



## AUSTRALIAN INDUSTRIAL REGISTRY

Level 35, Nauru House  
80 Collins Street, Melbourne, VIC 3000  
GPO Box 1994S, Melbourne, VIC 3001  
Telephone: (03) 86617777  
Fax: (03) 9654 6672

Mr. R. Morris  
Secretary  
National Tertiary Education Industry Union  
University of Technology Sydney Branch  
University of Technology Sydney  
PO Box 222  
BROADWAY NSW 2007

Dear Mr. Morris,

**Re: Financial statements for year ended 30 June 2003  
FR 2003/462**

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

The financial documents have been filed.

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

### 1. Auditor's Report

The auditor in his report is required to give an opinion in respect of accounts and statements prepared in accordance with section 273 of the Act; such accounts include the certificates of the accounting officer and the committee of management .

The date of the accounting officer's certificate and committee of management certificate supplied in respect of your Branch would indicate preparation after the auditor made his report.

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

### 2. Prescribed Information Notice

The notice included in the accounts drawing attention to provisions of the Act that prescribed information is available to members on request has set out the provisions of subsections 512(1) and (2) of the Industrial Relations Act 1991.

The prescribed information notice should set out the requirements of subsections 274(1), (2) and (3) of the Workplace Relations Act 1996.

**It is noted that the above matters were brought to the branch's attention with its financial documents for the period ending 30 June 2002 - refer to our letter of 27 March 2003.**

The Registration and Accountability of Organisations Schedule (Schedule 1B to the Workplace Relations Act 1996) alters the arrangements under which organisations are required to provide financial and other information to members and the Industrial Registrar. Future financial returns will be required to meet the requirements of Schedule 1B. Your organisation has been provided with documentation in relation to the new requirements. You may wish to refer to section 269 of

Schedule 1B which provides for reduced reporting requirements if a reporting unit has substantial common membership with a State registered body.

### **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](http://www.airc.gov.au) . Alternatively, you may send an email with the documents attached to: [RIATeam3@air.gov.au](mailto: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.


### **Outstanding information**

Reference is made to our letter of 27 March 2003 requesting further information concerning the branch's financial documents for the year ended 30 June 2002 which were lodged in this office on 4 March 2003.

As a response does not appear to have been received, it is requested that the information required be forwarded to this office as soon as practicable, please.

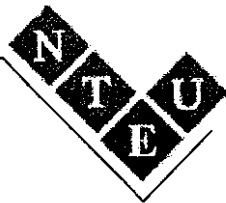
Should you wish to discuss this letter or if you require further information on the financial reporting requirements of the Act, I may be contacted on (03) 8661 7993 or by e-mail at [larry.powell@air.gov.au](mailto:larry.powell@air.gov.au).

Yours sincerely,

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

Larry Powell  
Statutory Services Branch

8 April 2004



Mr Larry Powell  
Statutory Services Branch  
Australian Industrial Registry  
Level 36, Nauru House  
80 Collins Street  
Melbourne Vic 3000

Dear Mr Powell

**Re: Financial Statements for year ended 30 June 2003**

Please find enclosed the Certificates and Audited Financial Accounts for the National Tertiary Education Union - University of Technology, Sydney Branch.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Rose George', is written over a faint, larger version of the same signature.

Rose George  
Executive Officer

**NATIONAL TERTIARY**  
**EDUCATION INDUSTRY UNION**  
**UNIVERSITY OF TECHNOLOGY**  
**SYDNEY BRANCH**

**FINANCIAL ACCOUNTS**

**AND**

**CERTIFICATES**

**FOR THE YEAR ENDED**

**30 JUNE 2003**

**HURLEY & CO**  
CHARTERED ACCOUNTANT

# HURLEY & CO

CHARTERED ACCOUNTANT

Level 4 - 83 Mount Street  
North Sydney NSW 2060  
Post Office Box 1306  
North Sydney NSW 2059

## AUDITORS REPORT

Telephone: (02) 9954 3843  
Facsimile: (02) 9956 8452  
Email: admin@hurleyco.com.au  
ABN: 33 374 535 922

I report that I have inspected and audited the accounting records of **National Tertiary Education Industry Union - University of Technology Sydney Branch** in relation to the financial year of the organisation ended 30 June 2003 and report that in my opinion satisfactory accounting records were kept by the organisation in relation to the year, including:

(a) (i) records of the sources and nature of the income of the organisation (including income from members); and

(ii) records of the nature and purposes of the expenditure of the organisation; and

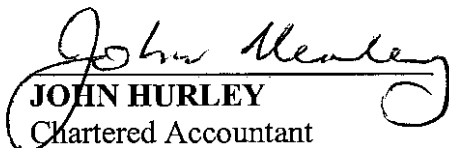
in my opinion the accounts and other statements prepared under section 273 of the Workplace Relations Act 1996 in relation to the year were properly drawn up so as to give a true and fair view of:

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

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

(c) (i) all information, being information which was reasonably wanted for the purpose of this audit, which was required and sought by me or by any person authorised by me for the purpose of the audit, was provided.

I also understand that to the extent that there was any deficiency, failure or shortcoming in relation to the matters referred to above, I must report particulars and that those particulars, if any, which form part of this report, are attached.

  
**JOHN HURLEY**  
Chartered Accountant

Registered Company Auditor Number 15722  
Level 4, 83 Mount Street  
NORTH SYDNEY NSW 2059

SIGNED at Sydney this ~~14~~ day of *December*, 2003



Liability limited by the  
Accountants Scheme, approved  
under the Professional  
Standards Act 1994 (NSW).

**CERTIFICATE BY SECRETARY OF THE  
NTEU – UTS BRANCH**

I, **Roger Morris**, Branch Secretary of the **National Tertiary Education Industry Union - University of Technology Sydney Branch** hereby certify that the documents lodged herewith are true copies of the accounts, auditor's report and certificates presented to the:

general meeting of members of the organisation held on \_\_\_\_\_  
and/or  
 the committee of management meeting held on 26 March 2004

in respect of the financial year of the organisation ending 30 June 2003.

The documents lodged herewith are:

- (i) copies of the accounts prepared in accordance with the requirements of section 273 of the Workplace Relations Act 1996; and
- (ii) a copy of the certificate given by the accounting officer of the organisation; and
- (iii) a copy of the certificate given by the committee of management; and
- (iv) a copy of the report of the auditor of the organisation prepared; and
- (v) a statement by an officer of the organisation in respect of loans, grants or donations by the organisation which are notifiable in accordance with the requirements of section 269 of the Workplace Relations Act.

Signed: X 

**ROGER MORRIS**

Dated: 5 Dec 2003

**CERTIFICATE BY THE ACCOUNTING OFFICER OF  
THE NTEU – UTS BRANCH**


I, **Roger Morris**, the accounting officer of the **National Tertiary Education Industry Union - University of Technology Sydney Branch**, hereby certify that to the best of my knowledge and belief that:

there were 543 persons that were members of the organisation at the end of the financial year ended 30 June 2003.

and in my opinion,

- (i) the attached accounts show a true and fair view of the financial affairs of the organisation as at the end of the financial year; and
- (ii) the accompanying audit report, accounts and Certificate of Committee of Management are copies of the documents presented to a meeting in accordance with Section 279 (6) of the Workplace Relations Act 1996; and
- (iii) a record has been kept of the money paid by, or collected from, members of the organisation, and all money so paid or collected has been credited to the bank account or accounts to which the money is to be credited, in accordance with the rules of the organisation; and
- (iv) 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; and
- (v) no payment was made out of a fund referred to in the Regulations for a purpose other than the purpose for which the fund was operated; and
- (vi) all loans or other financial benefits granted to persons holding office in the organisation were authorised in accordance with the rules of the organisation; and
- (vii) the register of members of the organisation was maintained in accordance with the Workplace Relations Act 1996.

X   
**ROGER MORRIS**

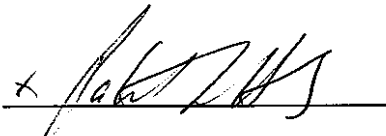
SIGNED at Sydney this  day of *December*, 2003

## **CERTIFICATE BY COMMITTEE OF MANAGEMENT OF THE NTEU – UTS BRANCH**

We, the undersigned members of the committee of management of the **National Tertiary Education Industry Union - University of Technology Sydney Branch** hereby certify in respect of the financial year ended 30 June 2003 that:

- (i) in the opinion of the committee of management the accounts prepared show a true and fair view of the financial affairs of the organisation as at the 30 June 2003; and
- (ii) in the opinion of the committee of management, during the financial year ended 30 June 2003, meetings of the committee of management were, in the opinion of the committee, held in accordance with the rules of the organisation; and
- (iii) to the knowledge of any member of the committee, there have not been, during the financial year to which the accounts relate, 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 (2) of the Workplace Relations Act 1996, or copies of those records or other documents, or copies of the rules of the organisation, have not been furnished, or made available, to members of the organisation in accordance with the Workplace Relations Act 1996, this Regulation or the rules of the organisation, as the case may be; and
- (iv) the Branch has complied with sub-sections 279 (1) and (6) of the Workplace Relations Act 1996 in relation to the financial accounts in respect of the previous financial period and the Auditors report thereon.

This certificate is in accordance with a resolution passed by the committee of management of the organisation in relation to the matters to be stated in the certificate and is signed on behalf of the committee of management by at least 2 members of the committee.

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

**PATRICK HEALY**

Dated: 5 Dec 2003

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

**KEIKO YASUKAWA**

Date: 5 Dec 2003



**National Tertiary Education Union**  
**UTS Branch**  
**Year Ended 30 June 2003**

**Balance Sheet**

	This Year	Last Year
<b>ASSETS</b>		
<b>Current Assets</b>		
Cash at Bank	8,392.02	(298.41)
CBA Term Deposits	24,286.55	23,390.23
Sundry Debtors	4,047.28	4,558.01
<b>Total Current Assets</b>	<b>36,725.85</b>	<b>27,649.83</b>
<b>Non Current Assets</b>		
<b>Plant &amp; Equipment</b>		
Office Equipment (at Cost)	4,775.71	3,850.25
Less Accum Depreciation	(3,140.00)	(2,608.00)
<b>Total Plant &amp; Equipment</b>	<b>1,635.71</b>	<b>1,242.25</b>
<b>Long Term Loans</b>		
Solidarity Fund Loans	11,263.92	-
<b>Total Long Term Loans</b>	<b>11,263.92</b>	-
<b>Total Non Current Assets</b>	<b>12,899.63</b>	<b>1,242.25</b>
<b>TOTAL ASSETS</b>	<b>49,625.48</b>	<b>28,892.08</b>
<b>LIABILITIES</b>		
<b>Current Liabilities</b>		
Accrued Membership Fees	3,879.11	622.82
Provision for Annual Leave	2,743.35	422.00
Provision for Long Service Leave	7,920.25	4,442.40
Sundry Creditors	3,738.38	5,514.82
<b>Total Current Liabilities</b>	<b>18,281.09</b>	<b>11,002.04</b>
<b>TOTAL LIABILITIES</b>	<b>18,281.09</b>	<b>11,002.04</b>
<b>NET ASSETS</b>	<b>31,344.39</b>	<b>17,890.04</b>
<b>BRANCH FUNDS</b>		
Accumulated Funds	17,890.04	30,781.01
Current Year Surplus	13,454.35	(12,890.97)
<b>TOTAL BRANCH FUNDS</b>	<b>31,344.39</b>	<b>17,890.04</b>

**National Tertiary Education Union**  
**UTS Branch**  
**Year Ended 30 June 2003**

*Profit & Loss*

	This Year	Last Year
<b>INCOME</b>		
<b>Gross Receipts</b>		
Membership Receipts	293,299.61	264,651.33
Student Association Receipts	4,715.34	3,939.34
National Office Receipts	1,765.51	1,126.44
<b>Total Gross Receipts</b>	<b>299,780.46</b>	<b>269,717.11</b>
<b>Other Income</b>		
Interest Income	970.75	1,308.07
Miscellaneous Income	1,390.15	22.00
<b>Total Other Income</b>	<b>2,360.90</b>	<b>1,330.07</b>
<b>TOTAL INCOME</b>	<b>302,141.36</b>	<b>271,047.18</b>
<b>COST OF FEES PAID</b>		
Capitation Fees - NSW	127,828.19	113,916.37
Capitation Fees - National	97,832.40	91,581.89
Defence Fund	17,700.78	13,626.29
<b>TOTAL COST OF FEES PAID</b>	<b>243,361.37</b>	<b>219,124.55</b>
<b>GROSS PROFIT</b>	<b>58,779.99</b>	<b>51,922.63</b>
<b>EXPENSES</b>		
<b>Resources &amp; Administration</b>		
Staff Salary	30,752.40	28,519.26
Workers' Compensation Insurance	178.30	218.39
Payroll Tax	2,247.41	978.90
Superannuation Contributions	5,972.20	4,742.40
Provision for Long Service Leave	3,055.85	1,912.40
Provision for Annual Leave	2,743.35	(1,248.00)
Postage	139.58	52.43
Telephone	461.49	705.74
Branch Supplies	7.27	447.62
IT Support	780.00	605.00
Equipment	118.18	678.71
Depreciation Expense	532.00	710.00
Accounting & Audit Fees	3,700.00	1,500.00
BEO Mtngs & Conferences	100.00	541.00
Staff Development	200.00	-
Bank Charges	62.76	151.66
Gifts	62.18	-
<b>Total Resources &amp; Administration</b>	<b>51,112.97</b>	<b>40,515.51</b>
<b>Industrial &amp; Membership</b>		

Training	450.00	-
Recruitment	3,317.57	997.62
Enterprise Bargaining	130.00	-
Branch Campaign Fund	1,017.39	808.00
NO Funding Expense	49.41	-
<b>Total Industrial &amp; Membership</b>	<b>4,964.37</b>	<b>1,805.62</b>
<b>Executive</b>		
Catering Expenses	1,470.01	1,634.79
Travel Expenses	6.27	-
Time Release - Sem 2	2,002.75	1,669.29
Time Release - Sem 1	-	3,000.00
Conferences (Executive)	300.00	1,507.00
General Expenses	127.27	23.39
<b>Total Executive</b>	<b>3,906.30</b>	<b>7,834.47</b>
<b>TOTAL EXPENSES</b>	<b>59,983.64</b>	<b>50,155.60</b>
<b>OPERATING PROFIT</b>	<b>(1,203.65)</b>	<b>1,767.03</b>
<b>OTHER EXPENSES</b>		
Solidarity Fund Loans Recouped	(14,658.00)	14,658.00
<b>TOTAL OTHER EXEPNSES</b>	<b>(14,658.00)</b>	<b>14,658.00</b>
<b>NET PROFIT / (LOSS)</b>	<b>13,454.35</b>	<b>(12,890.97)</b>

**NOTICE TO MEMBERS  
NTEU – UTS BRANCH  
FOR THE YEAR ENDED 30 JUNE 2002**

Subsections (1) and (2) of section 512 of the *Industrial Relations Act 1991*, preserved as regulations under section 282(3) *Industrial Relations Act 1996*, provide that which read as follows:

- s.512. (1)** A member of an organisation, or the Industrial Registrar, may apply to the organisation for specified information prescribed by the regulations in **(2)** relation to the organisation. [Industrial Relations Regulation 1992, clause 60]
- (2)** An organisation must, on the making of such an application, make the specified information available to the member or the Industrial Registrar in the manner, and within the time, prescribed by the regulations.