



**AUSTRALIAN INDUSTRIAL REGISTRY**

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**Ref: FR2002/478-[283V-SWIN]**

Mr. Wayne Patrick Cupido  
The Secretary  
National Tertiary Education Industry Union  
Swinburne University of Technology Branch  
C/- NTEU Office  
Swinburne University of Technology  
Mail 35  
John Street  
HAWTHORN VIC 3122

Dear Mr. Cupido

**Re: National Tertiary Education Industry Union  
Swinburne University of Technology 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](mailto:clency.lapierre@air.gov.au)  
14 July, 2002



**National Tertiary Education Union**  
**Swinburne Branch**  
John Street, Hawthorn, Victoria 3122  
Telephone 03 9214 8162  
Fax No: 03 9214 8643



TO: Larry Powell,  
Statutory Services Branch, Australian Industrial Registry

FROM: Wayne Cupido, NTEU Swinburne Branch Secretary

DATE: 29th November 2002

RE: Financial Documents for Year Ended 30 June 2002

Dear Mr Powell,

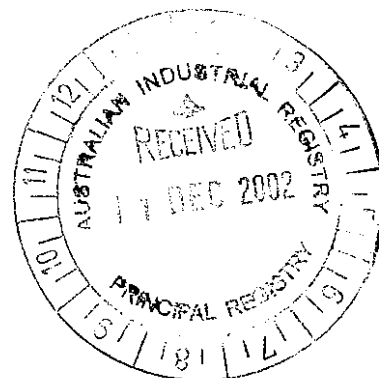
Please find enclosed two copies of the Financial Documents for the financial year ending 30 June 2002 for the NTEU Swinburne Branch.

The documents have been distributed to financial members and were presented and approved at our Branch Annual General meeting held on Friday, 29<sup>th</sup> November 2002.

If you have any queries about the enclosed documents, please contact me on 9214 6724.

Regards,

Wayne Cupido  
NTEU Swinburne, Branch Secretary



**NATIONAL TERTIARY EDUCATION UNION**  
**SWINBURNE UNIVERSITY OF TECHNOLOGY**  
**BRANCH**

**FINANCIAL REPORT**  
**FOR THE YEAR ENDED**  
**30TH JUNE 2002**

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**NATIONAL TERTIARY EDUCATION UNION  
SWINBURNE UNIVERSITY OF TECHNOLOGY BRANCH**

**ACCOUNTING OFFICER'S CERTIFICATE  
FOR THE YEAR ENDED 30TH JUNE 2002**

I, Geoff Leonard being the officer responsible for keeping the accounting records of the National Tertiary Education Union - Swinburne University of Technology Branch certify that as at 30th June 2002 the number of members of the organisation was 474 (2001 454).

In my opinion:

- (i) The accompanying accounts show a true and fair view of the financial affairs of the organisation as at 30th June 2002.
- (ii) A record has been kept of all monies paid or collected from members of the organisation 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 organisation.
- (iii) Before any expenditure was incurred by the organisation, approval of the incurring of the expenditure was obtained in accordance with the rules of the organisation.
- (iv) No payments were made out of funds or accounts operated by contributions collected from members, or other funds, the operation of which is required by the rules of the organisation, for a purpose other than the purpose for which the fund was empowered.
- (v) No loans or other financial benefits, other than remuneration in respect of their full time employment with the organisation (or honoraria in respect of their holding office in the organisation) were made to persons holding office in the organisation.
- (vi) The register of members of the organisation was maintained in accordance with the requirements of the Workplace Relations Act 1996, as amended.




Geoff Leonard  
Accounting Officer  
27 September 2002

**NATIONAL TERTIARY EDUCATION UNION  
SWINBURNE UNIVERSITY OF TECHNOLOGY BRANCH**

**COMMITTEE OF MANAGEMENT'S CERTIFICATE  
FOR THE YEAR ENDED 30TH JUNE 2002**

We, Geoff Leonard and Christine Critchley, being two members of the Branch Executive of the National Tertiary Education Union - Swinburne University of Technology Branch do state on behalf of the Branch Committee and in accordance with a resolution passed by the Branch Committee that:

- (1) in the opinion of the Branch Committee the attached accounts show a true and fair view of the financial affairs of the organisation as at 30th June 2002;
- (2) in the opinion of the Branch Committee meetings of the Committee of Management of the organisation were held during the year ended 30th June 2002 in accordance with the rules of the organisation;
- (3) to the knowledge of any member of the Branch Committee 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 Sub-Section 274(1) Workplace Relations Act 1996) or copies of those records or documents, 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; and
- (4) the organisation has complied with Sub-sections 279 (1) and (6) of the Act in relation to the Financial Accounts in respect of the year ended 30th June 2001 and the Auditor's report therein



Geoff Leonard  
Branch President  
27 September 2002



Christine Critchley  
Branch Treasurer  
27 September 2002

**NATIONAL TERTIARY EDUCATION UNION  
SWINBURNE UNIVERSITY OF TECHNOLOGY BRANCH**

**STATEMENT BY MEMBERS OF THE COMMITTEE OF MANAGEMENT  
FOR THE YEAR ENDED 30TH JUNE 2002**

The trustees have determined that the Branch is not a reporting entity and 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 trustees the attached financial statements as set out on pages 1 to 8:

1. Present fairly the financial position of the National Tertiary Education Union – Swinburne University of Technology Branch as at 30th June 2002 and the result of the Branch for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that the National Tertiary Education Union - Swinburne University of Technology Branch will be able to pay its debts as and when they fall due.

This statement is signed for and on behalf of the trustees by:



Geoff Leonard  
Branch President



Christine Critchley  
Branch Treasurer

Dated 27 September 2002

**NATIONAL TERTIARY EDUCATION UNION  
SWINBURNE UNIVERSITY OF TECHNOLOGY BRANCH**

**BALANCE SHEET  
AS AT 30TH JUNE 2002**

	Note	2002 \$	2001 \$
<b>CURRENT ASSETS</b>			
Cash	2	66,679	85,067
Receivables	3	2,022	2,022
		-----	-----
<b>TOTAL CURRENT ASSETS</b>		<b>68,701</b>	<b>87,089</b>
		-----	-----
<b>NON-CURRENT ASSETS</b>			
Plant and equipment	4	567	-
		-----	-----
<b>TOTAL NON-CURRENT ASSETS</b>		<b>567</b>	<b>-</b>
		-----	-----
<b>TOTAL ASSETS</b>		<b>69,268</b>	<b>87,089</b>
		-----	-----
<b>CURRENT LIABILITIES</b>			
Payables	5	4,562	23,902
Provisions	6	1,084	2,130
		-----	-----
<b>TOTAL CURRENT LIABILITIES</b>		<b>5,646</b>	<b>26,032</b>
		-----	-----
<b>TOTAL LIABILITIES</b>		<b>5,646</b>	<b>26,032</b>
		-----	-----
<b>NET ASSETS</b>		<b>63,622</b>	<b>61,057</b>
		=====	=====
<b>MEMBERS FUNDS</b>			
Retained Profits		63,622	61,057
		-----	-----
<b>MEMBERS FUNDS</b>		<b>63,622</b>	<b>61,057</b>
		=====	=====

The accompanying notes form part of this financial report.

**NATIONAL TERTIARY EDUCATION UNION  
SWINBURNE UNIVERSITY OF TECHNOLOGY BRANCH**

**STATEMENT OF INCOME AND EXPENDITURE  
FOR THE YEAR ENDED 30TH JUNE 2002**

	2002	2001
	\$	\$
Profit / (Loss) from Ordinary Activities	2,565	(4,280)
Retained Profits at the beginning of the financial year	61,057	65,337
Retained Profits at the end of the financial year	<u>63,622</u>	<u>61,057</u>

The accompanying notes form part of this financial report.



**NATIONAL TERTIARY EDUCATION UNION  
SWINBURNE UNIVERSITY OF TECHNOLOGY BRANCH**

**DETAILED STATEMENT OF INCOME & EXPENDITURE  
FOR THE YEAR ENDED 30TH JUNE 2002**

	2002	2001
	\$	\$
<b>INCOME</b>		
Interest	2,815	4,173
Membership Subscriptions	172,784	160,869
	-----	-----
<b>TOTAL INCOME</b>	<u>175,599</u>	<u>165,042</u>
<b>EXPENDITURE</b>		
Audit Fees	1,900	1,920
Accounting	-	290
Bank Fees	139	244
Capitation Fees – Federal	71,613	66,392
Capitation Fees – State	68,553	64,278
Depreciation	92	-
Gifts	68	
I.O. Expenses	-	257
Meeting Expenses	906	290
National Council Dinner	886	-
Postage	44	-
Printing & Stationery	1,294	522
Provision for Annual Leave	(822)	1,330
Provision for Toil	(227)	191
Salaries & Superannuation – Employees	27,017	32,588
Telephone	259	-
Training	584	332
Travel	579	539
Workcover Levy	149	149
	-----	-----
<b>TOTAL EXPENDITURE</b>	<u>173,034</u>	<u>169,322</u>
	-----	-----
<b>PROFIT / (LOSS) FROM ORDINARY ACTIVITIES</b>	<u>2,565</u>	<u>(4,280)</u>

**NATIONAL TERTIARY EDUCATION UNION  
SWINBURNE UNIVERSITY OF TECHNOLOGY BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30TH JUNE 2002**

**1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES**

This financial report is a special purpose financial report prepared in order to satisfy the Trustees' accountability requirements under the Unions' Rules and the requirements under the Workplace Relations Act 1996 to prepare a financial report. The Trustees' have determined that the Branch 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 applicable Accounting Standards.

AAS 3	Income Tax
AAS 4	Depreciation of Non-Current Assets
AAS 5	Materiality
AAS 8	Events Occurring After Reporting Date

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

The financial report is also prepared on an accruals basis and is based on historic costs and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

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

**(a) Plant & Equipment**

Depreciation is provided on all fixed assets so as to write off the assets progressively over their estimated economic lives to the Branch. The prime cost method of depreciation is used.

**(b) Provision for Employee Entitlements**

The provision relates to annual leave and long service leave and has been calculated on the basis of actual entitlements under appropriate awards, based on current wage rates.

**NATIONAL TERTIARY EDUCATION UNION  
SWINBURNE UNIVERSITY OF TECHNOLOGY BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30TH JUNE 2002**

**1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)**

(c) Income Tax

No income tax has been provided, as the Branch is exempt from income tax pursuant to Section 50-15 of the Income Tax Assessment Act 1997.

(d) Information to be provided to members or registrar

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

- (1) A member of an organisation or 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 members of the organisation or a Registrar, make the specified information available to the member or Registrar in such manner, and within such time as 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 members.

**NATIONAL TERTIARY EDUCATION UNION  
SWINBURNE UNIVERSITY OF TECHNOLOGY BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30TH JUNE 2002**

	2002	2001
	\$	\$
<b>2. CASH</b>		
Cash at Bank	66,679	85,067
	-----	-----
	<u>66,679</u>	<u>85,067</u>
<b>3. RECEIVABLES</b>		
Withholding Tax	2,022	2,022
	-----	-----
	<u>2,022</u>	<u>2,022</u>
<b>4. PLANT AND EQUIPMENT</b>		
Office Equipment - at Cost	5,079	4,420
Less Accumulated Depreciation	(4,512)	(4,420)
	-----	-----
	<u>567</u>	<u>-</u>
<b>5. PAYABLES</b>		
GST Payable	-	1,791
Creditors and Accrued Expenses	4,562	22,111
	-----	-----
	<u>4,562</u>	<u>23,902</u>
<b>6. PROVISIONS</b>		
Provision for Annual Leave	1,082	1,903
Provision for Toil	-	227
	-----	-----
	<u>1,082</u>	<u>2,130</u>

**INDEPENDENT AUDIT REPORT  
TO THE MEMBERS OF****NATIONAL TERTIARY EDUCATION UNION  
SWINBURNE UNIVERSITY OF TECHNOLOGY BRANCH**Lockwood Wehrens  
ABN 74 135 421 190  
Chartered Accountants  
Auditors**Scope**

We have audited the attached financial statements, being a special purpose financial report set out on pages 1 to 8 of the National Tertiary Education Union – Swinburne University of Technology Branch for the year ended 30<sup>th</sup> June 2002. The Union's Branch Executive is responsible for the financial statements and has determined that the accounting policies used and described in Note 1 to the financial statements which form part of the financial report are appropriate to meet the needs of the Workplace Relations Act and are appropriate to meet the needs of the members. We have conducted an independent audit of these financial statements in order to express an opinion on them to the members of the National Tertiary Education Union – Swinburne University of Technology 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. We disclaim any assumption of reliance on this report or on the financial statements 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 include examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements, and the evaluation of significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial report is presented fairly in accordance with the accounting policies described in Note 1 so as to present a view which is consistent with our understanding of the Branch's financial position, and performance as represented by the results of its operations. 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.

**Opinion**

(a) In our opinion,

(i) there were kept by the organisation in relation to the year satisfactory accounting records, including:

(A) the sources and nature of the income of the organisation (including income from members); and

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**INDEPENDENT AUDIT REPORT  
TO THE MEMBERS OF**

**NATIONAL TERTIARY EDUCATION UNION  
SWINBURNE UNIVERSITY OF TECHNOLOGY BRANCH**

(B) records of the nature and purpose of the expenditure of the organisation;  
and

(ii) the attached accounts and statements prepared under section 273 in relation to the year were properly drawn up so as to give a true and fair view of:-

(A) the financial affairs of the organisation as at the end of the year; and

(B) the income and expenditure, and any surplus or deficit of the organisation for the year, and

(b) all the information and explanations that under subsection (2), officers or employees of the organisation were required to provide were provided;

and there were no deficiencies, failures or shortcomings in relation to any matters referred to in paragraphs (a) or (b).

*Lockwood Wehrens*

LOCKWOOD WEHRENS  
Chartered Accountants

*A. Wehrens*

ANDREW WEHRENS  
Partner  
Registered Company Auditor

Camberwell

30 September 2002



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**AUSTRALIAN INDUSTRIAL REGISTRY**

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Mr. W. Cupido  
Branch Secretary  
National Tertiary Education Industry Union  
Swinburne University of Technology Branch  
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Swinburne University of Technology  
Mail 35  
John Street  
HAWTHORN VIC 3122

Dear Mr. Cupido,

**Re: Financial documents for year ended 30 June 2002  
FR 2002/478**

Reference is made to the financial documents of the Swinburne University of Technology Branch of the National Tertiary Education Industry Union for the year ended 30 June 2002 which were lodged in the Industrial Registry on 11 December 2002.

The financial documents have been filed.

Yours sincerely,

Larry Powell  
Statutory Services Branch

12 December 2002