



AUSTRALIAN INDUSTRIAL REGISTRY

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

Ref: FR2002/483-[283V-USA]

Mr M. Venning
Secretary
National Tertiary Education Industry Union-University
of South Australia Branch
University of South Australia NTEU Office
University of South Australia
Holbrooks Road
Underdale SA 5032

Dear Mr. Venning

**Re: National Tertiary Education Industry Union-University of South Australia 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.

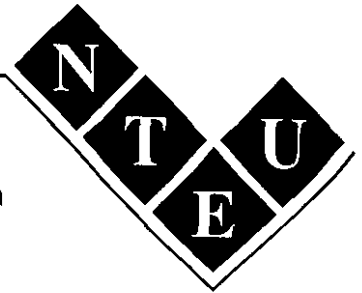
Now that the financial year has ended, it is timely that you put in train the various steps of the financial reporting requirements. To assist you with this process I have enclosed for your information a notice summarising these requirements including the time-scales prescribed by the legislation.

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

**National
Tertiary
Education
Industry
Union**



9 December 2002

Mr Clency Lapiere
Team Manager
Australian Industrial Registry
Level 35, Nauru House
80 Collins Street
MELBOURNE VIC 3000

UNIVERSITY OF SA BRANCH
Room S124
Underdale Campus
Tel: (08) 8234 0915/ext. 26407
admin@nteu-unisa.org.au
http://www.nteu.org.au/UniSA

Dear Mr Lapiere,

**RE: NATIONAL TERTIARY EDUCATION INDUSTRY UNION –
UNIVERSITY OF SOUTH AUSTRALIA BRANCH
FINANCIAL REPORTING OBLIGATIONS UNDER WORKPLACE
RELATIONS ACT 1996**

The following documents are enclosed:

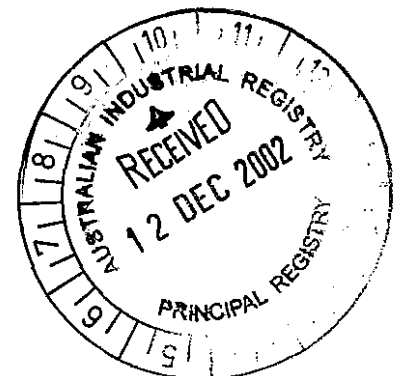
- Financial statements of NTEU – University of SA Branch for the year ended 30 June 2002
- Extract from minutes of the meeting of the University of SA Branch held on Friday 1 November 2002
- Secretary's Certificate
- Certificate of the Secretary (or other prescribed officer)

If you have any queries please contact me on telephone: (08) 8234 0915 or by email on admin@nteu-unisa.org.au.

Thank you.

Yours sincerely

**DENISE CHRISTOPHER
BRANCH EXECUTIVE OFFICER
NTEU
UNIVERSITY OF SA BRANCH**



Enc.

FINANCIAL STATEMENTS

OF

NATIONAL TERTIARY EDUCATION
INDUSTRY UNION

UNIVERSITY OF S.A. BRANCH

ABN: 38 579 396 344

For the Year Ended 30 June 2002

NATIONAL TERTIARY EDUCATION INDUSTRY UNION
UNIVERSITY OF S.A. BRANCH
ABN: 38 579 396 344

SUMMARY OF THE FINANCIAL ACCOUNTS
For the Year Ended 30 June 2002

The Financial Accounts of the Branch have been audited in accordance with the provisions of the Workplace Relations Act, 1996 (as amended), and the following Summary is provided for Members in accordance with Section 279 (2) of the Act.

A copy of the audited Accounts will be supplied free of charge to Members who request same, and your attention is drawn to your Union's responsibility in this regard, as set out below.

INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

In accordance with the requirements of the Workplace Relations Act, 1996, the attention of Members is drawn to the provisions of Sub-Sections (1), (2) and (3) of Section 274, which reads as follows:-

- "(1) A Member of an Organisation, or a Registrar, may apply to the Organisation for specified prescribed information in relation to the Organisation.
- (2) An Organisation shall, on application made under Sub-Section (1) by a Member of the Organisation or a Registrar, make the specified information available to the Member or Registrar in such manner, and within such time as is prescribed.
- (3) A Registrar may only make an application under Sub-Section (1) at the request of a Member of the Organisation concerned, and the Registrar shall provide to a Member information received because of an application made at the request of the Member."

An Organisation shall not contravene Section 274 (1), (2) and (3).
Penalty \$1,000.

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

The Auditors' Report on the Accounts did not contain any particulars of any deficiency, failure or shortcoming as referred to in the Workplace Relations Act, 1996.

NATIONAL TERTIARY EDUCATION INDUSTRY UNION
UNIVERSITY OF S.A. BRANCH
ABN: 38 579 396 344

SUMMARY OF THE FINANCIAL ACCOUNTS
INCOME AND EXPENDITURE STATEMENT
For the Year Ended 30 June 2002

	Year Ended 30/6/2002 \$	Year Ended 30/6/2001 \$
INCOME		
Members Contributions	248,501	228,471
Interest Received	1,644	2,329
Other Income	154	3,428
TOTAL INCOME	<u>250,299</u>	<u>234,227</u>
LESS TOTAL EXPENDITURE	<u>220,550</u>	<u>211,743</u>
SURPLUS FOR THE YEAR	<u><u>\$29,749</u></u>	<u><u>\$22,484</u></u>

BALANCE SHEET
As at 30 June 2002

	As at 30/6/2002 \$	As at 30/6/2001 \$
ACCUMULATED FUNDS	<u><u>\$95,991</u></u>	<u><u>\$66,242</u></u>
Represented by:-		
Current Assets	118,951	91,092
Fixed Assets	1,451	2,419
TOTAL ASSETS	<u>120,402</u>	<u>93,511</u>
LESS - CURRENT LIABILITIES	<u>20,711</u>	<u>24,669</u>
- NON-CURRENT LIABILITIES	<u>3,700</u>	<u>2,600</u>
NET ASSETS	<u><u>\$95,991</u></u>	<u><u>\$66,242</u></u>


TO THE MEMBERS OF THE NATIONAL TERTIARY EDUCATION INDUSTRY UNION, UNIVERSITY OF S.A. BRANCH

In our opinion, the Summary as set out above, is a fair and accurate Summary of the Reports, Accounts and Statements of the Branch, for the year ended 30 June, 2002. The Auditors' Report on the Accounts did not contain any particulars of any deficiency, failure or shortcoming, as referred to in the Workplace Relations Act, 1996, Sub-Section 276(4). The Organisation will supply a Copy of the Reports, Accounts and Statements to any Members who so request, free of charge.

J. H. DOYLE & CO.


.....
BRANCH EXECUTIVE


.....
BRANCH EXECUTIVE


.....
C. WELLINGTON 4/11/02
REGISTERED COMPANY AUDITOR


ADELAIDE: 1/11/02

NATIONAL TERTIARY EDUCATION INDUSTRY UNION
UNIVERSITY OF S.A. BRANCH
ABN: 38 579 396 344

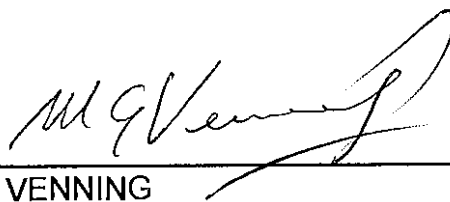
BRANCH EXECUTIVE CERTIFICATE

We, J. ZOLLO and M. VENNING, being two Members of the Executive of the University of S.A. Branch of the National Tertiary Education Industry Union, do state on behalf of the Executive and in accordance with a resolution passed by the Executive, that:-

- (1) In the opinion of the Executive, the attached Accounts show a true and fair view of the financial affairs of the Branch, as at 30 June, 2002;
- (2) In the opinion of the Executive, Meetings of the Executive were held during the year ended 30 June, 2002, in accordance with the Rules of the Organisation;
- (3) To the knowledge of any Member of the Executive, there has been no instances where records of the Branch or other documents, (not being documents containing information made available to a Member of the Branch, 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 Branch, have not been furnished or made available to Members, in accordance with the requirements of the Workplace Relations Act, 1996, the Regulations thereto, or the Rules of the Organisation; and
- (4) The Executive has complied with Sub-Section 279 (1) and (6) of the Act in relation to the Financial Accounts in respect of the period ended 30 June, 2001, and the Auditors' Report thereon.



J. ZOLLO



M. VENNING

ADELAIDE
DATED: 1/11/02

NATIONAL TERTIARY EDUCATION INDUSTRY UNION
UNIVERSITY OF S.A. BRANCH
ABN: 38 579 396 344

ACCOUNTING OFFICER'S CERTIFICATE

I, R. ISEMAN, being the Officer responsible for keeping the accounting records of the University of S.A. Branch of the National Tertiary Education Industry Union, certify that as at 30 June, 2002, the number of Members of the Organisation was 603.

In my opinion:-

- (1) The attached Accounts show a true and fair view of the financial affairs of the SA Branch, as at 30 June, 2002.
- (2) A record has been kept of all moneys paid by or collected from Members, and all moneys so paid or collected, have been credited to the Bank Account to which those moneys are to be credited, in accordance with the Rules of the Organisation.
- (3) 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.
- (4) In the case of the Accounts, and, in particular, with regard to funds of the Organisation, raised by compulsory Levies or voluntary Contributions from Members, or funds other than the General Fund, operated in accordance with the Rules, no payments were made out of any such fund for purposes other than those for which the fund was operated.
- (5) No Loans or other financial benefits, other than remuneration, in respect of their full-time or part-time employment with the Organisation, were made to persons holding office in the Organisation.
- (6) The register of Members of the Organisation was maintained in accordance with the Act.


R. ISEMAN

ADELAIDE
DATED: 1/11/02

NATIONAL TERTIARY EDUCATION INDUSTRY UNION
UNIVERSITY OF S.A. BRANCH
ABN: 38 579 396 344

AUDITORS' REPORT

SCOPE

We have audited the Accounts being the Balance Sheet and Income and Expenditure Statement and Notes to and forming part of the Accounts of the University of S.A. Branch of the National Tertiary Education Industry Union for the year ended 30 June, 2002.

The Committee of Management are responsible for the preparation and presentation of the Accounts and the information they contain.

We have conducted an independent audit of these Accounts in order to express an opinion on them to the Members of the Branch.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the Accounts are free from material misstatement. Our procedures included examination on a test basis, of evidence supporting the amounts and other disclosures in the Accounts, 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 Accounts are presented fairly in accordance with Australian Accounting Standards and statutory requirements so as to present a view of the Branch which is consistent with our understanding of its 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:-

- (1) There were kept by the Branch in respect of the year ended 30 June, 2002, satisfactory accounting records detailing the sources and nature of the Income of the Branch (including Income from Members) and the nature and purposes of Expenditure.
- (2) The attached Accounts and Statements are properly drawn up:-
 - (a) in accordance with Section 273 of the Workplace Relations Act, 1996, as amended.
 - (b) so as to give a true and fair view of:-
 - (i) the state of affairs of the Branch as at 30 June, 2002, and
 - (ii) the Income and Expenditure and Surplus of the Branch for the year ended on that date.
 - (c) in accordance with applicable Accounting Standards.
- (3) We received from the Officers and Employees of the Branch, all the information and explanations which we required for the purposes of our audit.

J. H. DOYLE & CO.



C. WELLINGTON Registered Company Auditor

DATED: 4/11/02

NATIONAL TERTIARY EDUCATION INDUSTRY UNION
UNIVERSITY OF S.A. BRANCH
ABN: 38 579 396 344

BALANCE SHEET
As at 30 June 2002

	To Jun 2002	To Jun 2001
<u>ACCUMULATED FUNDS</u>		
Unappropriated Surplus B/fwd	<u>95,991</u>	<u>66,242</u>
<u>TOTAL FUNDS</u>	<u>\$95,991</u>	<u>\$66,242</u>
 These Funds are represented by:-		
<u>CURRENT ASSETS</u>		
Petty Cash	100	100
Cwlth Bank - Cheque A/c	82,141	66,464
ACCU - Investment A/c	25,571	24,528
Subscriptions in Transit	<u>11,139</u>	<u>--</u>
<u>TOTAL CURRENT ASSETS</u>	<u>118,951</u>	<u>91,092</u>
<u>CURRENT LIABILITIES</u>		
Accounts Payable	18,211	19,369
Provision for Annual Leave	<u>2,500</u>	<u>5,300</u>
<u>TOTAL CURRENT LIABILITIES</u>	<u>20,711</u>	<u>24,669</u>
<u>WORKING CAPITAL</u>	98,240	66,423
<u>FIXED ASSETS</u>		
Office Furniture & Equipment @ Cost	5,687	5,687
Deduct Accumulated Depreciation	<u>4,236</u>	<u>3,268</u>
<u>TOTAL FIXED ASSETS</u>	<u>1,451</u>	<u>2,419</u>
<u>TOTAL WORKING & FIXED CAPITAL</u>	99,691	68,842
<u>NON-CURRENT LIABILITIES</u>		
Provision for Long Service Leave	<u>3,700</u>	<u>2,600</u>
<u>TOTAL NON CURRENT LIABILITIES</u>	<u>3,700</u>	<u>2,600</u>
<u>NET ASSETS</u>	<u>\$95,991</u>	<u>\$66,242</u>

NATIONAL TERTIARY EDUCATION INDUSTRY UNION
UNIVERSITY OF S.A. BRANCH
ABN: 38 579 396 344

STATEMENT OF ACCUMULATED FUNDS
For the Year Ended 30 June 2002

	To Jun 2002	To Jun 2001
Operating Surplus B/fwd	29,749	22,484
Closure of A/cs - SACASA & Staff Assoc	--	1,569
Add Accumulated Surplus at the beginning of the Period	<u>66,242</u>	<u>42,189</u>
<u>ACCUMULATED SURPLUS</u>	<u>\$95,991</u>	<u>\$66,242</u>

NATIONAL TERTIARY EDUCATION INDUSTRY UNION
UNIVERSITY OF S.A. BRANCH
ABN: 38 579 396 344

INCOME & EXPENDITURE STATEMENT
For the Year Ended 30 June 2002

	To Jun 2002	To Jun 2001
<u>INCOME</u>		
Members Contributions	248,501	228,471
Interest Received	1,644	2,329
Other Income	<u>154</u>	<u>3,428</u>
<u>TOTAL INCOME</u>	<u>250,299</u>	<u>234,227</u>
<u>LESS EXPENDITURE</u>		
Audit Fees	1,200	1,078
Bank Charges & F.I.D. etc	295	431
Capitation & Levy - Fed Office	96,169	89,228
Subs paid to NTEU (SA Div)	54,381	50,722
Depreciation	968	1,612
Meeting & AGM Expenses	1,242	1,832
Legal and Medical Fees	289	240
Newsletter	250	213
Office Occupancy	9,819	9,096
Payroll Tax	2,218	--
Postage, Printing & Stationery	426	257
Provision for Annual Leave	(2,800)	1,900
Provision for Long Service Leave	1,100	780
Computer Exes, Repairs & Maint.	2,761	1,229
Assist to Committee	422	4,378
Salaries & On Costs	43,455	39,417
Sundry Expenses	763	37
Telephone	509	2,921
Training	485	210
Travel	6,027	6,161
Workcover	<u>571</u>	<u>--</u>
<u>TOTAL EXPENDITURE</u>	<u>220,550</u>	<u>211,743</u>
<u>SURPLUS AT END OF PERIOD</u>	<u>\$29,749</u>	<u>\$22,484</u>

NATIONAL TERTIARY EDUCATION INDUSTRY UNION
UNIVERSITY OF S.A. BRANCH
ABN: 38 579 396 344

NOTES TO AND FORMING PART OF THE ACCOUNTS
For the Year Ended 30 June 2002

NOTE 1 - ACCOUNTING METHODS

The Accounts are prepared under the Historical Cost Convention and in accordance with the Accounting Standards jointly issued by the Australian Professional Accounting Bodies, and the requirements of the Workplace Relations Act, 1996. Contributions are accounted for on a Cash Basis. In particular:-

- (a) The Accounts have not been adjusted to record either changes in the general purchasing power of the dollar or in the prices of specific Assets.
- (b) Depreciation of Fixed Assets is provided for at rates considered appropriate to the lives of such Assets.
- (c) Provision for Employee Benefits in the form of Long Service Leave, Accrued Annual Leave, etc., have been made for the estimated accrued entitlements of all Employees on the basis of their terms of Employment.
- (d) No Provision for Income Tax is necessary as "Trade Unions" are exempt under Section 50-15 of the Income Tax Assessment Act 1997.

NOTE 2 - INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

In accordance with the requirements of the Workplace Relations Act, 1996, the attention of Members is drawn to the provisions of Sub-Sections (1), (2) and (3) of Section 274, which reads as follows:-

- "(1) A Member of an Organisation, or a Registrar, may apply to the Organisation for specified prescribed information in relation to the Organisation.
- (2) An Organisation shall, on application made under Sub-Section (1) by a Member of the Organisation or a Registrar, make the specified information available to the Member or Registrar in such manner, and within such time as is prescribed.
- (3) A Registrar may only make an application under Sub-Section (1) at the request of a Member of the Organisation concerned, and the Registrar shall provide to a Member information received because of an application made at the request of the Member."

An Organisation shall not contravene Section 274 (1), (2) and (3).
Penalty \$1,000.

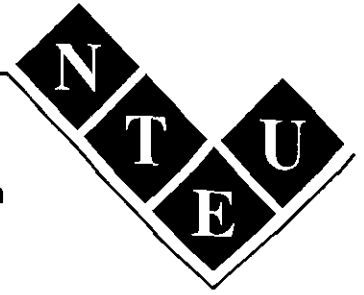
**EXTRACT FROM MINUTES OF THE MEETING OF THE
UNIVERSITY OF SA BRANCH COMMITTEE
HELD ON FRIDAY 1 NOVEMBER 2002 AT 12.00 PM
IN ROOM S143/144, UNDERDALE CAMPUS**

PRESENT Robert Iseman, Marie Kennedy, Robert Mastripolito, Jillian Marsh,
Luisa O'Connor, Marilyn O'Sullivan, Michael Venning,
Judy Zollo, Lew Zipin, Anne Buchecker, Lynn Walsh,
Denise Christopher (minutes)

5. GENERAL BUSINESS

- 5.3 Ratification of financial statements for the year ended 30 June 2002
- Enough feedback has been received to ratify the financial documents.

**National
Tertiary
Education
Industry
Union**



UNIVERSITY OF SA BRANCH
Room S124
Underdale Campus
Tel: (08) 8234 0915/ext. 26407
admin@nteu-unisa.org.au
<http://www.nteu.org.au/UniSA>

NATIONAL TERTIARY EDUCATION INDUSTRY UNION
UNIVERSITY OF SOUTH AUSTRALIA BRANCH

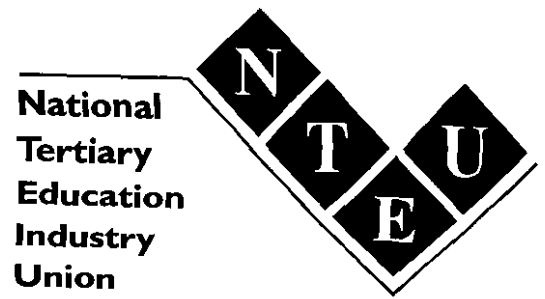
Secretary's Certificate

I, Dr Michael Venning, Branch Secretary of the University of South Australia Branch of the National Tertiary Education Industry Union certify that:

1. The auditor's report, the accounts and statements, and the certificates of the accounting officer and of the Branch Committee for the financial year ending 30 June 2002 were:
 - distributed to members free of charge by newsletter on Monday 18 November 2002 and ratified at the Annual General Meeting on Friday 6 December 2002.
2. The enclosed documents are copies of the auditor's report, the accounts and statements, the certificates of the accounting officer and of the Branch Committee, prepared for the Branch in accordance with the Act for the financial year ending 30 June 2002 and are as presented to a meeting of the members of the Branch Committee on Friday 1 November 2002.

DR MICHAEL VENNING
SECRETARY

Friday 6 December 2002



UNIVERSITY OF SA BRANCH
Room S124
Underdale Campus
Tel: (08) 8234 0915/ext. 26407
admin@nteu-unisa.org.au
<http://www.nteu.org.au/UniSA>

Subsection 280(1)

Workplace Relations Act 1996

CERTIFICATE OF THE SECRETARY (OR OTHER PRESCRIBED OFFICER)

I, Dr Michael Venning of 16 Stanley Street, North Adelaide SA 5006, Branch Secretary of the University of South Australia Branch of the National Tertiary Education Union, hereby certify that the documents lodged with the Registrar on Monday 9 December 2002, for the year ended 30 June 2002, are copies of the report, accounts and statements presented to the Branch Executive at the Annual General Meeting on Friday 6 December, 2002 in accordance with paragraph 279(6)(a) of the Workplace Relations Act 1996.

**DR MICHAEL VENNING
SECRETARY**

Friday 6 December 2002



AUSTRALIAN INDUSTRIAL REGISTRY

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7777
Fax: (03) 9654 6672

Ms Denise Christopher
Branch Executive Officer
National Tertiary Education Industry Union
University of South Australia Branch
Room S124, Underdale Campus
University of South Australia
Holbrooks Road
UNDERDALE SA 5032

Dear Ms Christopher

Re: Financial Documents for year ended 30 June 2002 - FR2002/483

Receipt is acknowledged of the financial documents of the University of South Australia Branch of the National Tertiary Education Industry Union for the year ended 30 June 2002.

The documents have been filed.

Yours sincerely

Sylvia van Riet
Statutory Services Branch

16 December 2002