



Australian Government
Australian Industrial Registry

Level 5
11 Exhibition Street
Melbourne, VIC 3000
GPO Box 1994, Melbourne, VIC 3001
Telephone: (03) 8661 7993
Fax: (03) 9655 0410

Ms. Alison Jensen
Branch Treasurer
National Tertiary Education Industry Union
Central Queensland University Branch
Building 65 Room G.06
Central Queensland University
ROCKHAMPTON QLD 4702

Dear Ms Jensen

Re: Schedule 1 of the Workplace Relations Act 1996 (Schedule 1)
Financial reports for year ended 30 June 2004 – FR2004/516

I acknowledge receipt of further information being the Operating Report in relation to the financial reports of the Central Queensland University Branch for the year ended 30 June 2004; this has been placed with the documents previously lodged

The financial reports have now been filed.

Yours sincerely,

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

Larry Powell
Statutory Services Branch

17 May 2007



Building 65 Room G.06
Central Queensland University
Rockhampton 4702
Phone 07 49309282
Fax 07 49309279
Email: nteu-cqu@cqu.edu.au

Mr Larry Powell
Statutory Services Branch
GPO Box 1994
Melbourne Vic 3001

Dear Larry

I refer to your letter of 22 November 2005, and your follow up email of 16 March 2007 concerning the outstanding matters relating to the submission of the 2004 NTEU CQU Branch financial accounts. Let me first apologise for the delay in dealing with this matter – I only became aware of this as an issue on receipt of your phone call and email. As you may be aware, Darryl Holbrook, our Branch Organiser, has moved on, which has left us without continuity and key information.

Please find attached the Operating Reports for both 2004 and 2006 (the 2005 Operating Report has already been lodged). Both of these reports will be taken to a meeting of CQU NTEU Branch members on Thursday 26 April, and the appropriate confirmation of both sets of accounts, assuming that the members ratify them, will be forwarded to you no later than Friday 27 April.

I trust that the Operating Reports are in order. If you have any issues or questions, please do not hesitate to contact me.

Yours Sincerely,

Dr John Fitzsimmons
President NTEU CQU Branch
0400 118 966

5/4/07



Building 65 Room G.06
Central Queensland University
Rockhampton 4702
Phone 07 49309282
Fax 07 49309279
Email: nteu-cqu@cqu.edu.au

Operating Report for the Year Ended 30th June 2004

Principal Activities

The principal activities of the Branch during the Financial Year were:

- To improve and protect the salary and conditions of employment of our members;
- To represent 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 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 of Director of a Trustee Company of a Superannuation Entity or an Exempt Public Sector Superannuation Scheme

No officer of the Branch was a Trustee or Director of a Trustee Company of a Superannuation Entity or an Exempt Public Sector Superannuation Scheme.

Number of Members

The number of persons who, at the end of the financial year, were recorded on the Register of members was *402*

Number of Employees

The number of employees who were, at the end of the financial year, employees of the Branch was 1, measured on a full-time equivalent basis.

Members of the Committee of Management

| | |
|---------------------------|---------------------|
| Branch President | Dr Richard Whitwell |
| Vice-President (Academic) | Dr Errol Vieth |
| Vice-President (General) | Donna-Lee Bradford |

| | |
|------------------|------------------|
| Branch Secretary | Dan Coughlan |
| Branch Treasurer | |
| Committee Member | Nanjappa Ashwath |
| Committee Member | Mohammed Huque |
| Committee Member | Alison Owens |
| Committee Member | Gina Yarrow |
| Committee Member | Jeni Richardson |
| Committee Member | Peter Cherry |
| Committee Member | Margaret Culmsee |

Manner of Resignation – s254(2)(c)

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 ceases 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;
 which ever 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 a Division Secretary or Branch Secretary shall be taken to have been received by the Union when it was delivered.

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.



NTEU: Your Workplace Voice

Committee of Management Statement

On _____, the Committee of Management of the National Tertiary Education Union – CQU 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 2004:

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

- (a) the financial statements and notes comply with the Australian Accounting Standards (based on advice received from Alan Charles Johnson, Registered Company Auditor);
- (b) the financial statements and notes comply with the reporting standards 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;
- (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 National Tertiary Education Industry Union, including 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 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;
 - vi. no orders for the inspection of financial records have been made by the Commission under section 272 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.

For the Committee of Management:

Title of office held: *PRESIDENT*

Signature: *[Signature]*

Date: *4/4/07*

Dan Coughlan (Branch Secretary)
4/4/07



NTEU: Your Workplace Voice



Building 65 Room G.06
Central Queensland University
Rockhampton 4702
Phone 07 49309282
Fax 07 49309279
Email: nteu-cqu@cqu.edu.au

Financial Year 2003/2004

Certificate of Secretary or other authorised officer

I Dan Coughlan being the CQU Branch Secretary of the National

Tertiary Education Industry Union – CQU Branch certify:

- that the documents lodged here are copies of the full report referred to in s268 of the RAO Schedule;
- that the full report was provided to members on _____; and
- that the full report was presented to a general meeting of the members of the reporting unit on _____, in accordance with s266 of the RAO Schedule.

Signature: _____

D. Coughlan

Date: _____

4/4/2007

[Signature]

R. HATZEL

PRESIDENT

4 April 2007

NATIONAL TERTIARY EDUCATION INDUSTRY UNION
CENTRAL QUEENSLAND UNIVERSITY DIVISION

AUDIT REPORT
FOR THE YEAR TO JUNE 30, 2004

SCOPE

We have audited the financial report of the National Tertiary Education Industry Union – Central Queensland University Division for the year to June 30, 2004. 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 accordance with Subsection 276(4) of the Workplace Relations Act 1996, we state that, in our opinion:

- (a) During the year to June 30, 2004, the organisation maintained satisfactory accounting records, including:

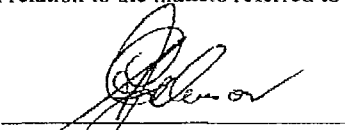
Records of the sources and nature of the income of the organisation (including income from members); and
Records of the nature and purposes of the expenditure of the organisation, and

The accounts and statements prepared under section 273 in relation to the year to June 30, 2004 were properly drawn up so as to give a true and fair view of:

The financial affairs of the organisation as at the end of the year; and
The income and expenditure, and any surplus or deficit, of the organisation for the year.

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

There was no deficiency, failure or shortcoming in relation to the matters referred to in paragraph (a) or (b) to be reported.


Allan Charles Johnson
Registered Company Auditor

Johnson & Tennent
Chartered Accountants

May 31, 2005

3:57 PM

Central Queensland University Branch of N.T.E.U.

ABN 38 579 396 344

Profit & Loss

July 2003 through June 2004

31/05/05

Accrual Basis

| | <u>Jul '03 - Jun 04</u> |
|--------------------------------|-------------------------|
| Ordinary Income/Expense | |
| Income | |
| bank interest | 0.45 |
| Bank Interest- Operating A/c | 23.89 |
| Fees | 30,692.16 |
| Fees- CQU | 2,796.53 |
| Investment Interest | 541.99 |
| Total Income | 34,055.02 |
| Expense | |
| Accommodation/Meals | 402.72 |
| Airlfares | 700.78 |
| Bank Charges | 87.51 |
| Bank Service Charges | 12.40 |
| Branch Organiser-Salary, Super | 7,383.72 |
| Bus/Vechile Hire/Taxis | 120.45 |
| Campaigns | 1,471.99 |
| Catering-workshops/training | 221.46 |
| Computer Consumerables | 369.00 |
| Conference Fees | 50.00 |
| Donations/Gifts | 86.36 |
| Dues and Subscriptions | 50.00 |
| Industrial Action | 100.00 |
| Membership Subscriptions | 108.11 |
| Miscellaneous | 376.61 |
| Office Stationery | 178.35 |
| Office Supplies | 502.64 |
| Petty Cash | 550.00 |
| Printing and Reproduction | 184.00 |
| Reimbursement Mobile Phone | 107.43 |
| Teleconferencing/Videoconferen | 120.00 |
| Telephone | |
| Mobile | 79.29 |
| Telephone - Other | 519.38 |
| Total Telephone | 598.67 |
| Travel & Ent | |
| Entertainment | 315.00 |
| Meals | 207.05 |
| Travel | 126.05 |
| Travel & Ent - Other | 152.45 |
| Total Travel & Ent | 800.55 |
| Total Expense | 14,582.75 |
| Net Ordinary Income | 19,472.27 |
| Other Income/Expense | |
| Other Income | |
| BAS Tax Refund | 183.88 |
| Total Other Income | 183.88 |
| Net Other Income | 183.88 |
| Net Income | 19,656.15 |

Central Queensland University Branch of N.T.E.U.

ABN 38 579 396 344

AU Balance Sheet

As of June 30, 2004

31/05/05

| | <u>Jun 30, 04</u> |
|---------------------------------|-------------------------|
| ASSETS | |
| Current Assets | |
| Current/Savings | |
| CBA- 10001604 Operating A/c | 15,339.72 |
| CBA 50142391 Term Deposit | 40,721.18 |
| CBA 10243745 Capitation | 6,791.06 |
| CBA 50152936 Term Deposit | 21,394.58 |
| Credit Union 804083-14645 | <u>3,585.92</u> |
| Total Current/Savings | <u>87,832.46</u> |
| Total Current Assets | 87,832.46 |
| Fixed Assets | |
| Office Equipment | <u>4,071.14</u> |
| Total Fixed Assets | <u>4,071.14</u> |
| TOTAL ASSETS | 91,903.60 |
| LIABILITIES | |
| Current Liabilities | |
| Accounts Payable | |
| Accounts Payable | <u>1,894.37</u> |
| Total Accounts Payable | 1,894.37 |
| Other Current Liabilities | |
| Tax Payable | <u>-290.54</u> |
| Total Other Current Liabilities | <u>-290.54</u> |
| Total Current Liabilities | <u>1,603.83</u> |
| TOTAL LIABILITIES | 1,603.83 |
| NET ASSETS | <u>90,299.77</u> |
| EQUITY | |
| Opening Bal Equity | 79,104.83 |
| Retained Earnings | -8,461.21 |
| Net Income | <u>19,656.15</u> |
| TOTAL EQUITY | <u>90,299.77</u> |



Australian Government
Australian Industrial Registry

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

Mr. D. Holbrook
Branch Organiser
National Tertiary Education Industry Union
Central Queensland University Branch
Central Queensland University NTEU Branch, Room 123, Bdg 32
Central Queensland University
Bruce Highway
NORTH ROCKHAMPTON QLD 4701

Dear Mr. Holbrook

**Re: Schedule 1B of the Workplace Relations Act 1996 (the RAO Schedule)
Financial reports for year ended 30 June 2004 - FR 2004/516**

Reference is made to the financial reports of the Central Queensland University Branch of the National Tertiary Education Industry Union for the year ended 30 June 2004. The documents were lodged in the Industrial Registry on 2 November 2005.

I direct your attention to the following comments concerning the above reports and the financial reporting obligations under the RAO Schedule. Please note that these matters are generally advised for assistance in the future preparation of financial reports. With the exception of the comments concerning item 1, no further action is required in respect of the subject documents.

1. Operating report

The financial documents lodged did not contain an operating report. The Committee of Management must as soon as practicable after the end of each financial year cause an operating report to be prepared in relation to the financial year - refer s254 of the RAO Schedule. The operating report must contain the following:

(a) Review of principal activities:

The report must contain a review of the reporting unit's principal activities during the financial year, the results of those activities and any significant changes in the nature of those activities during the year.

(b) Significant changes in financial affairs:

The report must give details of any significant changes in the reporting unit's financial affairs during the year.

(c) Right of members to resign:

Subsection 254(2)(c) requires the operating report to “give details” of the right of members to resign from the reporting unit under section 174 of the RAO Schedule. The requirement may be met by the inclusion of a statement that a member has the right to resign and a reference to the relevant rule, which makes such provision. Alternatively, the complete text of the relevant resignation rule may be reproduced in the report. It would appear in this case that rule 11 of the organisation’s Rules is applicable.

(d) Trustees of superannuation entities:

The report must give details (including details of the position held) of any officer or member of the reporting unit who is:

- (i) a trustee of a superannuation entity or an exempt public sector superannuation scheme; or
- (ii) a director of a company that is a trustee of a superannuation entity or an exempt public sector superannuation scheme; and

where a criterion for the officer or member being the trustee or director is that the officer or member is an officer or member of a registered organisation.

(e) Number of members and number of employees:

Subsection 254(2)(f) of the RAO Schedule and regulation 159(a) and (b) of the RAO Regulations require the operating report to contain information pertaining to the number of persons that were members and the number of persons who were employees of the reporting unit at the end of the financial year.

(f) Membership of Committee of Management:

The operating report is required to contain the name of each person who has been a member of the committee of management of the reporting unit at any time during the reporting period, and the period for which he or she held such a position - refer regulation 159(c) of the RAO Regulations.

You are requested to arrange for the committee of management to prepare an operating report addressing the required information for lodgement in the Industrial Registry as soon as possible. The organisation is obliged to also provide a copy to its members. You can however, undertake to do this after lodging a copy of the operating report in the Industrial Registry. Please note that the financial documents will not be filed until the operating report has been lodged in the Industrial Registry.

2. Auditor’s Report

- (a) The opinion expressed by the auditor in their report has been drafted in terms of the previous requirements of the Act. Section 257(5) of the RAO Schedule now sets out the matters on which an auditor is required to state an opinion. An acceptable wording would be as follows:

“In our opinion the general purpose financial report presents fairly in accordance with applicable Australian Accounting Standards and other mandatory professional reporting requirements in Australia and the requirements of the RAO Schedule.”

(b) Auditor's Qualifications

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.

4. Statement of Cash Flows

Section 253 of the RAO Schedule requires a reporting unit to cause a general purpose financial report "GPFR" to be prepared. Such "GPFR" consists of, among other things, a statement of cash flows.

I note that the financial documents do not contain such statement.

Such statement should be prepared as required by section 253(2)(ii), supplied to members and presented to a general meeting of members.

5. Information for preceding corresponding financial year

I note that neither the Profit and Loss Statement nor the Balance Sheet provide information for the preceding financial year.

Guideline 8(b) of the Industrial Registrar's reporting guidelines require such information to be disclosed.

Future financial documents should comply with all financial reporting requirements.

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 branch's Committee's statement at paragraph (e)(iv) provides that: "the organisation does not consist of 2 or more reporting units". 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.

7. Notice to members

I note that the notice to members provides the provisions of section 274 of the Workplace Relations Act 1996. The accounts should set out the provisions of subsections 272(1), (2) and (3) of the RAO Schedule. Would you please ensure those subsections are copied into the GPFR in the next financial report of the Branch.

8. Notes to the accounts

I note that the financial documents do not contain any notes to the accounts.

Section 253 of the RAO Schedule states that the general purpose financial report "GPFR" consists of, among other things, notes to the financial accounts – refer s253(b).

Future financial documents should provide notes to the accounts.

It should be noted that the Industrial Registrar attaches importance to reporting units both fully satisfying the obligations under Schedule 1B and to those obligations being discharged within the requisite timeframes. Your reporting unit should therefore ensure that future financial returns fully satisfy the above obligations.

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 Alternatively, you may send an email with the documents attached to: 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.

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 email at larry.powell@air.gov.au.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'L Powell', with a large, stylized initial 'L'.

Larry Powell
Statutory Services Branch

22 November 2005



NATIONAL TERTIARY EDUCATION UNION
CQU Branch

Building 65 Room G.06
Central Queensland University
Rockhampton 4702
Phone 07 49309282
Fax 07 49309279
Email: nteu-cqu@cqu.edu.au

Larry Powell
AIR
GPO Box 1994S
Melbourne, VIC 3001

Dear Larry

Re: Audited financial reports for 2003 & 2004

Enclosed please find completed documentation for the financial statements of the CQU branch of NTEU.

Last years financials are still with the auditor and I will endeavour to ensure these are processed and sent to you accordingly.

I you have any concerns please do not hesitate to contact me.

Kind Regards

Darryl Holbrook
Branch Organiser

Thursday, 27 October 2005



NTEU: Your Workplace Voice



Building 32, Room 1.24
Central Queensland University
Rockhampton 4702
Phone 07 49309282
Fax 07 49309279
Email: d.holbrook@qld.nteu.org.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 for the financial year ended 30th June 2004; and
- that the full report was provided to members on July 21, 2005; and
- that the full report was presented to a general meeting of members of the reporting unit on October 24, 2005; in accordance with section 266 of the RAO Schedule.

Signature

Date: 26th October 2005





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

Committee Of Management Statement

On 8th June 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 2004:

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:

8.06.05



NATIONAL TERTIARY EDUCATION INDUSTRY UNION
CENTRAL QUEENSLAND UNIVERSITY DIVISION

AUDIT REPORT
FOR THE YEAR TO JUNE 30, 2004

SCOPE

We have audited the financial report of the National Tertiary Education Industry Union -- Central Queensland University Division for the year to June 30, 2004. 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 accordance with Subsection 276(4) of the Workplace Relations Act 1996, we state that, in our opinion:

- (a) During the year to June 30, 2004, the organisation maintained satisfactory accounting records, including:

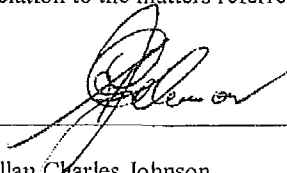
Records of the sources and nature of the income of the organisation (including income from members); and
Records of the nature and purposes of the expenditure of the organisation, and

The accounts and statements prepared under section 273 in relation to the year to June 30, 2004 were properly drawn up so as to give a true and fair view of:

The financial affairs of the organisation as at the end of the year; and
The income and expenditure, and any surplus or deficit, of the organisation for the year.

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

There was no deficiency, failure or shortcoming in relation to the matters referred to in paragraph (a) or (b) to be reported.



Allan Charles Johnson
Registered Company Auditor

Johnson & Tennent
Chartered Accountants

May 31, 2005

3:57 PM

Central Queensland University Branch of N.T.E.U.
ABN 38 579 396 344
Profit & Loss
July 2003 through June 2004

31/05/05
 Accrual Basis

| | <u>Jul '03 - Jun 04</u> |
|--------------------------------|-------------------------|
| Ordinary Income/Expense | |
| Income | |
| bank interest | 0.45 |
| Bank Interest- Operating A/c | 23.89 |
| Fees | 30,692.16 |
| Fees- CQU | 2,796.53 |
| Investment Interest | 541.99 |
| | 34,055.02 |
| Total Income | 34,055.02 |
| Expense | |
| Accommodation/Meals | 402.72 |
| Airmfares | 700.78 |
| Bank Charges | 87.51 |
| Bank Service Charges | 12.40 |
| Branch Organiser-Salary, Super | 7,383.72 |
| Bus/Vechile Hire/Taxis | 120.45 |
| Campaigns | 1,471.99 |
| Catering-workshops/training | 221.46 |
| Computer Consumerables | 369.00 |
| Conference Fees | 50.00 |
| Donations/Gifts | 86.36 |
| Dues and Subscriptions | 50.00 |
| Industrial Action | 100.00 |
| Membership Subscriptions | 108.11 |
| Miscellaneous | 376.61 |
| Office Stationery | 178.35 |
| Office Supplies | 502.64 |
| Petty Cash | 550.00 |
| Printing and Reproduction | 184.00 |
| Reimbursement Mobile Phone | 107.43 |
| Teleconferencing/Videoconferen | 120.00 |
| Telephone | |
| Mobile | 79.29 |
| Telephone - Other | 519.38 |
| | 598.67 |
| Total Telephone | 598.67 |
| Travel & Ent | |
| Entertainment | 315.00 |
| Meals | 207.05 |
| Travel | 126.05 |
| Travel & Ent - Other | 152.45 |
| | 800.55 |
| Total Travel & Ent | 800.55 |
| Total Expense | 14,582.75 |
| Net Ordinary Income | 19,472.27 |
| Other Income/Expense | |
| Other Income | |
| BAS Tax Refund | 183.88 |
| | 183.88 |
| Total Other Income | 183.88 |
| Net Other Income | 183.88 |
| Net Income | 19,656.15 |

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Central Queensland University Branch of N.T.E.U.
 ABN 38 579 396 344
AU Balance Sheet
 As of June 30, 2004

31/05/05

| | Jun 30, 04 |
|---------------------------------|------------------|
| ASSETS | |
| Current Assets | |
| Current/Savings | |
| CBA- 10001604 Operating A/c | 15,339.72 |
| CBA 50142391 Term Deposit | 40,721.18 |
| CBA 10243745 Capitation | 6,791.06 |
| CBA 50152936 Term Deposit | 21,394.58 |
| Credit Union 804083-14645 | 3,585.92 |
| Total Current/Savings | 87,832.46 |
| Total Current Assets | 87,832.46 |
| Fixed Assets | |
| Office Equipment | 4,071.14 |
| Total Fixed Assets | 4,071.14 |
| TOTAL ASSETS | 91,903.60 |
| LIABILITIES | |
| Current Liabilities | |
| Accounts Payable | |
| Accounts Payable | 1,894.37 |
| Total Accounts Payable | 1,894.37 |
| Other Current Liabilities | |
| Tax Payable | -290.54 |
| Total Other Current Liabilities | -290.54 |
| Total Current Liabilities | 1,603.83 |
| TOTAL LIABILITIES | 1,603.83 |
| NET ASSETS | 90,299.77 |
| EQUITY | |
| Opening Bal Equity | 79,104.83 |
| Retained Earnings | -8,461.21 |
| Net Income | 19,656.15 |
| TOTAL EQUITY | 90,299.77 |