



AUSTRALIAN INDUSTRIAL REGISTRY

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

Ref: FR2002/485-[283V-UWS]

Mr D. Mortimer
Secretary
National Tertiary Education Industry Union-University
of Western Sydney Branch
P.O. Box 255
CAMPBELLTOWN NSW 2560

Dear Mr. Mortimer

**Re: National Tertiary Education Industry Union-University of Western Sydney 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



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

Mr. D. Mortimer
Secretary
National Tertiary Education Industry Union
University of Western Sydney Branch
Parramatta Campus
Locked Bag 1797
PENRITH SOUTH DC 1797

Dear Mr. Mortimer,

Re: Financial statements for year ended 30 June 2002 - FR2002/485

This is a courtesy letter to remind you of the financial reporting requirements of Part IX, Division 11 of the Workplace Relations Act 1996 ('the Act') in respect of financial year ended 30 June 2002.

An organisation registered under the Act or a branch of such an organisation is required to carry out the various steps of the financial reporting obligations within certain time-scales.

In relation to financial documents for year ended 30 June 2002, the auditor should have made a report to the branch as required by subsection 276(1) of the Act before 31 December 2002.

If you have not done so already you should consider implementing the following steps:

- provision of copies of the auditor's report, accounts and statements to the members,
- following provision of copies to the members, presentation of the auditor's report, accounts and statements to a meeting of the members or the committee of management
- lodgement of copies of the auditor's report, accounts and statements in the Industrial Registry accompanied by your certificate confirming that the documents so lodged are copies of those presented to the relevant meeting - the certificate should specify the type of meeting and the date when the meeting was held.

In the normal course of events, financial statements for year ended 30 June 2002 should be lodged in the Industrial Registry before 31 March 2003. Please note that the Act provides for extensions of time to be sought and granted in certain circumstances.

If you have already taken steps to have the financial statements lodged in the Industrial Registry before 31 March 2003, please disregard this letter.

I have enclosed for your information a notice describing the financial reporting requirements in more detail, including the time-scales prescribed by the legislation.

Should you wish to discuss this letter please contact me on (03) 8661 7787.

Yours sincerely

Clency Lapierre
Statutory Services Branch

24 March 2003

FR 2002/485

N T E U

University of Western Sydney Branch

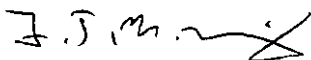
20th May 2003

Natascha Boehm
Australian Industrial Relations Commission
GPO Box 1994S
Melbourne VIC 3001

Dear Natascha

Please find enclosed a copy of the *National Tertiary Education Union – University of Western Sydney Branch* financial accounts and certificates for the year ended 30th June 2002 for you files.

Sincerely



Feergus Manning
NTEU UWS Branch Exec Officer



**National Tertiary Education Industry
Union**

University of Western Sydney Branch
Parramatta Campus

LOCKED BAG 1797 PENRITH SOUTH DC 1797
Ph: 9685 9237 Fax: 9685 9319

NATIONAL TERTIARY
EDUCATION INDUSTRY UNION
UWS BRANCH

FINANCIAL ACCOUNTS

AND

CERTIFICATES

FOR THE YEAR ENDED

30 JUNE 2002

HURLEY & CO
CHARTERED ACCOUNTANT

AUDITORS REPORT

I report that I have inspected and audited the accounting records of **National Tertiary Education Industry Union - University of Western Sydney Branch** in relation to the financial year of the organisation ended 30 June 2002 and report that in my opinion satisfactory accounting records were kept by the organisation in relation to the year, including:

(a) (i) records of the sources and nature of the income of the organisation (including income from members); and

(ii) records of the nature and purposes of the expenditure of the organisation; and


in my opinion the accounts and other statements prepared under section 273 of the Workplace Relations Act 1996 in relation to the year were properly drawn up so as to give a true and fair view of:

(b) (i) the financial affairs of the organisation as at the end of the year; and

(ii) the income and expenditure, and any surplus or deficit, of the organisation for the year; and

(c) (i) all information, being information which was reasonably wanted for the purpose of this audit, which was required and sought by me or by any person authorised by me for the purpose of the audit, was provided.

I also understand that to the extent that there was any deficiency, failure or shortcoming in relation to the matters referred to above, I must report particulars and that those particulars, if any, which form part of this report, are attached.


JOHN HURLEY
Chartered Accountant

Registered Company Auditor Number 15722
Level 4, 83 Mount Street
NORTH SYDNEY NSW 2059

SIGNED at Sydney this day of *November* 2002

**CERTIFICATE BY SECRETARY OF THE
NTEU – UWS BRANCH**

I, **Rita DiMascio**, Branch Secretary of the **National Tertiary Education Industry Union - University of Western Sydney Branch** hereby certify that the documents lodged herewith are true copies of the accounts, auditor's report and certificates presented to the:

- general meeting of members of the organisation held on 27/11/02
(and/or)
 the committee of management meeting held on 21/11/02

in respect of the financial year of the organisation ending 30 June 2002.

The documents lodged herewith are:

- (i) copies of the accounts prepared in accordance with the requirements of section 273 of the Workplace Relations Act 1996; and
- (ii) a copy of the certificate given by the accounting officer of the organisation;
and
- (iii) a copy of the certificate given by the committee of management; and
- (iv) a copy of the report of the auditor of the organisation prepared in accordance with the requirements of section 276 of the Workplace Relations Act 1996;
and
- (v) a statement by an officer of the organisation in respect of loans, grants or donations by the organisation which are notifiable in accordance with the requirements of section 269 of the Workplace Relations Act 1996.

Signed: _____

Rita DiMascio

RITA DIMASCIO

Dated: _____

21.11.02

CERTIFICATE BY THE ACCOUNTING OFFICER OF THE NTEU – UWS BRANCH

I, **Feargus Manning**, the accounting officer of the **National Tertiary Education Industry Union - University of Western Sydney Branch**, hereby certify that to the best of my knowledge and belief that:

there were 825 persons that were members of the organisation at the end of the financial year ended 30 June 2002

and in my opinion,

- (i) the attached accounts show a true and fair view of the financial affairs of the organisation as at the end of the financial year; and
- (ii) the accompanying audit report, accounts and Certificate of Committee of Management are copies of the documents presented to a meeting in accordance with Section 279 (6) of the Workplace Relations Act 1996; and
- (iii) a record has been kept of the money paid by, or collected from, members of the organisation, and all money so paid or collected has been credited to the bank account or accounts to which the money is to be credited, in accordance with the rules of the organisation; and
- (iv) 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; and
- (v) no payment was made out of a fund referred to in the Regulations for a purpose other than the purpose for which the fund was operated; and
- (vi) all loans or other financial benefits granted to persons holding office in the organisation were authorised in accordance with the rules of the organisation; and
- (vii) the register of members of the organisation was maintained in accordance with the Workplace Relations Act 1996.


FEARGUS MANNING


SIGNED at Sydney this 28 day of November 2002

CERTIFICATE BY COMMITTEE OF MANAGEMENT OF THE NTEU – UWS BRANCH

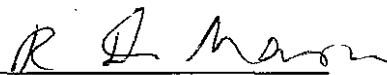
We, the undersigned members of the committee of management of the **National Tertiary Education Industry Union - University of Western Sydney Branch** hereby certify in respect of the financial year ended 30 June 2002 that:

- (i) in the opinion of the committee of management the accounts prepared show a true and fair view of the financial affairs of the organisation as at 30 June 2002; and
- (ii) in the opinion of the committee of management, during the financial year ended 30 June 2002, meetings of the committee of management were, in the opinion of the committee, held in accordance with the rules of the organisation; and
- (iii) to the knowledge of any member of the committee, there have not been, during the financial year to which the accounts relate, instances where records of the organisation or other documents (not being documents containing information made available to a member of the organisation under Subsection 274 (2) of the Workplace Relations Act 1996, or copies of those records or other documents, or copies of the rules of the organisation, have not been furnished, or made available, to members of the organisation in accordance with the Workplace Relations Act 1996, this Regulation or the rules of the organisation, as the case may be; and
- (iv) the Branch has complied with sub-sections 279 (1) and (6) of the Workplace Relations Act 1996 in relation to the financial accounts in respect of the previous financial period and the Auditors report thereon.

This certificate is in accordance with a resolution passed by the committee of management of the organisation in relation to the matters to be stated in the certificate and is signed on behalf of the committee of management by at least 2 members of the committee.



MICHAEL DARCY
Dated: 21/11/02



RITA DIMASCIO
Dated: 21.11.02

**NOTICE TO MEMBERS
NTEU – UWS BRANCH
FOR THE YEAR ENDED 30 JUNE 2002**

Subsections (1) and (2) of section 512 of the *Industrial Relations Act 1991*, preserved as regulations under section 282(3) *Industrial Relations Act 1996*, provide that which read as follows:

s.512. (1) A member of an organisation, or the Industrial Registrar, may apply to the organisation for specified information prescribed by the regulations in **(2)** relation to the organisation. [Industrial Relations Regulation 1992, clause 60]

(2) An organisation must, on the making of such an application, make the specified information available to the member or the Industrial Registrar in the manner, and within the time, prescribed by the regulations.

NTEU - University of Western Sydney

PO Box 555

CAMPBELLTOWN 2560

Analyse Balance Sheet

June 2002

31/10/2002

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	This Year	Last Year	\$ Difference
ASSETS			
Current Assets			
Commonwealth Cheque Account	\$46,179.52	\$115,506.19	-\$69,326.67
Members Subs Receivable	\$11,159.13	\$0.00	\$11,159.13
Total Current Assets	<u>\$57,338.65</u>	<u>\$115,506.19</u>	<u>-\$58,167.54</u>
Equipment			
Equipment at Cost	\$8,801.00	\$8,801.00	\$0.00
Equipment Accum Dep	-\$8,801.00	-\$8,801.00	\$0.00
Total Equipment	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Total ASSETS	<u>\$57,338.65</u>	<u>\$115,506.19</u>	<u>-\$58,167.54</u>
LIABILITIES			
Current Liabilities			
Creditors	\$24,590.08	\$33,839.26	-\$9,249.18
Prov for NSW Div Transfer	\$0.00	\$40,350.00	-\$40,350.00
Provision for Annual Leave	\$7,895.00	\$2,900.00	\$4,995.00
GST liabilities			
GST collected	\$4,891.29	\$4,224.55	\$666.74
GST paid	-\$434.40	-\$69.56	-\$364.84
Total GST liabilities	<u>\$4,456.89</u>	<u>\$4,154.99</u>	<u>\$301.90</u>
Payroll Liabilities			
PAYE Tax Payable	\$654.43	\$1,491.43	-\$837.00
Superannuation payable	\$3,299.74	\$896.70	\$2,403.04
Total Payroll Liabilities	<u>\$3,954.17</u>	<u>\$2,388.13</u>	<u>\$1,566.04</u>
Total Current Liabilities	<u>\$40,896.14</u>	<u>\$83,632.38</u>	<u>-\$42,736.24</u>
Total LIABILITIES	<u>\$40,896.14</u>	<u>\$83,632.38</u>	<u>-\$42,736.24</u>
Net Assets	<u>\$16,442.51</u>	<u>\$31,873.81</u>	<u>-\$15,431.30</u>
BRANCH FUNDS			
Accumulated Funds	\$31,873.81	\$68,034.19	-\$36,160.38
Current Year Surplus/Deficit	-\$15,431.30	-\$36,160.38	\$20,729.08
Total BRANCH FUNDS	<u>\$16,442.51</u>	<u>\$31,873.81</u>	<u>-\$15,431.30</u>

NTEU - University of Western Sydney

PO Box 555
CAMPBELLTOWN 2560

Profit & Loss Statement

July 2001 through June 2002

31/10/2002
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	This Year	Last Year	\$ Difference
RECEIPTS			
Members Fees	\$381,859.73	\$367,267.61	\$14,592.12
Recruitment funding	\$493.00	\$0.00	\$493.00
Interest Income	\$738.31	\$0.00	\$738.31
Donations	\$0.00	\$309.67	-\$309.67
Miscellaneous Income	\$836.16	\$153.00	\$683.16
Total RECEIPTS	\$383,927.20	\$367,730.28	\$16,196.92
PAYMENTS			
Accounting & Auditing Fees	\$2,250.00	\$2,010.00	\$240.00
Advertising	\$0.00	\$1,022.73	-\$1,022.73
Bank Charges	\$556.62	\$548.03	\$8.59
Banners & demo stuff	\$0.00	\$1,015.79	-\$1,015.79
Capitation Fees - National	\$125,928.25	\$128,568.70	-\$2,640.45
Capitation Fees - NSW	\$154,259.96	\$150,464.00	\$3,795.96
National Defence Fund	\$18,504.89	\$17,215.93	\$1,288.96
Chilcare	\$32.36	\$0.00	\$32.36
Computer hardware	\$432.73	\$126.00	\$306.73
Computer software	\$165.00	\$0.00	\$165.00
Conferences	\$909.37	\$1,493.62	-\$584.25
Farewell & Gifts	\$886.37	\$0.00	\$886.37
General Expenses	\$0.00	\$326.83	-\$326.83
Lease payments	\$3,949.92	\$3,972.00	-\$22.08
Marginal seats campaign	\$5,240.50	\$0.00	\$5,240.50
Meeting Expenses - Executive	\$1,055.11	\$757.06	\$298.05
Meeting Expenses - General	\$107.75	\$224.73	-\$116.98
Meeting Expenses - NTEU	\$0.00	\$50.00	-\$50.00
Payroll Tax	\$3,670.71	\$0.00	\$3,670.71
Payroll Tax -prior years	\$5,866.87	\$0.00	\$5,866.87
Postage & Shipping	\$174.57	\$340.16	-\$165.59
Printing & Stationery	\$1,773.47	\$1,207.67	\$565.80
Recruitment expenses	\$350.00	\$0.00	\$350.00
Repairs & Maintenance	\$535.00	\$170.00	\$365.00
Superannuation	\$4,082.18	\$3,022.64	\$1,059.54
Sundry	\$828.90	\$0.00	\$828.90
Telephone	\$1,459.53	\$1,048.56	\$410.97
Training	\$440.00	\$1,431.41	-\$991.41
Travel & Entertainment	\$1,194.66	\$631.05	\$563.61
Wages & Salaries	\$59,364.80	\$46,500.79	\$12,864.01
Provision for Annual Leave	\$4,995.00	\$2,900.00	\$2,095.00
Workers' Compensation	\$267.26	\$242.34	\$24.92
Vehicles & Maintenance	\$76.72	\$0.00	\$76.72
Total PAYMENTS	\$399,358.50	\$365,290.04	\$34,068.46
Operating Profit	-\$15,431.30	\$2,440.24	-\$17,871.54
Other Income			
Interest Income	\$0.00	\$1,749.38	-\$1,749.38
Total Other Income	\$0.00	\$1,749.38	-\$1,749.38
Other Expenses			
Trans NSW Div Payroll Tax	\$0.00	\$20,350.00	-\$20,350.00
Trans NSW Div Solidarity Fund	\$0.00	\$20,000.00	-\$20,000.00
Total Other Expenses	\$0.00	\$40,350.00	-\$40,350.00
Net Surplus / (Deficit)	-\$15,431.30	-\$36,160.38	\$20,729.08



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 R. DiMascio
Branch Secretary
National Tertiary Education Industry Union
University of Western Sydney Branch
Locked Bag 1797
PENRITH SOUTH DC 1797

Dear Ms DiMascio,

Re: Financial statements of the University of Western Sydney Branch for
year ended 30 June 2002

Receipt is acknowledged of the financial documents of the University of Western
Sydney Branch of the National Tertiary Education Industry Union for year ended
30 June 2002, lodged in the Industrial Registry on 23 May 2003.

The documents have been filed.

Yours sincerely

Clency Lapierre
Statutory Services Branch

2 June 2003