <u>725</u> |
| Current Liabilities | | |
| Interest-Bearing Liabilities | | |
| Unsecured: | | |
| - Bank Account - Summerland | 0 | 2,612 |
| - Loan - NSW Division | 2,770 | 0 |
| | <u>2,770</u> | <u>2,612</u> |
| Provisions | | |
| Provision - Long Service Leave | 1,335 | 0 |
| | <u>1,335</u> | <u>0</u> |
| Total Current Liabilities | <u>4,104</u> | <u>2,612</u> |
| Total Liabilities | <u>4,104</u> | <u>2,612</u> |
| Net Assets (Liabilities) | <u>(223)</u> | <u>(1,887)</u> |

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, 2003

| | 2003 \$ | 2002 \$ |
|-------------------------------|--------------|----------------|
| Members' Funds | | |
| Accumulated surplus (deficit) | (223) | (1,887) |
| Total Members' Funds | <u>(223)</u> | <u>(1,887)</u> |

The accompanying notes form part of these financial statements.

National Tertiary Education Industry Union Southern Cross University Branch

Notes to the Financial Statements

For the year ended 30 June, 2003

Note 1: Statement of Accounting Policies

The 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.

The financial report covers National Tertiary Education Industry Union Southern Cross University Branch as an individual entity.

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

Property, Plant and Equipment

Each class of property, plant and equipment is carried at cost or fair value less, where applicable, any accumulated depreciation.

a) Plant and equipment

The carrying amount of plant and equipment is reviewed annually to ensure it is not in excess of the recoverable amount from those assets. The recoverable amount is assessed on the basis of the expected net cash flows that will be received from the assets employment and subsequent disposal. The expected net cash flows have not been discounted to present values in determining the recoverable amounts.

b) Depreciation

The depreciable amount of all fixed assets including buildings, but excluding freehold land, is depreciated on a straight line basis over their useful lives to National Tertiary Education Industry Union Southern Cross University Branch commencing from the time the asset is held ready for use.

The depreciation rates used for each class of depreciable asset are:

| Class of Asset | Depreciation Rate % |
|---------------------|------------------------|
| Plant and equipment | 25 % |

Employee entitlements

Provision is made for the liability for employee entitlements arising from services rendered by employees to balance date. Employee entitlements have been measured at their nominal amount.

Contributions are made by National Tertiary Education Industry Union Southern Cross University Branch to an employee superannuation fund and are charged as expenses when incurred.

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

Notes to the Financial Statements

For the year ended 30 June, 2003

Other Disclosures

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 the 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 the 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, 2003

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, 2003 and its performance for the year ended on that date in accordance with Australian Accounting Standards, mandatory professional reporting requirements and other authoritative pronouncements of the Australian Accounting Standards Board;
2. the financial statements and notes comply with the reporting guidelines of the Industrial Registrar for purposes of section 270 of the RAO Schedule;
3. 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.
4. meetings of the executive were held during the year ended 30 June 2003 in accordance with the rules of the organisation;
5. the financial affairs of the organisation have been managed in accordance with the rules of the organisation;
6. the financial records of the organisation have been kept and maintained in accordance with the RAO Schedule and the RAO Schedule Regulations;
7. information sought in any request of a member of the organisation or a Registrar duly made under section 272 of the RAO Schedule have been furnished to the member or Registrar;
8. the organisation has complied with any order for inspection of financial records made by the Commission under section 273 of the RAO Schedule.

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


Paul Gannon
President


Robyn Anderson
Treasurer

Lismore December, 2003

**National Tertiary Education Industry Union Southern Cross University
Branch
Accounting Officer's Certificate
For the year ended 30 June, 2003**

I, Robyn Anderson, 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 2003 the number of members of the organisation was **253**.

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 2003;
2. a record has been kept of all moneys paid by, or collected from, members and all moneys so paid or collected have been credited to the bank account to which those moneys are to be credited, in accordance with the rules of the 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 11 December, 2003.

**National Tertiary Education Industry Union Southern Cross University
Branch
Independent Audit Report**

Scope

We have audited the financial statements of the National Tertiary Education Industry Union Southern Cross University Branch, being 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, 2003.

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.

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 to provide reasonable assurance whether the financial report is free of material misstatement. 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 Accounting Standards and other Mandatory professional reporting requirements 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.

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 applicable Accounting Standards and other Mandatory professional reporting requirements the financial position of National Tertiary Education Industry Union Southern Cross University Branch as at 30 June, 2003 and the results of its operations for the year then ended.

Signed on 11 December, 2003:



Graham Cook, Chartered Accountant
Cook & Cook Accountants
84 Molesworth Street Lismore



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: FR2003/455-[283V-SCU]

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

Dear Ms 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, 2003.

While the accounting, auditing and reporting obligations have changed with the introduction of the *Registration and Accountability of Organisations* Schedule (the RAO Schedule) which generally came into operation on 12 May 2003, Part IX, Division 11 of the Act continues to apply in relation to a financial year of an organisation that ends on 30 June, 2003. The corresponding obligations set out in the RAO Schedule apply to each financial year of an organisation that starts on or after 1 July 2003.

Now that the financial year for 30 June, 2003 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 note that a branch of an organisation may be exempted from the obligations arising under Part IX, Division 11 in respect of a financial year by satisfying a Registrar that the branch did not have any financial affairs during the financial year. An application under subsection 271A(1) of the Act must be made within 90 days (unless extended by a Registrar) after the end of the financial year.

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
28 July, 2003