



Australian Government
Australian Industrial Registry

Level 36, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7777
Fax: (03) 9655 0401

Ms Bonnie Andrews
Division Organiser
National Tertiary Education Union
Tasmanian Division

Dear Ms Andrews

**RE: FINANCIAL REPORTS FOR YEAR ENDED 30 JUNE 2002 AND 30 JUNE 2003 - FR
2002/480 & FR 2003/461**

Thank you for forwarding additional documentation in relation to the financial documents of the Tasmanian Branch of the National Tertiary Education Union for the years ended 30 June 2002 and 2003, which has now been placed with the documents previously lodged.

The documents have now been filed

Yours sincerely

A handwritten signature in black ink, appearing to be 'Amy Lee'.

Amy Lee
Statutory Services Branch
26 November 2004

Ms Amy Lee
Statutory Services Branch
Australian Industrial Registry
GPO Box 1994S
Melbourne
Victoria 3001



Dear Ms Lee,

RE: Financial report for year ended 30 June 2002 and 30 June 2003 – FR 2002/480 & FR 2003/461

Please find enclosed the two secretaries certificates required. I hope that this rectifies the defect and that the financial reports can now be lodged. Please let me know if there are any further requirements.

Yours Sincerely,

Bonnie Andrews
Division Organiser
National Tertiary Education Union
Tasmania Division

22nd November

F12 2003/461

NATIONAL TERTIARY EDUCATION INDUSTRY UNION
TASMANIAN DIVISION

2003 FINANCIAL REPORT

Certificate of Secretary

s268 of Schedule 1B *Workplace Relations Act 1996*

I Tom Dunning being the Secretary of the National Tertiary Education Union Tasmanian Division certify:

- that the documents lodged herewith are copies of the full report, referred to in s268 of the RAO Schedule; and
- that the full report, was provided to Division Council on 8th of September, 2003; and
- that the full report was presented to *a meeting of the Division Council* on 8 September 2003 in accordance with section 266 of the RAO Schedule.

Signature

A handwritten signature in black ink, appearing to read "Tom Dunning". The signature is written in a cursive style with a large, prominent initial "T".

Date:

13/11/03

MICHAEL G. SPENCER

ACCOUNTANTS & BUSINESS CONSULTANTS

237 Main Rd Moonah TAS 7009,
PO Box 714 Moonah TAS 7009

Telephone (03) 6273 1466
Facsimile (03) 6272 2698

Email: auditor@south-on.com.au

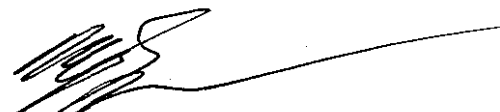
ABN: 59 765 885 131

AUDITORS' REPORT

I have inspected and audited the accounting records kept by the National Tertiary Education Industry Union - Tasmanian Division, in respect of the year ended 30th June 2003, and have received all the information and explanations I required for the purposes of my audit.

In my opinion:

- 1) There were kept by the division in respect of the year, satisfactory accounting records detailing the sources and nature of the income of the division (including income from members) and the nature and purposes of expenditure, and
- 2) The attached accounts and statements, prepared under the historical cost convention, and in accordance with section 273 of the Workplace Relations Act 1996, are properly drawn up so as to give a true and fair view of:
 - a) The financial affairs of the division as at 30th June 2003
 - b) The income and expenditure, and deficit of the division for the year ended on that date.
- 3) A satisfactory system of recording the collection during the financial year, of income from members and other income has been maintained; and
- 4) The source and nature of all income received and the nature and purposes of all expenditure made, by the Union during the financial year have been correctly recorded; and
- 5) All information and explanations that were required of Officers of the Union were refurnished.



.....
Michael G Spencer FCPA
Registered Company Auditor

237 Main Road
MOONAH TAS 7009

DATE 3rd day of September 2003

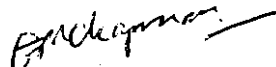
NATIONAL TERTIARY EDUCATION INDUSTRY UNION
TASMANIAN DIVISION

COMMITTEE OF MANAGEMENT'S CERTIFICATE

In pursuance of the provisions of the sub-section 273 (2) and Regulations 109 (1) (b) and 109 (2), we, Peter Chapman and Kelvin Michael, being members of the Committee of Management of the National Tertiary Education Industry Union, Tasmanian Division, do state on behalf of the Committee and in accordance with a resolution passed by the Committee that:

- (1) In the opinion of the Committee of Management, the accounts attached, show a true and fair view of the financial affairs of the Division as at 30th June, 2003.
- (2) In the opinion of the committee of Management, meetings of the Committee were held during the year ended 30th June 2003 in accordance with the rules of the Division.
- (3) To the knowledge of any member of the Committee, there have been no instance where records of the Division or other documents, (not being documents containing information made available to a member of the Division under sub-section 274 (1) of the Workplace Relations Act 1996), or copies of those records or other documents, or copies of the rules of those records or other 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 Act, the Regulations thereto, or the rules of the Division: and
- (4) The organisation has complied with sub-section 279(1) and (6) of the Act in relation to the financial accounts in respect of the year ended 30th June 2002, and the Auditors' report thereon.

Signed:


.....
PETER CHAPMAN

Signed:


.....
KELVIN MICHAEL

DATE:

2nd day of September 2003

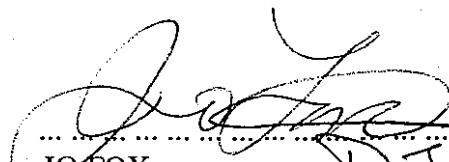
NATIONAL TERTIARY EDUCATION INDUSTRY UNION
TASMANIAN DIVISION

CERTIFICATE BY TREASURER

I Jo Fox, being the Officer responsible for keeping the accounting records of the Division, certify that as at 30th June 2003, the number of members of the Division was 383.

In my opinion:

- (1) The accompanying accounts show a true and fair view of the financial affairs of the Division as at 30th June 2003.
- (2) A record has been kept of all monies paid by or collected from members of the Division 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 Division.
- (3) Before any expenditure was incurred by the Division, approval of the incurring of the expenditure was obtained in accordance with the rules of the Division.
- (4) No payments were made out of funds or accounts operated by the Division in respect of compulsory levies raised by the Division or voluntary contributions collected from members of the Division or other funds, the operation of which is required by the rules of the Division for a purpose other than the purpose for which the fund was operated.
- (5) No loans or other financial benefits other than that approved by Council as honoraria and remuneration in respect of their full time employment with the Division were made to persons holding office in the Division.
- (6) The register of members of the Division was maintained in accordance with the Workplace Relations Act 1996.


.....
JO FOX
Treasurer


.....
DIVISION PRESIDENT

DATE 2nd day of September 2003

NATIONAL TERTIARY EDUCATION INDUSTRY UNION
TASMANIAN DIVISION

STATEMENT OF INCOME & EXPENDITURE
FOR THE YEAR ENDED 30TH JUNE 2003

	<u>2003</u>	<u>2002</u>
	\$	\$
<u>Income</u>		
Subscriptions	154052.34	146469.82
Interest Received	8205.80	7963.22
	<u>162258.14</u>	<u>154433.04</u>
 <u>Expenditure</u>		
Advertising	1083.27	766.82
Capitation Fees	77037.91	67197.01
Donations	3548.03	-
Printing, Stationery & Office Costs	10189.97	6286.42
Telephone	2472.04	2369.02
Salaries - Industrial Officer	55297.85	52195.67
- Other	3791.80	164.34
Provision for Annual Leave	4700.00	-
Superannuation	9267.00	8761.75
Insurance	1110.90	1197.55
Travel, Accommodation & Meetings	9141.93	10822.54
Computer Expenses	967.69	6618.19
Subscriptions - CCH & CPD	3121.83	2960.45
Equipment	911.82	-
Bank Fees	106.45	92.55
Audit Fees	1020.00	1200.00
Affiliation Fee - TTLC	1569.40	1649.20
	<u>185337.89</u>	<u>162281.51</u>
<u>Operating Surplus/(Deficit) For The Year</u>	<u>(23079.75)</u>	<u>(7848.47)</u>

NATIONAL TERTIARY EDUCATION INDUSTRY UNION
TASMANIAN DIVISION

BALANCE SHEET
AS AT 30TH JUNE 2003

	<u>2003</u>	<u>2002</u>
	<u>\$</u>	<u>\$</u>
<u>Accumulated Funds</u>		
Balance as at 1.7.02	204744.17	212592.64
Add: Surplus/(Deficit) for the year	<u>(23079.75)</u>	<u>(7848.47)</u>
	<u>181664.42</u>	<u>204744.17</u>
Represented by:-		
<u>Current Assets</u>		
Bond – Cabcharge	200.00	-
Connect Current Account	66369.65	77495.59
Connect Deposit Account	145960.50	139583.02
Tasmanian Trustees Common Fund	35079.46	33305.01
GST Holding Account	<u>213.96</u>	<u>-</u>
	247823.57	250383.62
<u>Current Liabilities</u>		
Provision for Annual Leave	4700.00	-
Accrued Expenses	61459.15	44904.40
GST Holding Account	<u>-</u>	<u>735.05</u>
	<u>66159.15</u>	<u>45639.45</u>
	<u>181664.42</u>	<u>204744.17</u>

NATIONAL TERTIARY EDUCATION INDUSTRY UNION
TASMANIAN DIVISION

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2003

NOTE 1: Summary of significant accounting policies:

- a) The financial statements have been prepared under the historical cost convention and have not been adjusted to take account of changing money values.
- b) The division has adopted the accruals method of accounting, and accordingly the financial statements have been prepared on this basis.

NATIONAL TERTIARY EDUCATION INDUSTRY UNION
TASMANIAN DIVISION
SUMMARY OF THE FINANCIAL ACCOUNTS
30TH JUNE 2003

The financial accounts of the Union have been audited in accordance with the provisions of the Workplace Relations Act 1996 and the following summary is provided for members in accordance with section 279 (1) of the Act.

A copy of the Auditors' report, Accounts and Statements will be supplied free of charge for members who request same.

Certificates required to be given under the Act by the Accounting Officer and State Executive have been completed in accordance with the provisions of the Act and contain no qualifications.

In accordance with the requirements of the Workplace Relations Act 1996, the attention of members is drawn to the provisions of subsections (1), (2) and (3) of section 274, which reads 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 subsection (1) by a member of the organisation or a Registrar, make the specified information available to the member or Registrar in such a 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.

PENALTY: \$1000

INCOME & EXPENDITURE FOR THE YEAR ENDED 30TH JUNE 2003

	<u>2003</u>	<u>2002</u>
	\$	\$
Subscriptions	154052	146470
Other Income	<u>8206</u>	<u>7963</u>
<u>TOTAL INCOME</u>	162258	154433
<u>LESS EXPENDITURE</u>	<u>185338</u>	<u>162281</u>
<u>OPERATING SURPLUS/(DEFICIT) FOR THE YEAR</u>	<u>(23080)</u>	<u>(7848)</u>

**SUMMARY OF THE FINANCIAL ACCOUNTS OF THE
NATIONAL TERTIARY EDUCATION INDUSTRY UNION
TASMANIAN DIVISION**

BALANCE SHEET AS AT 30TH JUNE 2003

	<u>2003</u>	<u>2002</u>
	\$	\$
<u>ACCUMULATED FUNDS</u>	<u>181664</u>	<u>204744</u>
<u>Represented By:</u>		
Current Assets	247823	250384
Current Liabilities	(66159)	(45640)
	<u>181664</u>	<u>204744</u>

AUDITORS' CERTIFICATE

I certify that the above summary is a fair and accurate summary of the report, accounts and statements of the National Tertiary Education Industry Union - Tasmanian Division for the year ended 30th June 2003.

My Auditors' Report dated 3rd day of *September* 2003 on the Accounts, did not contain particulars of any deficiency, failure or shortcoming as referred to in the Workplace Relations Act 1996.


.....
Michael G Spencer FCPA
Registered Company Auditor

237 Main Road
MOONAH TAS 7009

Date: 3rd day of *September* 2003