



Australian Government

Australian Industrial Registry

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7993
Fax: (03) 9654 6672

Mr D. Coughlan
Branch Secretary
National Tertiary Education Industry Union
Central Queensland University Branch
C/- Information Technology Division
Central Queensland University
Bruce Highway
NORTH ROCKHAMPTON QLD 4701

Dear Mr. Coughlan

Re: Financial report for year ended 30 June 2002 - FR2002/482

I have received the financial reports of the Central Queensland University Branch of the National Tertiary Education Industry Union for the year ended 30 June 2002. The documents were lodged in the Industrial Registry on 7 June 2005.

I note that the abovementioned financial reports have been produced in accordance with the Registration and Accountability of Organisations Schedule (the RAO Schedule). As you would know the RAO Schedule generally came into operation on 12 May 2003.

The financial documents of the Central Queensland University Branch for the year ending 30 June 2002 should have been prepared under the previous provisions of the WR Act. This is because the relevant provisions of the *Workplace Relations Legislation Amendment (Registration of Accountability of Organisations) (Consequential Provisions) 2002 Act* apply to the first complete financial year subsequent to the commencement of the legislation [(see item 44(1))]. The reporting obligations for the financial year ending 30 June 2004 will be governed by the requirements of the RAO Schedule.

Although the financial documents have been completed under the RAO Schedule rather than the previous provisions of the WR Act, I have examined such documents for compliance with the requirements of the RAO Schedule. It should be noted that such examination was made in order to assist you in complying with the RAO Schedule requirements for future financial documents.

If financial documents for the year ended 30 June 2003 have not yet been completed I remind you that such documents should be prepared pursuant to the previous provisions of the Workplace Relations Act 1996.

The financial documents have been filed. No further action is requested in respect of these documents.

The following matters are referred for assistance when preparing future financial documents.

1. Operating Report

Please note that in future an operating report will need to be prepared and lodged as required by s254 of the RAO Schedule.

Section 254(1) of the RAO Schedule states:

“As soon as practicable after the end of each financial year, the committee of management of a reporting unit must cause an operating report to be prepared in relation to the financial year.”

The requirements of the operating report are stated in s254(2) of the RAO Schedule. The documents under the new RAO Schedule would not be filed until an operating report is lodged.

2. Supply of financial documents to members and presentation to meeting

Financial documents lodged with the Registrar are required by subsection 268(c) to be filed under cover of a certificate by a designated officer, in this case, the Branch Secretary, stating that the documents lodged are copies of the documents provided to members and presented to a meeting in accordance with section 266.

I note that the financial report was provided to members on 29 October 2004 and presented to a meeting of the committee of management of the reporting unit on 30 November 2004.

As you know section 266 of the RAO Schedule makes provision for the methods by which a reporting entity may satisfy its obligation to present the full report to members. The purpose of the financial reporting provisions generally is to ensure disclosure to members and, to offer those members an opportunity to raise any matter that concerns them regarding material disclosed in that information. The vehicle for members to achieve this are either at a general meeting of members or at a meeting of the committee of management. The latter option is only available if the precondition in subsection 266(3), that is the 5% rule, is satisfied. The rules of the organisation do not make such provision.

In these circumstances, the alternatives require the presentation of the relevant documents to a general meeting of members, or at a series of meetings at different locations (this alternative is only available if the rules make provision for such meetings). It should also be noted that the financial reports should be provided to members within certain time periods prior to the meeting - see ss265(5) and 266(1).

3. General Purpose Financial Report

Section 253 of Schedule 1B requires a reporting unit as soon as practicable after the end of each financial year to cause a general purpose financial report to be prepared in accordance with the Australian Accounting Standards from the financial records kept under subsection 252(1) in relation to the financial year.

The general purpose financial report must consist of:

- (a) financial statements containing:
 - (i) a profit and loss statement, or other operating statement; and
 - (ii) a balance sheet; and
 - (iii) a statement of cash flows; and
 - (iv) any other statements required by the Australian Accounting Standards; and

- (b) notes to the financial statements containing:
 - (i) notes required by the Australian Accounting Standards; and
 - (ii) information required by the reporting guidelines; and
- (c) any other reports or statements required by the reporting guidelines

I note that neither a statement of cash flows or notes to the financial statements have been provided.

4. Timescale Requirements

Financial reports should be prepared, audited, supplied to members, presented to a meeting and lodged in the Industrial Registry within certain timescale requirements.

It should be noted that financial documents should be provided to members at least 21 days before the general meeting at which the documents are to be presented (refer s265(5)(a) of the RAO Schedule).

Also, unless an extension is granted, financial reports should be lodged in the Industrial Registry within 14 days of the meeting at which they were presented - refer subsection 268.

5. Auditor's Report

(a) Subsection 257(5) of the RAO Schedule now sets out the matters upon which an auditor is required to make an opinion on whether the GPFR is presented fairly in accordance with applicable Australian Accounting Standards and other requirements of the RAO Schedule. The following wording would satisfy the requirements:

"In our opinion the general purpose financial report is presented fairly in accordance with applicable Australian Accounting Standards and the requirements imposed by Part 3 of Chapter 8 of Schedule 1B of the Workplace Relations Act 1996."

(b) It is not clear from the Report whether or not the Auditor is an approved auditor. In this regard I draw your attention to the definition of approved auditor in regulation 4 of the RAO Regulations. In all likelihood the Auditor is such a person however, it is our preference that this is made explicit in the Report. I recommend you draw this comment to the attention of your Auditors.

6. Committee of Management Statement

Consistency with other reporting units

This area of the Committee of Management Statement relates to Item 17(e)(iv) of the Registrar's Reporting Guidelines. Your organisation's Committee's statement at paragraph (e)(iv) provides that: "the organisation consisted of one only reporting unit". Subsection 242(3) of the RAO Schedule provides, in part, that where an organisation is divided into branches, each branch will be a reporting unit.

As your organisation consists of a number of reporting units, you may wish to consider declarations that have been made by other reporting units of NTEU when preparing this statement for next years' financial report (financial reports of all reporting units are placed on our website at www.airc.gov.au/organisations/list/list.html (click on Org Number)).

7. Notice to members

There should be included in the financial documents a notice drawing attention to provisions of the Act that prescribed information is available to members on request and which sets out a copy of subsections 272(1), (2) and (3) - refer subsection 272(5) of the Act and regulation 161(f).

Would you please ensure those subsections are copied into the GPFR in the next financial report of the Branch.

Should you wish to discuss this letter or if you require further information on the financial reporting requirements of the RAO Schedule, I may be contacted on (03) 8661 7993 or by email at larry.powell@air.gov.au.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'L Powell'.

Larry Powell
Statutory Services Branch

16 June 2005



AUSTRALIAN INDUSTRIAL REGISTRY

Australian Industrial Registry
Level 35, Nauru House
80 Collins Street
MELBOURNE VIC 3000
Telephone: (03) 8661 7888
Fax: (03) 9654 6672

Att: Larry Power.

Lodgement of 2002 items

Ref: FR2002/482-[283V-UCQ]

Mr D. Coughlan
Secretary
National Tertiary Education Industry Union
Central Queensland University Branch
C/- Information Technology Division
Central Queensland University
Bruce Highway
NORTH ROCKHAMPTON QLD 4701

Dear Mr. Coughlan

**Re: National Tertiary Education Industry Union
Central Queensland University 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
11 July, 2002



Building 32, Room 1.24
Central Queensland University
Rockhampton 4702
Phone 07 49309282
Fax 07 49309279
Email: nteu-cqu@cqu.edu.au

Certificate of Secretary

s268 of Schedule 1B *Workplace Relations Act 1996*

I, *Dan Coughlan* being the *Secretary* of the *NTEU CQU Branch* 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 members on April 30, 2005; and
- that the full report was presented to a meeting of the committee of management of the reporting unit on May 18, 2005; in accordance with section 266 of the RAO Schedule.

Signature *D. Coughlan*

Date: *30 May 2005.*



Building 32, Room 1.24
Central Queensland University
Rockhampton 4702
Phone 07 49309282
Fax 07 49309279
Email: s.druskovich@qld.nteu.org.au

Committee Of Management Statement

On 9th March 2005 the Committee of Management of NTEU CQU Branch passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 30th June 2002:

The Committee of Management declares in relation to the GPFR 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 GPFR relates and since the end of that year:
 - (i) meetings of the committee of management were held in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations; and
 - (iv) the organisation consisted of one only reporting unit, and
 - (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; and
 - (vi) no orders have been made by the Commission under section 273 of the RAO Schedule during the period.

For Committee of Management: *Richard Whitwell*

Title of Office held: Branch President

Signature:

Date:

8 March 2005



NATIONAL TERTIARY EDUCATION INDUSTRY UNION
CENTRAL QUEENSLAND UNIVERSITY DIVISION

AUDIT REPORT
FOR THE YEAR TO 30 JUNE 2002

SCOPE

We have audited the financial report of the National Tertiary Education Industry Union – Central Queensland University Division for the year to June 30, 2002. The members of the Committee are responsible for the preparation and presentation of the financial report and the information contained therein. We have conducted an independent audit of the financial report in order to express an opinion on it to the members of the National Tertiary Education Industry Union – Central Queensland University Division.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial report is free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, 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 respects, the financial report is presented fairly so as to present a view which is consistent with our understanding of the National Tertiary Education Industry Union – Central Queensland University Division financial position and the results of its operations.

The audit opinion expressed in this report has been formed on the above basis.

Audit Opinion

In our opinion, the financial report presents fairly in accordance with applicable Accounting Standards and other mandatory professional reporting requirements the financial position of the National Tertiary Education Industry Union – Central Queensland University Division as at June 30, 2002 and the results of its operations for the year then ended.

We also confirm that we are not aware of any mortgages, charges and securities of any description affecting any of the assets of the National Tertiary Education Industry Union – Central Queensland University Division.



Johnson & Tennent
Chartered Accountants

October 20, 2004

National Tertiary Education Industry Union - CQU Division

STATEMENT OF RECEIPTS AND PAYMENTS
FOR THE YEAR ENDED 30TH JUNE 2002

Last Year		This Year
	RECEIPTS	
121260.95	Union Fees	114497.79
-	Sundry Income	1838.36
	Interest Received	
105.15	CBA 4726 1000 0604	4.03
3.54	Uni Credit Union 14645	2.61
298.76	CBA T/D 4726 5000 9600	19.67
46.48	CBA 4709 1024 3745	8.12
-	CBA T/D 4709 5014 2391	1820.72
<hr/>		<hr/>
453.93		1855.15
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121714.88		118191.30
	PAYMENTS	
900.00	Administration Costs	1937.00
-	Advertising	250.00
-	Auditor's Remuneration	836.00
134.90	Bank Charges	114.20
	Capitation Fees	
47951.27	National Division	65326.79
45331.85	Queensland Division	51582.84
1578.50	APHEDA	1732.00
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94861.62		118641.63
181.25	Conference & Seminar Expenses	880.00
50.00	Contract Labour	-
-	Donations	1000.00
794.73	Food & Beverages	1001.23
158.48	Miscellaneous Expenses	37.50
-	Presentations	95.48
160.00	Reference Material	-
37.40	Stationery & Postage	254.55
231.14	Travelling Expenses	2005.03
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97509.52		127052.62
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(24205.36)	NET PAYMENTS OVER RECEIPTS	8861.32
<hr/>		<hr/>

National Tertiary Education Industry Union - CQU Division

STATEMENT OF ASSETS AND LIABILITIES
AS AT 30TH JUNE 2002

Last Year		This Year
	ASSOCIATION FUNDS	
	National Tertiary Education Industry Union	
44366.21	Balance at Beginning of Year	68571.57
(24205.36)	Excess of Payments over Receipts	8861.32
<hr/>		<hr/>
68571.57	TOTAL ASSOCIATION FUNDS	59710.25
<hr/>		<hr/>
	Represented by:	
	CURRENT ASSETS	
30.60	Petty Cash Imprest	50.00
	Cash at Bank - CBA 4726 1000	
1881.61	1604	9783.18
	Cash at Bank - Uni Credit	
3581.22	Union 14645	3583.83
	Cash at Bank - CBA T/D 4726	
10880.79	5000 9600	-
	Cash at Bank - CBA T/D 4709	
25000.00	5014 2391	40721.18
	Cash at Bank - CBA 4709 1024	
27187.35	3745	5129.66
<hr/>		<hr/>
68561.57		59267.85
	FIXED ASSETS	
-	Plant & Equipment	432.40
	INVESTMENTS	
10.00	Shares - Uni Credit Union	10.00
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68571.57	TOTAL ASSETS	59710.25
<hr/>		<hr/>
68571.57	NET ASSETS	59710.25
<hr/>		<hr/>



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Mr D. Coughlan
Secretary
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Yours sincerely

Clency Lapierre
Team Manager
E-mail: clency.lapierre@air.gov.au
11 July, 2002