



**Australian Government**  
**Australian Industrial Registry**

Level 36, 80 Collins Street  
Melbourne, VIC 3000  
GPO Box 1994, Melbourne, VIC 3001  
Telephone: (03) 8661 7777  
Fax: (03) 9655 0401  
Email: melbourne@air.gov.au

Ms Edith Taylor  
Branch Secretary  
National Tertiary Education Industry Union  
University of Western Sydney Branch  
Room EKG29, Building EK  
Paramatta  
PENRITH SOUTH NSW 1797

Dear Ms Taylor

**RE: Schedule 1B of the Workplace Relations Act 1996 (the RAO Schedule) Financial Reports for the year ended 30 June 2005 – FR2005/394**

I acknowledge receipt of the financial reports of the National Tertiary Education Industry Union – University of Western Sydney Branch for the year ended 30 June 2005. The documents were lodged in the Australian Industrial Registry on 19 December 2005.

The documents have been filed.

Although the documents have been filed, I make the following comments to assist you when you next prepare financial reports. You do not need to take any further action in respect of the financial reports already lodged.

**1. Auditors Report**

It appears to me that the Auditors Report was not dated. Please ensure that all documentation that is lodged with the Registry is dated.

**2. Timescale Requirements**

Financial reports should be prepared, audited, supplied to members, presented to a meeting and lodged in the Industrial Registry within certain timescale requirements. From the information available, the reports provided to members 18 November 2005 and presented to a meeting on 7 December 2005. It is not possible the reports were provided to members at least 21 days before the meeting (refer s265(5)(a) of the RAO Schedule).

**3. Operating Report**

The operating report may be prepared by the committee of management or a designated officer (refer s254(3) of the RAO Schedule). An examination of the rules of the Branch indicates that the "Accounting Officer" is not an "officer" within the definition set out in s6 of the RAO Schedule.

Should you wish to discuss any of the following matters raised in the letter, I may be contacted on (03) 8661 7764 or by email: [dimitra.doukas@air.gov.au](mailto:dimitra.doukas@air.gov.au). (Mon – Tues).

Yours sincerely,

Dimitra Doukas  
Statutory Services Branch

17 January 2006

**NTEU – UNIVERSITY OF WESTERN SYDNEY BRANCH**  
**Financial Statements**  
**For the Year ended 30th June 2005**

NTEU – UNIVERSITY OF WESTERN SYDNEY BRANCH

Annual Report  
for the Year Ended 30 June 2005

<u>Contents</u>	<i>Page</i>
Operating Report .....	2
Committee of Management Statement.....	5
Statement of Financial Performance.....	6
Statement of Financial Position.....	7
Balance Sheet.....	8
Statement of Cash Flows.....	9
Profit & Loss Statement with Appropriation Statement.....	10
Notes to the Accounts.....	13

# HURLEY & CO

CHARTERED ACCOUNTANT

Level 4 - 83 Mount Street  
North Sydney NSW 2060  
Post Office Box 1306  
North Sydney NSW 2059

Telephone: (02) 9954 3843  
Facsimile: (02) 9956 8452  
Email: admin@hurleyco.com.au  
ABN: 33 374 535 922

## AUDITORS REPORT


I report that I have inspected and audited the general purpose financial report of **National Tertiary Education Industry Union - University of Western Sydney Branch** in relation to the financial year of the organisation ended 30 June 2005 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 4 day of November, 2005

**NTEU - UNIVERSITY OF WESTERN SYDNEY BRANCH**

**CERTIFICATE OF SECRETARY OR OTHER AUTHORISED OFFICER**

I, Edith Taylor, being the Branch Secretary of the National Tertiary Education Industry Union - University of Western Sydney Branch (the reporting unit) certify:

- That the documents lodged herewith are copies of the full report referred to in s268 of the RAO Schedule;
- That the full report was provided to members on 18 November 2005; and
- That the full report was presented to a general meeting of the NTEU UWS membership on 07 December 2005, in accordance with section 266 of the RAO Schedule.

Signature: -



Date:

07 December 2005

**NTEU – UNIVERSITY OF WESTERN SYDNEY BRANCH**  
**OPERATING REPORT FOR THE YEAR ENDED 30<sup>TH</sup> JUNE 2005**

**Principal Activities**

The principal activities of the Branch were to provide industrial, professional and managerial Services to the members consistent with the objects of the Association and particularly the object of Protecting and improving the interests of the members.

**Results of principal activities**

The principal activities of the Branch resulted in maintaining and improving the wages and conditions of employment of the membership.

**Significant Changes in nature of principal activities**

There were no significant changes in the nature of the Branch's principal activities during the financial year.

**Significant changes in Branch's financial affairs**

No matters or circumstances arose during the reporting year which significantly affected the financial affairs of the Branch.

**Trustee or 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 952.

**Number of employees**

The number of persons who were, at the end of the financial year, employees of the Branch was 3 (includes 1 part time employee) measured on a full time equivalent basis.

**Members of Committee of Management**

The persons who held office as members of the Committee of Management of the Branch at the Branch at the beginning of the financial year:

Ms Robyn Moroney	President
Ms Anne Maureen Scarff	Academic Staff Vice President
Ms Jo Hibbert	General Staff Vice President
Ms Edith Taylor	Secretary

Ms Jo Hibbert was appointed as General staff Vice President at the elections confirmed on 30<sup>th</sup> September 2004. There were no other changes to the Committee of Management during the period.

  
Anthony McLaughlin  
Accounting Officer

Signed at Sydney this 7<sup>th</sup> day of December 2005

NTEU – UNIVERSITY OF WESTERN SYDNEY BRANCH

OPERATING REPORT FOR THE YEAR ENDED 30<sup>TH</sup> JUNE 2005 (Continued)

Manner of Resignation – s254(2)(c)

Members may resign from the Branch in accordance with Rule 11 (Resignation from Membership) which reads as follows:

- 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 noticewhichever 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 the 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.

**NTEU – UNIVERSITY OF WESTERN SYDNEY BRANCH**

**OPERATING REPORT FOR THE YEAR ENDED 30<sup>TH</sup> JUNE 2005 (Continued)**

- 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 - UNIVERSITY OF WESTERN SYDNEY BRANCH**  
**Committee of Management Statement**  
**for the Year Ended 30 June 2005**

---

On 30 November 2005, the Committee of Management of NTEU – University of Western Sydney 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 30<sup>th</sup> June 2005.

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 this 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 National Tertiary Education Industry Union, including the rules of a Branch concerned;
  - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the National Tertiary Education Industry Union including the rules of a Branch concerned;
  - (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 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 273 of the RAO Schedule

**For Committee of Management: Robyn Moroney**

**Title of Office held: President**

**Signature:** 

**Signed at Sydney this 30<sup>th</sup> day of November 2005**

**NTEU – UNIVERSITY OF WESTERN SYDNEY BRANCH**  
**Statement of Financial Performance**  
**For the Year ended 30 June 2005**

	Note	2005 \$	2004 \$
Revenues from ordinary activities		466,478	454,383
Expenses from ordinary activities, excluding borrowing costs		473,048	469,347
<b>Loss from ordinary activities before income tax</b>		<u>(6,570)</u>	<u>(14,964)</u>
Income tax relating to ordinary activities		-	-
Loss from ordinary activities after related income tax		(6,570)	(14,964)
<b>Net loss</b>		<u><u>(6,570)</u></u>	<u><u>(14,964)</u></u>
<b>Total revenues, expenses and valuation adjustments attributable to members of the company and recognised directly in equity</b>		<u><u>(6,570)</u></u>	<u><u>(14,964)</u></u>

*The accompanying notes form part of these financial statements.*

**NTEU - UNIVERSITY OF WESTERN SYDNEY BRANCH**  
**Statement of Financial Position**  
**As at 30 June 2005**

	Note	2005 \$	2004 \$
<b>CURRENT ASSETS</b>			
Cash	2	59,504	13,438
Receivables	3	2,106	9,033
<b>TOTAL CURRENT ASSETS</b>		<u>61,610</u>	<u>22,471</u>
<b>TOTAL ASSETS</b>		<u>61,610</u>	<u>22,471</u>
<b>CURRENT LIABILITIES</b>			
Payables	5	45,686	-
Current tax liabilities	6	938	4,687
Provisions	7	3,641	(130)
<b>TOTAL CURRENT LIABILITIES</b>		<u>50,265</u>	<u>4,557</u>
<b>TOTAL LIABILITIES</b>		<u>50,265</u>	<u>4,557</u>
<b>NET ASSETS</b>		<u>11,345</u>	<u>17,914</u>
<b>EQUITY</b>			
Retained profits	8	11,345	17,914
<b>TOTAL EQUITY</b>		<u>11,345</u>	<u>17,914</u>

*The accompanying notes form part of these financial statements.*

**NTEU – UNIVERSITY OF WESTERN SYDNEY BRANCH**  
**Balance Sheet**  
**As at 30 June 2005**

	2005	2004
	\$	\$
<b>EQUITY</b>		
Unappropriated Profit	11,345	17,914
<b>Total Equity</b>	<u>11,345</u>	<u>17,914</u>
 Represented By:		
<b>CURRENT ASSETS</b>		
Cash at Bank	59,504	13,438
Other Debtors	2,106	9,033
	<u>61,610</u>	<u>22,471</u>
 <b>NON CURRENT ASSETS</b>		
Plant & Equipment	8,801	8,801
Less Accumulated Depreciation	8,801	8,801
<b>TOTAL ASSETS</b>	<u>61,610</u>	<u>22,471</u>
 <b>CURRENT LIABILITIES</b>		
Trade Creditors	45,686	-
Provision for Holiday Pay	3,641	1,037
Superannuation Payable	-	(1,167)
Provision for GST	938	4,687
	<u>50,265</u>	<u>4,557</u>
<b>TOTAL LIABILITIES</b>	<u>50,265</u>	<u>4,557</u>
 <b>NET ASSETS</b>	 <u>11,345</u>	 <u>17,914</u>

*The accompanying notes form part of these financial statements.*

**NTEU – UNIVERSITY OF WESTERN SYDNEY BRANCH**  
**Statement of Cash Flows**  
**For the Year ended 30 June 2005**

	2005	2004
	\$	\$
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>		
Receipts from Customers	472,898	475,239
Payments to suppliers & employees	(427,339)	(504,926)
Interest received	507	372
	46,066	(29,315)
Net cash provided by operating activities		
Net decrease in cash held	46,066	(29,315)
Cash at beginning of year	13,438	42,753
	59,504	13,438
<b>Cash at end of year</b>	<b>59,504</b>	<b>13,438</b>

For the purposes of the Statement of Cash Flows, cash includes cash on hand, cash at bank and cash investments held with financial institutions. These amounts are shown separately in the accompanying Statement of Financial Position.

**NTEU – UNIVERSITY OF WESTERN SYDNEY BRANCH**  
**Profit and Loss Statement**  
**For the Year ended 30 June 2005**

	2005	2004
	\$	\$
<b>INCOME</b>		
Commissions Received	457,883	448,703
Sundry Income	8,088	5,308
Interest Received	507	372
	<u>466,478</u>	<u>454,383</u>
<b>EXPENDITURE</b>		
Accountancy Fees	5,947	4,000
Advertising	464	258
Bank Charges	1	98
Conference & Meeting Expenses	3,244	7,365
Capitation Fees - National	136,224	145,702
Capitation Fees - NSW	199,778	189,322
National Defence Fund	29,268	31,225
Equalisation & Adjustment Fund	1,367	-
Computer Expenses	4,169	1,238
Equipment Rental	100	1,281
General Expenses	909	4,399
Holiday Provision	2,604	(2,024)
Legal Costs	27	-
Lease Payments	-	445
Marginal Seats Campaign	529	-
Motor Vehicle Expenses	-	409
Payroll Tax	3,462	3,282
Postage	250	243
Printing & Stationery	2,335	2,274
Presidential Time Release	1,350	450
Salaries & Wages	66,606	69,433
Staff Training & Welfare	145	50
Strike Defence	1,183	2,166
Superannuation Contributions	8,937	4,785
Telephone	2,581	2,197

*The accompanying notes form part of these financial statements.*

**NTEU – UNIVERSITY OF WESTERN SYDNEY BRANCH**  
**Profit and Loss Statement**  
**For the Year ended 30 June 2005**

---

	2005	2004
	\$	\$
Travelling & Entertainment	102	577
Workers' Compensation	1,466	172
	<u>473,048</u>	<u>469,347</u>
<b>OPERATING LOSS BEFORE INCOME TAX</b>	<u>(6,570)</u>	<u>(14,964)</u>

*The accompanying notes form part of these financial statements.*

**NTEU – UNIVERSITY OF WESTERN SYDNEY BRANCH**  
**Profit and Loss Statement**  
**For the Year ended 30 June 2005**

	2005	2004
	\$	\$
<b>OPERATING LOSS BEFORE INCOME TAX</b>	<u>(6,570)</u>	<u>(14,964)</u>
<b>OPERATING LOSS AFTER INCOME TAX</b>	(6,570)	(14,964)
Retained Profits at the beginning of the financial year	17,915	32,878
<b>UNAPPROPRIATED PROFIT AT 30 JUNE 2005</b>	<u><u>11,345</u></u>	<u><u>17,914</u></u>

*The accompanying notes form part of these financial statements.*



**NTEU – UNIVERSITY OF WESTERN SYDNEY BRANCH**  
**Notes to the Financial Statements**  
**For the Year ended 30th June 2005**

---

**1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES**

This financial report is a general purpose financial report that has been prepared in accordance with Accounting Standards, Urgent Issues Group Consensus Views, other authoritative pronouncements of the Australian Accounting Standards Board, the Trustees' accountability requirements under the Unions' Rules and the requirements under the Workplace Relations Act 1996.

The financial report covers the National Tertiary Education Industry Union – University of Western Sydney Branch as an individual entity. The NTEU – University of Western Sydney Branch is a trade union, recognized by the Australian Industrial Registry and domiciled in Australia.

The financial report has been prepared on an accruals basis and is based on historic costs and does not take into account changing money values or, except where stated, current valuations of non-current assets.

The following is a summary of the material accounting policies adopted in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

(a) Revenue

Member subscription revenue is recognised when the respective fees have been deducted from the members' wages and salaries.

(b) Provision for Employee entitlements

The provision relates to annual leave and has been calculated on the basis of actual entitlements under appropriate awards, based on current wage rates.

(c) Income Tax

No income tax has been provided as there was a loss for the year and the Branch is exempt from income tax pursuant to section 50-15 of the Income Tax Assessment Act 1997, as amended.

(d) Information to be provided to members or registrar

In accordance with the requirements of the Workplace Relations Act 1996, as amended, the attention of members is drawn to the provisions of sub-section (1) (2) and (3) of section 272, which reads as follows;

- A member of an organization or a Registrar may apply to the organization for specified prescribed information in relation to the organization.
- An organization shall, on application made under subsection (1) by members of the organization or a Registrar, make the specified information available to the member or Registrar in such manner, and within such time as prescribed.
- A Registrar may only make an application under sub-section (1) at the request of a member of the organization concerned, and the Registrar shall provide to a member information received because of an application made at the request of the members.

(e) Economic Dependency

The Branch is not economically dependent on any other reporting units of the organization

(f) Segment Reporting

The reporting entity operates in one business and geographical segment being the provision of trade union services to its members in New South Wales.

**NTEU – UNIVERSITY OF WESTERN SYDNEY BRANCH**  
**Notes to the Financial Statements**  
**For the Year ended 30th June 2005**

	2005 \$	2004 \$
<b>2. CASH</b>		
Cash at Bank	<u>59,504</u>	<u>13,438</u>
	<u>59,504</u>	<u>13,438</u>
<b>3. RECEIVABLES</b>		
<b>Current</b>		
Other Debtors	<u>2,106</u>	<u>9,033</u>
	<u>2,106</u>	<u>9,033</u>
<b>4. PROPERTY, PLANT &amp; EQUIPMENT</b>		
<b>Plant &amp; Equipment</b>		
Plant & Equipment	8,801	8,801
Less Accumulated Depreciation	8,801	8,801
<b>5. PAYABLES</b>		
<b>Current</b>		
Trade Creditors	<u>45,686</u>	-
	<u>45,686</u>	-
<b>6. CURRENT TAX LIABILITIES</b>		
Provision for GST	<u>938</u>	<u>4,687</u>
	<u>938</u>	<u>4,687</u>
<b>7. PROVISIONS</b>		
<b>Current</b>		
Provision for Holiday Pay	3,641	1,037
Superannuation Payable	-	(1,167)
	<u>3,641</u>	<u>(130)</u>

**NTEU – UNIVERSITY OF WESTERN SYDNEY BRANCH**  
**Notes to the Financial Statements**  
**For the Year ended 30th June 2005**

	2005	2004
	\$	\$
<b>8. RETAINED PROFITS</b>		
Retained profits at the beginning of the financial year	17,915	32,878
<b>Less</b>		
Net loss attributable to members of the company	6,570	14,964
Retained profits at the end of the financial year	11,345	17,914

**9. CASH FLOW INFORMATION**

Cash at the end of the financial year as shown in the Statement of Cash Flows is reconciled to the related items in the statement of financial position as follows:

Cash at Bank	59,504	13,438
--------------	--------	--------