



Australian Government
Australian Industrial Registry

Level 36, 80 Collins Street
Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7777
Fax: (03) 9655 0401
Email: melbourne@air.gov.au

Ms Di Paez
Branch Secretary
University of Sunshine Coast Branch
National Tertiary Education Industry Union
NTEU Office
C/- Faculty of Business
University of Sunshine Coast
Locked Bag 4
MAROOCHYDORE QLD 4558

National Tertiary Education Industry Union - University of Sunshine Coast Branch
Financial report: year ended 30 June 2003
283V-SCUC: FR2003/456

Dear Ms Paez,

Receipt is acknowledged of the financial documents lodged under former section 280(1) of the *Workplace Relations Act 1996* ('the Act') for the National Tertiary Education Industry Union - University of Sunshine Coast Branch for the year ended 30 June 2003. The documents were lodged in the Industrial Registry on 19 May 2005.

The documents have been filed.

Please contact me by telephone on 03 8661 7776 or by email at mark.elliott@air.gov.au should you wish to discuss the financial reporting obligations now contained in Schedule 1B to the *Workplace Relations Act 1996*.

A handwritten signature in black ink, appearing to read 'Mark Elliott'.

Mark Elliott
Statutory Services Branch
Australian Industrial Registry

21 June 2005

Secretary's Certificate

I, Di Paez, Branch Secretary of the University of the Sunshine Coast 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 for the financial year ending 30 June 2003 were:
 - distributed to members free of charge on 5th April 2005.
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 for the financial year ending 30 June 2003 and are as presented to a meeting of the **USC** members of the University of the Sunshine Coast Branch on 27 April 2005.

Signed:



Di Paez,
Branch Secretary,
University of the Sunshine Coast Branch of the NTEU
Date: 16th May 2005

NATIONAL TERTIARY EDUCATION UNION
SUNSHINE COAST UNIVERSITY BRANCH
FINANCIAL ACCOUNTS FOR THE YEAR ENDED
30 JUNE 2003

1. Balance Sheet
2. Statement of Income and Expenditure
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**

**BALANCE SHEET
AS AT 30 JUNE 2003**

	2003	2002
	\$	\$
<u>MEMBERS FUNDS</u>		
As at 1 July, 2002	14,181	13,229
Add Surplus/(Deficit) for year	<u>4,292</u>	<u>952</u>
ACCUMULATED FUNDS YEAR END	<u>18,473</u>	<u>14,181</u>
 Represented By:		
<u>CURRENT ASSETS</u>		
Cash at Bank	22,387	16,676
Other Receivables	<u>-</u>	<u>200</u>
	22,387	16,876
<u>CURRENT LIABILITIES</u>		
Sundry Creditors -capitation fees payable	3,389	1,982
-other	<u>525</u>	<u>713</u>
	3,914	2,695
	<u>18,473</u>	<u>14,181</u>

NATIONAL TERTIARY EDUCATION UNION
SUNSHINE COAST UNIVERSITY BRANCH

STATEMENT OF INCOME AND EXPENDITURE
FOR YEAR ENDING 30 JUNE 2003

	2003 \$	2002 \$
<u>INCOME</u>		
Membership Fees	45,204	37,487
Interest Received	<u>54</u>	<u>41</u>
	45,258	37,528
<u>EXPENDITURE</u>		
Administration Expenses	26	1,495
Capitation Fees – National Office	38,280	31,414
Commissions	133	-
Meeting Expenses	269	2,450
Audit Fees	525	409
Bank Charges	30	33
Salary – Employee	<u>1,703</u>	<u>775</u>
	<u>40,966</u>	<u>36,576</u>
EXCESS INCOME OVER EXPENDITURE	<u>4,292</u>	<u>952</u>

**NATIONAL TERTIARY EDUCATION UNION
SUNSHINE COAST UNIVERSITY BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL ACCOUNTS
YEAR ENDED 30 JUNE 2003**

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.

(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.

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 274 which read as follows:

- (1) A member of an organization, or a Registrar, may apply to the organization for specified prescribed information in relation to the organization.
- (2) An organization shall, on application made under Sub-Section (1) by a member of the organization 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 organization 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, Diane 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, 2003 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, 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 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; and
- 6 The register of members of the Branch was maintained in accordance with the Act.


.....
Diane Paez

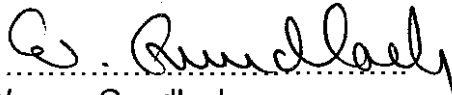
Signed this 1 day of March 2005

**NATIONAL TERTIARY EDUCATION UNION
SUNSHINE COAST UNIVERSITY BRANCH**

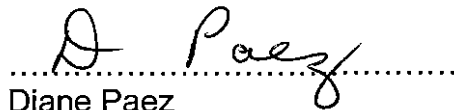
Committee of Management Certificate

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, 2003;
- 2 In the opinion of the Executive, meetings of the Executive were held during the year ended 30 June, 2003 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) and (6) of the Workplace Relations Act 1996, as amended, in relation to the financial accounts in respect of the year ended 30 June 2003 and of the Auditors Report thereon.



Werner Gundlach



Diane Paez

Signed this 1 day of March 2005

**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 2003 as set out on pages 1 to 5. The Union's Committee of Management and Accounting Officer are responsible for the preparation and presentation of the financial accounts and the information they contain. We have conducted an independent audit of these 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 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 aspects, 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:

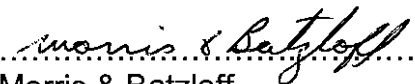
- (i) There were kept by the Union in respect of the year under review, satisfactory accounting records detailing the sources and nature of the income of the Union (including income from members) and the nature and purposes of expenditure; and
- (ii) The attached accounts and statement, including the Certificates of the Committee of Management and the Accounting Officer, are prepared in accordance with Section 273 of the Workplace Relations Act, 1996. The accounts set out on page 1 to 5 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:

**NATIONAL TERTIARY EDUCATION UNION
SUNSHINE COAST UNIVERSITY BRANCH**

**INDEPENDENT AUDIT REPORT
(Continued)**

- (a) The financial affairs of the Union as at 30 June, 2003 and;
- (b) The Income & Expenditure and Surplus of the Union for the year ended on that date; and

Are in accordance with Statements of Accounting Concepts and applicable Accounting Standards.


.....
Morris & Batzloff


.....
Norman J Hoare
Registered Company Auditor

Signed this 25 day of February 2005

ELLIOTT, Mark

From: Di Paez [DPaez@usc.edu.au]
Sent: Friday, 17 December 2004 10:47 AM
To: Mark.ELLIOTT@air.gov.au
Cc: Elizabeth Eddy
Subject: Extension of time



Industrial
egistrar 2004.doc

Hi Mark,

Here is the letter requesting an extension of time for 2004. I still do not have the auditors reports so I will not be able to get the 2003 reports to members prior to Christmas. I will send a hard copy in the mail.

We have a general meeting scheduled for January so I will make sure both sets of papers are circulated prior to the meeting within the Industrial Registrar's requirements.

Kind regards,

Di Paez

>>> "ELLIOTT, Mark" <Mark.ELLIOTT@air.gov.au> 12/9/04 1:50:44 >>>
<<paez - 2004 extension.pdf>>

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager.

This footnote also confirms that this email message has been swept for the presence of computer viruses.

Di Paez
Project Manager (Australia)
Liberated Learning Project
University of the Sunshine Coast
Maroochydore DC Qld 4558
Phone 61 7 54 30 1258
Fax 61 7 54 30 1210
Mobile 0408 723 861
www.liberatedlearning.com
www.usc.edu.au

From: LAPIERRE, Clency
Sent: Friday, 3 September 2004 11:48 AM
To: 'Di Paez'
Subject: Outstanding financial documents of Sunshine Coast Uni Branch

Di,

Thank you for lodging the financial statements for y/e 30 June 2002. However, the financial statements of the branch for y/e 30 June 2003 are still outstanding. You may, if you wish, lodge them by email.

Clency Lapierre

-----Original Message-----
From: Di Paez [mailto:DPaez@usc.edu.au]
Sent: Monday, 2 August 2004 10:04 AM
To: clency.lapierre@air.gov.au
Subject: Re: Outstanding financial documents

I apologise for this, I thought it had been sent. I will organise for it to come to you immediately.

Can you give me an address please.

Di Paez

>>> "LAPIERRE, Clency" <clency.lapierre@air.gov.au> 7/26/04 3:51:51
>>>
Dear Ms Paez,

Further to an email from Mr Elliott dated 21 July 2004, I wish to remind you that financial statements for year ended 30 June 2002 have also not yet been lodged in the Registry. These should also be filed before 30 June 2004.

Clency Lapierre

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LAPIERRE, Clency

From: LAPIERRE, Clency
Sent: Monday, 26 July 2004 3:52 PM
To: 'dpaez@usc.edu.au'
Subject: Outstanding financial documents

Dear Ms Paez,

Further to an email from Mr Elliott dated 21 July 2004, I wish to remind you that financial statements for year ended 30 June 2002 have also not yet been lodged in the Registry. These should also be filed before 30 June 2004.

Clency Lapierre

July



Australian Government
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: -[FR2003/456]

Ms Di Paez
Branch Secretary
University of Sunshine Coast Branch
National Tertiary Education Industry Union
NTEU Office
C/- Faculty of Business
University of Sunshine Coast
Locked Bag 4
MAROOCHYDORE QLD 4558
By email

Dear Ms Paez,

**Re: National Tertiary Education Industry Union - University of Sunshine Coast Branch
*Outstanding Financial Documents - Workplace Relations Act 1996***

Our records show you have not lodged in the Industrial Registry the financial documents of the abovenamed body, prepared in accordance with Part IX, Division 11 of the *Workplace Relations Act 1996* ('the Act'), for the year ended 30 June, 2003.

As you would be aware the financial reporting obligations of the Act 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 that ended on 30 June, 2003. The corresponding obligations set out in the RAO Schedule apply to each financial year of an organisation that started on or after 1 July 2003.

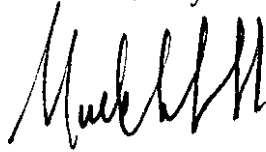
We will write to you soon about what you must do for the financial year which has just ended. Until we do so you should discuss the new requirements with your accountant or auditor.

You should also lodge the outstanding financial documents before 30 July 2004.

You may contact me on (03) 8661 7776 if you wish to discuss this letter.

In reply please quote: FR2003/456.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Mark Elliott', written in a cursive style.

Mark Elliott
Statutory Services Branch
Australian Industrial Registry
E-mail: mark.elliott@air.gov.au

21 July, 2004



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: FR2003/456-[283V-SCUC]

Ms Di Paez
Branch Secretary
National Tertiary Education Industry Union
University of Sunshine Coast Branch
NTEU Office
C/- Faculty of Business
University of Sunshine Coast
Locked Bag 4
MAROOCHYDORE QLD 4558

Dear Ms Paez

**Re: National Tertiary Education Industry Union-University of Sunshine Coast 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