

Australian Government

Australian Industrial Registry

14 January 2009

Dr Keiko Yasukawa Branch Secretary NTEU UTS Branch PO Box 222 BROADWAY NSW 2007 email: nteu@uts.edu.au

Dear Dr Yasukawa

Financial report for the National Tertiary Education Industry Union University of Technology Sydney Branch for year ended 30 June 2007: FR2007/361

I acknowledge receipt of the financial report of the University of Technology Sydney Branch of the National Tertiary Education Industry Union for the year ended 30 June 2007. The documents were lodged in the Industrial Registry on 18 December 2008. The financial report has now been filed. However, I make the following comments to assist you when you next prepare a financial report. You are not required to take any further action in respect of the report lodged.

An organisation is required under Schedule 1 to the Workplace Relations Act 1996 (the RAO Schedule) to undertake certain steps in accordance with specified timelines. In particular, subsection 253(1) requires that a general purpose financial report (GPFR) be prepared as soon as practicable after the end of the financial year. Further subsection 265(5)(a) of the RAO Schedule requires that a copy of the financial report be provided to members within six months after the end of the financial year. Section 266 requires that the financial report be presented to a general meeting of members within six months after the end of the financial year. All financial returns are to be lodged in the Industrial Registry within 14 days of the general meeting (section 268). The latest possible date of lodgment is six months and 14 days after the end of the financial year. A diagram setting out these timelines can be found at http://www.airc.gov.au/legislation/fact_sheets/09_fact_sheet.pdf.

The Committee of Management statement was signed on the 26 August 2008 which does not satisfy the requirement to prepare a GPFR as soon as practicable after the end of the financial year. The financial reports were presented to a General Meeting on 13 November 2008 which far exceeds the six month requirement. Also they were not lodged in the Registry until 18 December 2008 which does not meet the 14 days requirement. In future financial years the GPFR and all other reports need to be prepared in sufficient time to enable presentation to members within six months after the end of the financial year and lodged in the Registry no later than 14 days after the meeting.

Yours sincerely

Emboutte

Eve Anderson Statutory Services Team Principal Registry Tel: 03 86617929 Email: eve.anderson@airc.gov.au

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NATIONAL TERTIARY EDUCATION INDUSTRY UNION UNIVERSITY OF TECHNOLOGY SYDNEY BRANCH GENERAL PURPOSE FINANCIAL REPORT FOR THE YEAR ENDED 30th JUNE 2007 Full Report

CERTIFICATE OF SECRETARY OR OTHER AUTHORISED OFFICER

I, Keiko Yasukawa, being the Branch Secretary of National Tertiary Education Industry Union – University of Technology Sydney Branch (the reporting unit) certify:

- that the documents lodged herewith are copies of the full report referred to in s268 of the RAO Schedule;
- that the full report was provided to members on $\frac{11}{2008} \frac{1}{2008} \frac{1}{2008}$
- that the full report was presented to a general meeting of the members of the reporting unit on <u>13 Normher</u> 2008, in accordance with section 266 of the RAO Schedule.

Signature: <u>K. yasu X</u> Date: 15/11/08 200 2008

(Branch Fresident)

OPERATING REPORT FOR THE YEAR ENDED 30th JUNE 2007

Principal Activities

The principal activities of the Branch during the financial year were:

- To improve and protect the salaries and conditions of employment of our members;
- To represent our members in approaches to and discussions with their employer;
- To negotiate collective agreements which improve the conditions of employment of our members;
- To enforce existing industrial agreements on behalf of our members; and
- To promote industrial peace through conciliation and arbitration.

Results of Principal Activities

The Branch's principal activities resulted in the maintenance and improvement of the salaries and conditions of employment of our members, especially for those members covered by collective agreements negotiated by the Branch.

Significant Changes in the Nature of Principal Activities

There were no significant changes in the nature of the Branch's principal activities during the financial year.

Significant Changes in the Branch's Financial Affairs

No matters or circumstances arose during the reporting year which significantly affected the financial affairs of the Branch.

Trustee or Director of a Trustee Company of a Superannuation Entity or an Exempt Public Sector Superannuation Scheme

No officer or member of the Branch was a Trustee or Director of a Trustee Company of a Superannuation Entity or an Exempt Public Sector Superannuation Scheme because they are an officer or a member of a registered organisation.

Number of Members

The number of persons who, at the end of the financial year, were recorded on the Register of Members was 617 (2006 - 662).

Number of Employees

The number of persons who were, at the end of the financial year, employees of the Branch were 1 (being one full-time employee) measured on a full-time equivalent basis.

OPERATING REPORT FOR THE YEAR ENDED 30th JUNE 2007 (Continued)

Members of the Committee of Management

The persons who held office as members of the Committee of Management of the Branch at the <u>beginning</u> of the financial year were:

Branch President	Patrick Tooth
Vice President (Academic)	Keiko Yasukawa
Branch Secretary	Anthony John Brown
Committee Member	Patrick Healy

The branch held its election in June 2006 and as a result the following changes took place effective 1st October 2006:

Vice-President (Academic)	Anthony John Brown
Vice-President (General)	Daphne Freeder
Branch Secretary	Keiko Yasukawa
Committee Member (Academic)	James Goodman
Committee Member (General)	Kathy Grattan
Committee Member (Indigenous)	Jennifer Lee Newman
Committee Member	Susan Fay Burgess
Committee Member	John Chelliah
Committee Member	Patricia Doreen Farrar
Committee Member	Sharmaine Gewohn
Committee Member	James John Giggacher
Committee Member	Kim-Hoa Neville
Committee Member	Heidi Rachel Norman

There were no other changes to the composition of the Committee of Management during the financial year 1st July 2006 to 30th June 2007.

OPERATING REPORT FOR THE YEAR ENDED 30th JUNE 2007 (Continued)

Manner of Resignation – s254(2)(c)

Members may resign from the organisation in accordance with Rule 11 (Resignation from Membership) which reads as follows:

- 11.1 A member may resign from membership by written notice addressed and delivered to the member's Division Secretary or Branch Secretary provided that:
 - (a) Where a written notice of resignation is received by a Division Secretary, he or she shall as soon as practicable forward a copy of the notice of resignation to the appropriate Branch Secretary;
 - (b) Where a written notice of resignation is received by a Branch Secretary, he or she shall as soon as practicable forward a copy of the notice of resignation to the relevant Division Secretary.
- 11.2 A notice of resignation from membership takes effect:
 - (a) where the member ceases to be eligible to become a member of the Union
 - (i) on the day on which the notice is received by the Union; or
 - (ii) on the day specified in the notice, which is a day not earlier than the day when the member ccases to be eligible to become a member;

whichever is later; or

(b) in any other case:

- (i) at the end of two weeks, or if permitted by law three months after the notice is received by the Union; or
- (ii) on the day specified in the notice;

whichever is later.

- 11.3 Any dues payable but not paid by a former member in relation to a period before the member's resignation took effect, may be sued for and recovered in the name of the Union in a court of competent jurisdiction, as a debt due to the Union.
- 11.4 A notice delivered to the Division Secretary or Branch Secretary shall be taken to have been received by the Union when it was delivered.

OPERATING REPORT FOR THE YEAR ENDED 30th JUNE 2007 (Continued)

- 11.5 A notice of resignation that has been received by the Union is not invalid because it was not addressed and delivered in accordance with sub-rule 1 of this rule.
- 11.6 A resignation from membership is valid even if it is not effected in accordance with this rule if the member is informed in writing by or on behalf of the Union that the resignation has been accepted.
- 11.7 Cessation of payment of any dues, levies and other amounts by a member does not, of itself, terminate membership of the Union.

Name PATRICE TOOTH Title BRANCH PRESIDENT Signature 12244 Task

Date: 26/ § /2008

COMMITTEE OF MANAGEMENT STATEMENT

On 26 8 08 2008, the Committee of Management of the National Tertiary Education Industry Union – University of Technology Sydney Branch (the reporting unit) passed the following resolution in relation to the General Purpose Financial Report (GPFR) of the reporting unit for the financial year ended 30th June 2007:

The Committee of Management declares that in relation to the GFPR that, in its opinion:

- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with the reporting guidelines of the Industrial Registrar;
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable;
- (e) during the financial year to which the GFPR relates and since the end of that year:
 - (i) meetings of the Committee of Management were held in accordance with the rules of the National Tertiary Education Industry Union, including the Branch rules;
 - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the National Tertiary Education Industry Union, including the rules concerning Branches of that union;
 - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations;
 - (iv) the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the National Tertiary Education Industry Union:
 - (v) the information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule has been furnished to the member or Registrar;

COMMITTEE OF MANAGEMENT STATEMENT (Continued)

(vi) No orders for the inspection of financial records have been made by the Commission under section 273 of the RAO Schedule;

(f) in relation to the recovery of wages activity:

(i) there has been no such activity undertaken by the reporting unit.

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Title of Office Held:	Branch President
Signature: Ruthic Tour	
Date: 26/8/08	2008

For the Committee of Management: Patrick Tooth

INCOME STATEMENT FOR THE YEAR ENDED 30th JUNE 2007

	2007 \$	2006 \$
Profit / (Loss) from Continuing Operations	(7,385)	1,020
Retained Profits at the beginning of the financial year	40,568	39,548
Retained Profits at the end of the financial year	33,183	40,568

The accompanying notes form part of these accounts.

BALANCE SHEET AS AT 30th JUNE 2007

	Note	2007 \$	2006 \$
CURRENT ASSETS Cash and Cash Equivalents Trade and Other Receivables Current Tax Assets	2 3	39,374 3,326	35,749 10,841 1,980
TOTAL CURRENT ASSETS		42,700	48,570
NON CURRENT ASSETS Plant & Equipment	4	595	846
TOTAL NON-CURRENT ASSETS		595	846
TOTAL ASSETS		43,295	49,416
CURRENT LIABILITIES Trade and Other Payables Employee Provisions	5 6	1,650 5,793	4,248 3,403
TOTAL CURRENT LIABILITIES		7,443	7,651
NON-CURRENT LIABILITIES Employee Provisions	6	2,669	1,197
TOTAL NON CURRENT LIABILITIES		2,669	1,197
TOTAL LIABILITIES		10,112	8,848
NET ASSETS		33,183	40,568
MEMBERS' FUNDS Retained Profits		33,183	40,568
TOTAL MEMBERS' FUNDS		33,183	40,568

The accompanying notes form part of these accounts.

DETAILED INCOME STATEMENT FOR THE YEAR ENDED 30th JUNE 2007

	2007	2006
	\$	S
INCOME		
Gross Member Subscriptions *	68,199	222,941
Less : Capitation Fees – Defence Fund *	-	(15,139)
Capitation Fees – Equalisation and Adjustment Fund *	-	(4,819)
Capitation Fees – NTEU National Office *	-	(73,172)
Capitation Fees - New South Wales Division *	-	(95,881)
Net Member Subscriptions	68,199	33,930
Subsidy from NTEU National Office (EAF)	16,850	15,022
Contribution from Student Association	-	2,519
Interest Income	1,406	2,769
Income Rebates	-	18,599
BRANCH INCOME	86,455	72,839
EXPENDITURE		
Accounting	100	-
Audit – Current Year	1,500	-
Audit – Prior Year	1,445	6,250
Bank Charges	96	[49
Campaign	3,250	-
Catering Expenses	969	-
Computer Expenses	305	657
Depreciation Expenses	251	626
EB Meeting Expenses		1,807
Employee Provisions	3,863	(13,444)
General Expenses	2,338	1,660
Gifts	_,000	35
Insurance	1,228	-
Office Supplies	126	261
Payroll Tax	2,520	3,509
Postage	114	57
Rent	5,801	-
Salaries and Wages - Employees	58,911	54,460
Staff Training & Welfare	576	840
Strike Expenses	-	3,772
Superannuation	8,705	8,771
Telephone	1,131	407
Time Release		1,496
Workcover	611	506
BRANCH EXPENDITURE	93,840	71,819
PROFIT / (LOSS) FROM CONTINUING OPERATIONS	(7,385)	1,020

* The Branch changed its method of fee collection as of 1 July 2006 whereby subscriptions were collected directly by the National Office and the net portion due to the Branch was forwarded direct from the National Office.

CASH FLOW STATEMENT FOR THE YEAR ENDED 30th JUNE 2007

	2007 \$	2006 \$
Cash flows from Operating Activities	្ញា	Φ
Net receipts from members Interest Income Received Payments to suppliers & employees	75,714 1,406 (73,495)	245,821 2,769 (270,121)
Net cash provided by / (used in) operating activities – Note B	3,625	(21,531)
Cash flows from Investing Activities		
Cash flows from Financing Activities		
Loan repayments	-	1,697
Net cash provided by financing activities		1,697
Net increase / (decrease) in cash and cash equivalents held	3,625	(19,834)
Cash and cash equivalents at the beginning of the financial year	35,749	55,583
Cash and cash equivalents at the end of the financial year – Note A	39,374	35,749

CASH FLOW STATEMENT FOR THE YEAR ENDED 30th JUNE 2007

	2007 \$	2006 \$
Note A Reconciliation of Cash and Cash Equivalents		
For the purposes of the cash flow statement cash and cash equivalents includes cash on hand and in banks and investments in money markets. Cash at the end of the financial year is shown in the cash flow statement is reconciled to the related items in the balance sheet as follows:		
Cash at Bank	39,374	35,749
	39,374 =======	35,749
Note B Reconciliation of net cash provided by operating activities to profit / (loss) from continuing operations		
Profit / (Loss) from continuing operations	(7,385)	1,020
Non-cash flows in profit / (loss) from continuing operations:		
Depreciation	251	626
Changes in Assets & Liabilities:		
(Increase) / Decrease in trade and other receivables	7,515	(7,894)
(lncrease) / Decrease in current tax assets	1,980	(1,980)
Increase / (decrease) in trade and other payables	(2,598)	(1,002)
Increase / (decrease) in employee provisions	3,862	(10,116)
	3,625	(19,346)
		

The branch has no credit stand-by or financing facilities in place.

There were no non-cash financing or investing activities during the period.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30th JUNE 2007

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

This financial report is a general purpose financial report that has been prepared in accordance with Accounting Standards, Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Trustees' accountability requirements under the Union's Rules and the requirements under the Workplace Relations Act 1996.

The financial report covers the National Tertiary Education Industry Union – University of Technology Sydney Branch as an individual entity. The National Tertiary Education Industry Union is a registered organisation registered under the Workplace Relations Act 1996 and domiciled in Australia. The National Tertiary Education Industry Union – University of Technology Sydney Branch is a branch of that organisation.

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

The following is a summary of the material accounting policies adopted by the economic entity in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

(a) Fixed Assets

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

Depreciation rates used for each class of assets are:

Class of assetDepreciation RateOffice Furniture and Equipment20 - 40%

(b) Revenue

Member subscription revenue is recognised when the respective fees have been deducted from the members' wages and salaries.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30th JUNE 2007

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

(c) 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.

(d) Leases

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

(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, as amended.

(f) 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 272, which reads as follows:

- (1) A member of a reporting unit, or a Registrar, may apply to the reporting unit for specified prescribed information in relation to the reporting unit to be made available to the person making the application.
- (2) The application must be in writing and must specify the period within which, and the manner in which, the information is to be made available. The period must not be less than 14 days after the application is given to the reporting unit.
- (3) A reporting unit must comply with an application made under sub-section (1).

Note: This sub-section is a civil penalty provision

(g) Economic Dependency

The Branch is economically dependent upon the National Office via the Equalisation and Adjustment Fund "EAF".

(h) Segment Reporting

The reporting entity operates in one business and geographical segment being the provision of trade union services to its members in New South Wales.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30th JUNE 2007

	2007	2006
2. CASH AND CASH EQUIVALENTS	\$	\$
Cash at Bank	39,374	35,749
	39,374	35,749
3. TRADE AND OTHER RECEIVABLES		
Trade Receivables	-	7,515
Sundry Debtors	3,326	3,326
	3,326	10,841
4. PLANT AND EQUIPMENT		
Office Furniture and Equipment - at cost	6,353	6,353
Less : Accumulated Depreciation	(5,758)	(5,507)
	595	846
Movements in Carrying Values		
Opening balance at the beginning of the year	846	1,472
Depreciation	(251)	(626)
Closing balance at the end of the year	595	846
5. TRADE AND OTHER PAYABLES		
Trade Creditors	150	_
Sundry Creditors	1,500	4,248
	1,650	4,248
6. EMPLOYEE PROVISIONS		
CURRENT		
Annual Leave	5,793	3,403
NON-CURRENT		
Long Service Leave	2,669	1,197
	8,462	4,600

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30th JUNE 2007

7. LEASING COMMITMENTS	2007 S	2006 \$
Operating Leases Being for lease of premises Payable – minimum lease payments Not later than 12 months Between 12 months and 5 years Later than 5 years	5,775 2,406	5,775 8.181
	8,181	13,956

The lease of the premises is a for a three year term, with rent being payable monthly in advance.

8. FINANCIAL INSTRUMENTS

(a) Interest Rate Risk

The reporting entity's exposure to interest rate risk, which is the risk that a financial instrument's value will fluctuate as a result of changes in market interest rates and the effective weighted average interest rates on those financial assets and liabilities, is as follows:

	÷	Weighted Average Effective Interest Rate		Floating Interest Rate	
Financial Assets	2007	2006	2007	2006	
Cash at hank	3.57%	3.57%	\$39,374	\$35.749	

No financial assets are subject to a fixed interest rate. No financial liabilities are subject to any interest rate.

(b) Credit Risk

The reporting entity does not have any material credit risk exposure to any single debtor or group of debtors under any financial instruments entered into by the reporting entity.

(c) Net Fair Values

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The aggregate net fair values and carrying amounts of financial assets and financial liabilities are disclosed in the balance sheet and in the notes to the financial statements.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30th JUNE 2007

9. UNION DETAILS

The office of the branch is located at;

Room 3.15 Level 3 645 Harris Street ULTIMO New South Wales



Chartered Accountants Auditors Business Services Financial Planning Services

INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF NATIONAL TERTIARY EDUCATION INDUSTRY UNION UNIVERSITY OF TECHNOLOGY SYDNEY BRANCH

Scope

The financial report and trustees' responsibility

The general purpose financial report comprises the income statement, balance sheet, detailed income statement, cash flow statement and accompanying notes to the financial statements and the committee of management statement for the National Tertiary Education Industry Union – University of Technology Sydney Branch for the year ended 30^{th} June 2007.

The trustees of the branch are responsible for the preparation and true and fair presentation of the general purpose financial report in accordance with the Workplace Relations Act 1996. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the general purpose financial report.

Audit Approach

We conducted an independent audit in order to express an opinion to the members of the branch. Our audit was conducted in accordance with Australian Auditing Standards, in order to provide reasonable assurance as to whether the financial report is free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgment, selective testing, the inherent limitations of internal control, and the availability of persuasive rather than conclusive evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

We performed procedures to assess whether in all material respects the financial report presents fairly, in accordance with the Workplace Relations Act 1996 including compliance with Accounting Standards and other mandatory financial reporting requirements in Australia, a view which is consistent with our understanding of the branch's financial position, and of its performance as represented by the results of its operations and its cash flows.

We formed our audit opinion on the basis of these procedures, which included:

- examining, on a test basis, information to provide evidence supporting the amounts and disclosures in the financial report, and
- assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made by the committee of management.

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Chartered Accountants Auditors Business Services Financial Planning Services

INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF NATIONAL TERTIARY EDUCATION INDUSTRY UNION UNIVERSITY OF TECHNOLOGY SYDNEY BRANCH

While we considered the effectiveness of management's internal controls over financial reporting when determining the nature and extent of our procedures, our audit was not designed to provide assurance on internal controls.

Independence

In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements.

Auditor's Opinion

In our opinion, the general purpose financial report of the National Tertiary Education Industry Union – University of Technology Sydney Branch is presented fairly in accordance with:

(i) applicable Accounting Standards and the requirements imposed by Part 3 of Chapter 8 of Schedule 1 of the Workplace Relations Act 1996, and

(ii) other mandatory professional reporting requirements.

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Alan Lockwood Registered auditor number 9216 Member of The Institute of Chartered Accountants in Australia – 21115, holder of a current Certificate of Public Practice Date: $27/ \frac{08}{2008}$

Lockwood & Co (Melb) Pty Ltd ATF LW Unit Trust ABN 36 290 638 803 ACN 101 133 804 Lockwood **& 9**0 Audit ABN 95-603-094-569 Lockwood & Co (Meib) Pty Ltd ATF LB Unit Trust A3N 97 939 670 580 ACN 101 133 804