



**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

Dr Michael Venning  
Branch Secretary  
National Tertiary Education Industry Union  
University of South Australia Branch  
Room S124, Underdale Campus  
University of South Australia  
Holbrooks Road  
UNDERDALE SA 5032

Dear Dr Venning

**Re: Financial Documents for year ended 30 June 2003 - FR2003/464**

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 2003; the documents were lodged in the Australian Industrial Registry on 30 December 2003.

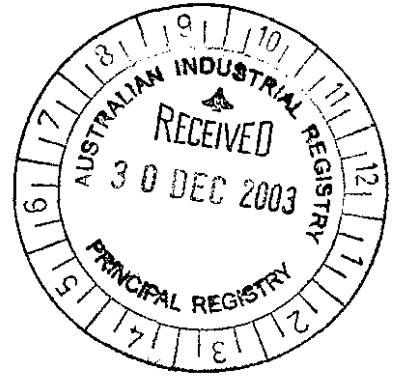
The documents have been filed.

**Please note that the reporting obligations for the financial year ending 30 June 2004 will be governed by the requirements of the *RAO Schedule of the Workplace Relations Act 1996*.**

Yours sincerely

Sylvia van Riet  
Statutory Services Branch

27 January 2004



**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 2003 were:
  - distributed to members free of charge by newsletter on Tuesday 18 November 2003 and ratified at the Annual General Meeting on Friday 12 December 2003.
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 2003 and are as presented to a meeting of the members of the Branch Committee on Friday 7 November 2003.

A handwritten signature in black ink, appearing to read 'M G Venning', with a horizontal line underneath.

**DR MICHAEL VENNING  
SECRETARY**

Wednesday 17 December 2003

Subsection 280(1)

Workplace Relations Act 1996

**CERTIFICATE OF THE SECRETARY (OR OTHER PRESCRIBED OFFICER)**

I, Dr Michael Venning of 56C Prospect Road, Prospect, SA 5082, 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 Tuesday 23rd December 2003, for the year ended 30 June 2003, are copies of the report, accounts and statements presented to the Branch Executive at the Annual General Meeting on Friday 12 December, 2003 in accordance with paragraph 279(6)(a) of the Workplace Relations Act 1996.

A handwritten signature in black ink, appearing to read 'M Venning', with a long horizontal flourish extending to the right.

**DR MICHAEL VENNING  
SECRETARY**

17 December 2003

**FINANCIAL STATEMENTS**

**OF**

**NATIONAL TERTIARY EDUCATION**  
**INDUSTRY UNION**

**UNIVERSITY OF S.A. BRANCH**

**ABN: 38 579 396 344**

**For the Year Ended 30 June 2003**

**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 2003**

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 2003**

	Year Ended 30/6/2003	Year Ended 30/6/2002
	\$	\$
<b>INCOME</b>		
Members Contributions	278,604	248,501
Interest Received	1,765	1,644
Other Income	--	154
<b>TOTAL INCOME</b>	<u>280,369</u>	<u>250,299</u>
<b>LESS TOTAL EXPENDITURE</b>	<u>267,175</u>	<u>220,550</u>
 <b>SURPLUS FOR THE YEAR</b>	 <u><b>\$13,194</b></u>	 <u><b>\$29,749</b></u>

**BALANCE SHEET**  
**As at 30 June 2003**


	As at 30/6/2003	As at 30/6/2002
	\$	\$
<b>ACCUMULATED FUNDS</b>	<u><b>\$109,185</b></u>	<u><b>\$95,991</b></u>
Represented by: -		
Current Assets	136,923	118,951
Fixed Assets	5,917	1,451
<b>TOTAL ASSETS</b>	<u>142,840</u>	<u>120,402</u>
<b>LESS - CURRENT LIABILITIES</b>	28,755	20,711
- NON-CURRENT LIABILITIES	4,900	3,700
 <b>NET ASSETS</b>	 <u><b>\$109,185</b></u>	 <u><b>\$95,991</b></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, 2003. 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  
REGISTERED COMPANY AUDITOR  
11/11/03

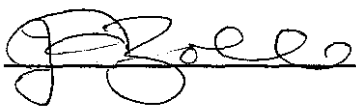
ADELAIDE: 7/11/03

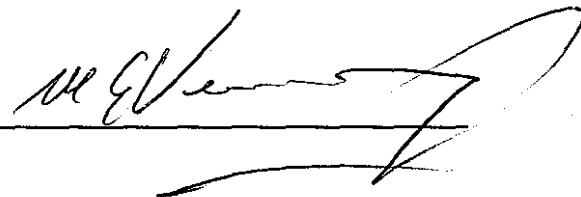
**NATIONAL TERTIARY EDUCATION INDUSTRY UNION**  
**UNIVERSITY OF S.A. BRANCH**  
**ABN: 38 579 396 344**

**BRANCH EXECUTIVE CERTIFICATE**

We, JUDY ZOLLO and MICHAEL VERNING, 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, 2003;
- (2) In the opinion of the Executive, Meetings of the Executive were held during the year ended 30 June, 2003, 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, 2002, and the Auditors' Report thereon.

  
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ADELAIDE  
DATED: 7/11/03

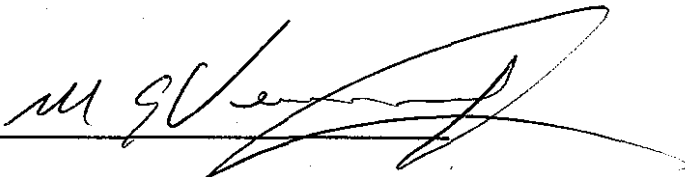
**NATIONAL TERTIARY EDUCATION INDUSTRY UNION**  
**UNIVERSITY OF S.A. BRANCH**  
**ABN: 38 579 396 344**

**ACCOUNTING OFFICER'S CERTIFICATE**

I, MICHAEL VENNING, 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, 2003, the number of Members of the Organisation was 628.

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, 2003.
- (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.



ADELAIDE  
DATED: 7/11/03



**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, 2003.

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.

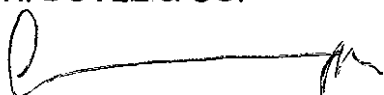
The audit opinion expressed in this report has been formed on the above basis.

**AUDIT OPINION**

In our opinion:-

- (1) There were kept by the Branch in respect of the year ended 30 June, 2003, 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, 2003, 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: 11/11/03

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

**BALANCE SHEET**  
**As at 30 June 2003**

	<b>30/6/2003</b>	<b>30/6/2002</b>
<b><u>ACCUMULATED FUNDS</u></b>	<b><u>109,185</u></b>	<b><u>95,991</u></b>
<b><u>TOTAL FUNDS</u></b>	<b><u>\$109,185</u></b>	<b><u>\$95,991</u></b>
 <b>These Funds are represented by:-</b>		
<b><u>CURRENT ASSETS</u></b>		
Petty Cash	100	100
Cwith Bank - Cheque A/c	108,609	82,141
ACCU - Investment A/c	26,895	25,571
Subscriptions in Transit	626	11,139
Trade Debtors	282	--
GST Credits Claimable	411	--
<b><u>TOTAL CURRENT ASSETS</u></b>	<b><u>136,923</u></b>	<b><u>118,951</u></b>
<b><u>CURRENT LIABILITIES</u></b>		
Accounts Payable	23,237	18,211
Provision for Annual Leave	5,518	2,500
<b><u>TOTAL CURRENT LIABILITIES</u></b>	<b><u>28,755</u></b>	<b><u>20,711</u></b>
<b><u>WORKING CAPITAL</u></b>	<b>108,168</b>	<b>98,240</b>
<b><u>FIXED ASSETS</u></b>		
Office Furniture & Equipment @ Cost	12,199	5,687
Deduct Accumulated Depreciation	6,282	4,236
<b><u>TOTAL FIXED ASSETS</u></b>	<b><u>5,917</u></b>	<b><u>1,451</u></b>
<b><u>TOTAL WORKING &amp; FIXED CAPITAL</u></b>	<b>5,917</b>	<b>99,691</b>
<b><u>NON-CURRENT LIABILITIES</u></b>		
Provision for Long Service Leave	4,900	3,700
<b><u>TOTAL NON CURRENT LIABILITIES</u></b>	<b><u>4,900</u></b>	<b><u>3,700</u></b>
<b><u>NET ASSETS</u></b>	<b><u>\$109,185</u></b>	<b><u>\$95,991</u></b>

**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 2003**

	<b>30/6/2003</b>	<b>30/6/2002</b>
<b>Operating Surplus B/fwd</b>	<b>13,194</b>	<b>29,749</b>
Add Accumulated Surplus at the beginning of the Period	<u>95,991</u>	<u>66,242</u>
<b><u>ACCUMULATED SURPLUS</u></b>	<b><u>\$109,185</u></b>	<b><u>\$95,991</u></b>

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

**INCOME & EXPENDITURE STATEMENT**  
**For the Year Ended 30 June 2003**

	30/6/2003	30/6/2002
<b><u>INCOME</u></b>		
Members Contributions	278,604	248,501
Interest Received	1,765	1,644
Other Income	--	154
<b><u>TOTAL INCOME</u></b>	<b><u>280,369</u></b>	<b><u>250,299</u></b>
<b><u>LESS EXPENDITURE</u></b>		
Audit Fees	1,500	1,200
Bank Charges & F.I.D. etc	316	295
Capitation & Levy - Fed Office	106,119	96,169
Subs paid to NTEU (SA Div)	58,412	54,381
Subscriptions - Other	513	--
Industrial & Campaign Expenses	4,078	--
Depreciation	2,046	968
Meeting & AGM Expenses	826	1,242
Legal and Medical Fees	8,819	289
Newsletter	365	250
Office Occupancy	9,267	9,819
Payroll Tax	2,550	2,218
Postage, Printing & Stationery	1,540	426
Provision for Annual Leave	3,018	(2,800)
Provision for Long Service Leave	1,200	1,100
Computer Exes, Repairs & Maint.	4,746	2,761
Assist to Committee	737	422
Salaries & On Costs	38,332	37,971
Consultancy - Officials	5,824	--
Superannuation	5,760	5,484
Sundry Expenses	794	763
Telephone	2,329	509
Training	632	485
Travel	6,808	6,027
Workcover	644	571
<b><u>TOTAL EXPENDITURE</u></b>	<b><u>267,175</u></b>	<b><u>220,550</u></b>
<b><u>SURPLUS AT END OF PERIOD</u></b>	<b><u>\$13,194</u></b>	<b><u>\$29,749</u></b>

TO BE READ IN CONJUNCTION WITH THE AUDIT REPORT & NOTES TO A/CS

**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 2003**

**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.

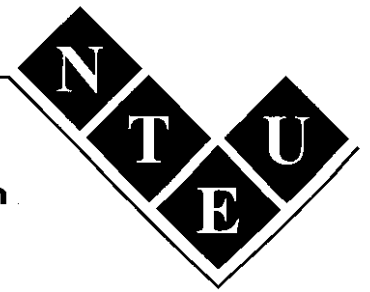
**NOTE 2 - INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR**

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.

**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>

Extract from NTEU University of South Australia Branch  
Executive Minutes held Friday 7<sup>th</sup> November 2003:

The NTEU University of SA Branch Executive confirms the  
financial statements for the year ended 30 June 2003 as a true  
and accurate record.

MOVED: Michael Venning  
SECONDED: Judy Zollo

Extract from the minutes of the NTEU UniSA Branch Annual  
General Meeting December 12 2003:

Motion to ratify the 2003 Financial Documents and Audit  
Papers:

MOVED: Michael Venning  
SECONDED: Marie Kennedy

Vote: Unanimous