



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. D. Paez
Secretary
National Tertiary Education Industry Union
University of Sunshine Coast Branch
NTEU Office
University of Sunshine Coast
C/- Equity
Locked Bag 4
MAROOCHYDORE QLD 4558

Dear Ms. Paez,

Re: National Tertiary Education Industry Union -
University of Sunshine Coast Branch
Financial Reporting Obligations - Workplace Relations Act 1996

This is a courtesy letter to remind you of the financial reporting obligations of the abovenamed body, arising under Part IX, Division 11 of the *Workplace Relations Act 1996* ('the Act') in respect of financial year ended 30 June 2001.

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. Now that the financial year has ended, it is timely that you now consider and implement the following steps within those timescales:-

- preparation of the financial statements
- commencement of the audit of the accounting records
- consideration of the financial statements and passage of a resolution by the committee of management in relation to certain matters concerning the statements
- preparation of the certificates by the accounting officer and the committee of management
- receipt of the auditor's report
- 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 meeting following provision of

copies to members - the certificate should specify the type of meeting and the date when the meeting was held

The obligation to provide documents to members may be discharged by provision of a summary subject to certain conditions.

I have enclosed for your information a notice describing the financial reporting requirements in more detail, 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. In the case of the financial year which ended on 30 June 2001, such an application should be made by a branch before 30 September 2001.

I invite you to contact me on (03) 8661 7787 if you wish to discuss the financial reporting requirements. Should you anticipate any difficulty in meeting any step in the time-scale prescribed you may wish to note that the legislation allows for an extension of time to be sought in certain circumstances.

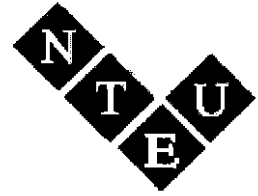
Yours sincerely,

Clency Lapierre
Statutory Services Branch

11 July 2001

Enclosure

FR 2001/643



Industrial Relations Registry
Statutory Services Branch
GPO Box 1994 S
Melbourne Victoria 3001

11 December, 2001

Dear Madam/Sir,

Please find enclosed the audited accounts of the University of the Sunshine Coast, National Tertiary Education Union.

I do apologise for the lateness of the 2000 accounts.

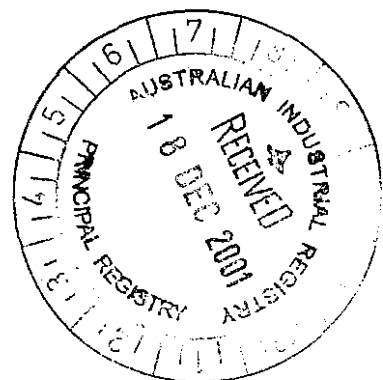
Please find enclosed the 2000 and 2001 audited accounts passed by a General meeting held at the University of the Sunshine Coast on 11 December, 2001.

Should you require any further information, do not hesitate to contact me on 07 5430 1258 or by email dpaez@usc.edu.au.

Yours sincerely,

A handwritten signature in black ink that reads "Di Paez". The signature is written in a cursive, flowing style.

Di Paez
Secretary



NTEU
University of the Sunshine Coast
Maroochydore, DC. Queensland 4556

**NATIONAL TERTIARY EDUCATION UNION
SUNSHINE COAST UNIVERSITY BRANCH
FINANCIAL ACCOUNTS FOR THE YEAR ENDED
30 JUNE, 2001**

- 1. Statement of Receipts and Expenditure**
- 2. Balance Sheet**
- 3. Notes to the Accounts**
- 4. Certification by Accounting Officer**
- 5. Statement by Committee of Management**
- 6. Independent Audit Report**

NATIONAL TERTIARY EDUCATION UNION
SUNSHINE COAST UNIVERSITY BRANCH
STATEMENT OF RECEIPTS AND EXPENDITURE
FOR THE YEAR ENDING 30 JUNE, 2001

| | 2001 \$ | 2000 \$ |
|---|--------------|--------------|
| RECEIPTS | | |
| Members Fees | 34,463 | 21,144 |
| Interest Received | 24 | 15 |
| | 34,487 | 21,159 |
| PAYMENTS | | |
| Capitation Fees - National Office | 29,394 | 16,593 |
| Administration Expenses | 876 | 574 |
| Audit Fees | - | 225 |
| Bank Charges | 5 | 34 |
| | 30,275 | 17,426 |
| EXCESS RECEIPTS OVER EXPENDITURE | 4,212 | 3,732 |

NATIONAL TERTIARY EDUCATION UNION

SUNSHINE COAST UNIVERSITY BRANCH

BALANCE SHEET

AS AT 30 JUNE, 2001

| | 2001 | 2000 |
|----------------------------------|----------------------|---------------------|
| | \$ | \$ |
| MEMBERS FUNDS | | |
| As at 1 July, 2000 | 9,017 | 5,285 |
| Add: Surplus(Deficit) of Income | 4,212 | 3,732 |
| ACCUMULATED FUND YEAR END | <u>13,229</u> | <u>9,017</u> |
| Represented By: | | |
| CURRENT ASSETS | | |
| Cash on Hand | | - |
| Cash at Bank | 11,813 | 7,938 |
| Fees Receivable | 9,546 | 7,256 |
| | <u>21,359</u> | <u>15,194</u> |
| CURRENT LIABILITIES | | |
| Sundry Creditors | | |
| - capitation fees payable | 8,129 | 6,177 |
| - other | | |
| | <u>13,229</u> | <u>9,017</u> |

NATIONAL TERTIARY EDUCATION UNION

SUNSHINE COAST UNIVERSITY BRANCH

**NOTES TO AND FORMING PART OF THE FINANCIAL
ACCOUNTS
FOR THE YEAR ENDING 30 JUNE, 2001**

NOTE 1. STATEMENT OF ACCOUNTING POLICIES

The accounts have been prepared in accordance with Australian Accounting Standards. 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.

NOTE 2. 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.

NOTE 3. 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 274 which read as follows:

- (1) A member of an 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 Sub-Section (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 Sub-Section (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 UNION

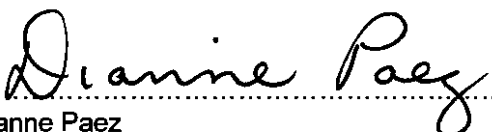
SUNSHINE COAST UNIVERSITY BRANCH

Accounting Officer's Certificate

I, Dianne Paez, being the Officer responsible for keeping the accounting records of the National Tertiary Education Union, Sunshine Coast University Branch, certify that as at 30 June, 2001 the number of members in the Branch was 118.

In my opinion,

- (1) the attached accounts show a true and fair view of the financial affairs of the Branch as at 30 June, 2001;
- (2) a record has been kept of all monies paid by, or collected from, members 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;
- (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 Branch;
- (4) with regard to funds of the Branch 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 any such fund for purposes other than those for which the fund was operated;
- (5) No loans or other financial benefits other than remuneration in respect of their full time employment with the Branch, were granted to persons holding office in the Branch;
- (6) The register of members of the Branch was maintained in accordance with the Act.


.....
Dianne Paez

Signed this *11th* day of *Dec* 2001

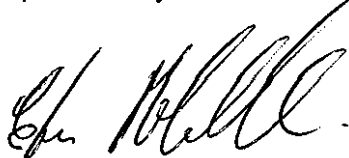
NATIONAL TERTIARY EDUCATION UNION

SUNSHINE COAST UNIVERSITY BRANCH

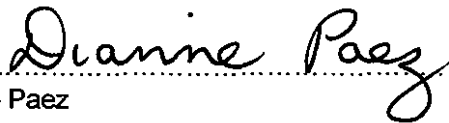
Committee of Management Certificate

We, being two members of the Executive of the Sunshine Coast University 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:

- (1) in the opinion of the Executive, the attached accounts show a true and fair view of the financial affairs of the Branch as at 30 June, 2001;
- (2) in the opinion of the Executive, meetings of the Executive were held during the year ended 30 June, 2001 in accordance with the rules of the Branch;
- (3) to the knowledge of any member of the Executive, there has been no instances where records of the Branch or other documents(not being documents containing information made available to a member of the Branch under Section 274(2) of the Workplace Relations Act 1996, as amended) or copies of those records or documents, or copies of the rules of the Branch, 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 Branch, and;
- (4) the Branch has complied with Section 279(1) & (6) of the Workplace Relations Act 1996, as amended, in relation to the financial accounts in respect of the year ended 30 June, 2000



.....
Peter Slade Chris McConville (Vice-President)



.....
Dianne Paez

Signed this 11th day of Dec 2001

NATIONAL TERTIARY EDUCATION UNION
SUNSHINE COAST UNIVERSITY BRANCH
INDEPENDENT AUDIT REPORT

To the members of the National Tertiary Education Union

Scope

We have audited the financial accounts of the National Tertiary Education Union, Sunshine Coast University Branch, for the year ended 30 June, 2001 as set out on pages 1 to 6. The Union's Committee of Management and Accounting Officer are responsible for the preparation and presentation of the financial accounts in order to express an opinion on them to the members of the Union.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial accounts are free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial accounts are presented fairly in accordance with Australian accounting concepts and standards and statutory requirements so as to present a view of the National Tertiary Education Union, Sunshine Coast University Branch, which is consistent with our understanding of its financial position and the results of its operations.

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

Audit Opinion

We have received all the information and explanations we required for the purposes of our audit.

In our opinion:


- (i) There were kept by the Union in respect of the year under review, satisfactory accounting records detailing the sources and the nature of the income of the Union (including income from members) and the nature and purpose of expenditure; and

NATIONAL TERTIARY EDUCATION UNION
SUNSHINE COAST UNIVERSITY BRANCH
INDEPENDENT AUDIT REPORT

(Continued)

- (ii) The attached accounts and statement, including the Certificates of the Committee of Management and the Accounting Officer, are prepared in accordance with Section 273 of the Workplace Relations Act 1996. As amended. The accounts set out on page 1 to 6 have been prepared from the accounting records of the Union and are properly drawn up so as to give a true and fair view of:
- (a) the financial affairs of the Union as at 30 June, 2001 and;
 - (b) The receipts and payments & surplus of the Union for the period ended on that date.

And are in accordance with Statements of Accounting Concepts and applicable Accounting Standards.


.....
Norman J Hoare
Registered Company Auditor
Morris & Batzloff
Chartered Accountants

Signed this 11th day of Dec 2001



AUSTRALIAN INDUSTRIAL REGISTRY

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7989
Fax: (03) 9654 6672

Ms. D. Paez
Secretary
University of Sunshine Coast Branch NTEU Office
University of Sunshine Coast
West Street
South Brisbane QLD 4101

Dear Ms. Paez,

**Re: Financial documents for years ended 30 June 2000 & 30 June 2001
FR2001/272 & 2001/643**

I have received the financial documents of the University of Sunshine Coast Branch of the abovenamed organisation for the years ended 30 June 2000 and 30 June 2001 lodged under cover of your communication dated 11 December 2001. The documents were lodged in the Industrial Registry on 18 December 2001.

Having regard to the requirements of Division 11 of Part IX of the Workplace Relations Act 1996 and Part VII of the Workplace Relations Regulations your attention is drawn to the following:

Timescale provisions

Timing of steps at variance with legislation

Financial documents should be prepared, audited, supplied to members, presented to a meeting and lodged with the Registrar within certain timescale requirements - these requirements are summarised for your assistance in the attachment.

From the information available, the timing of these various steps would seem to be at variance with the requirements of the legislation.

Insufficient time before documents presented to meeting

Given that the auditor's report, accounting officer's and committee of management's certificates are all dated 11 December 2001, it would appear that the committee of management meeting held on that date was not sufficient for the purposes of section 279(6) i.e. a meeting held after the financial statements have been supplied to members. The meeting may have been sufficient for the purposes of regulation 109(2)(a), i.e. a meeting of the committee of management at which a resolution was passed in relation to matters to be stated in the certificate of the committee.

Would you please confirm that the documents were supplied to members before presentation to the general meeting held on 11 December 2001.

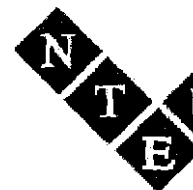
The relevant timescale requirements of the Act are summarised for your assistance in the attachment.

Would you arrange lodgement of the above information by Wednesday, 30 January 2002.

Yours sincerely,

Marylyn Mendonça
Statutory Services Branch

9 January, 2002



National Tertiary Education Union

University of the Sunshine Coast Branch

Ms Marylyn Mendonca
Statutory Services Branch
Australian Industrial Relations Registry
GPO Box 1994S, Melbourne, Victoria 3000

Dear Ms Mendonca,

**Re: Financial documents for years ended 30 June, 2000 and 30 June 2001
FR2001/272 and 2001/643**

I have received your letter regarding lodgement of the financial statements for the University of the Sunshine Coast, National Tertiary Education Branch for the years 2000 and 2001.

I can confirm that minutes were provided to members just prior to presentation to the general meeting held on 11 December 2001 but no earlier. As you are aware I had been trying to have the 2000 financial statements audited and submitted to your department due to the significant lapse beyond the statutory due date.

I was not aware that there were certain legislative requirements in terms of how financial statements are to be presented to members. I now note the timescales set out in the relevant legislation and will ensure that in future these timetables are adhered to.

Should you require any other action, such as re-presentation of the financials to members using the correct timeframes, to be taken please let me know.

Yours sincerely,

Di Paez

Di Paez
Secretary, NTEU
University of the Sunshine Coast
30 January, 2002



AUSTRALIAN INDUSTRIAL REGISTRY

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Ms. D. Paez
Secretary
University of Sunshine Coast Branch NTEU Office
University of Sunshine Coast
West Street
South Brisbane QLD 4101

Dear Ms. Paez,

**Re: Financial documents for years ended 30 June 2000 & 30 June 2001
FR2001/272 & 2001/643**

Thank you for your letter dated 30 January 2002 received via email with regard to financial documents of the University of Sunshine Coast Branch of the abovenamed organisation for the years ended 30 June 2000 and 30 June 2001.

The additional information has been noted and filed with the rest of the documents.

Yours sincerely,

M. Mendonça
Marylyn Mendonça
Statutory Services Branch

4 February, 2002