



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: FR2002/487-[283V-VICU]

Ms A. Brown
Secretary
National Tertiary Education Industry Union
Victoria University of Technology Branch
C/- NTEU Office, VUT
VUT Mail Box F042
PO Box 14428 MCMC
Melbourne
MELBOURNE VIC 8001

Dear Ms A. Brown

**Re: National Tertiary Education Industry Union
Victoria University of Technology 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.

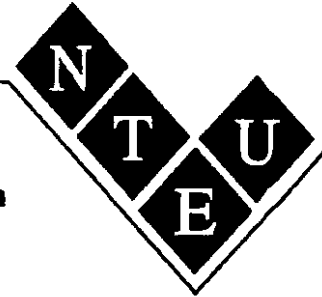
Please do not hesitate to contact me on (03) 8661 7787 if you wish to discuss the financial reporting requirements, especially if you anticipate any difficulty in meeting any step in the time-scales prescribed.

Yours sincerely

Clency Lapierre
Team Manager
E-mail: clency.lapierre@air.gov.au
11 July, 2002

FR 2002/487

National
Tertiary
Education
Union



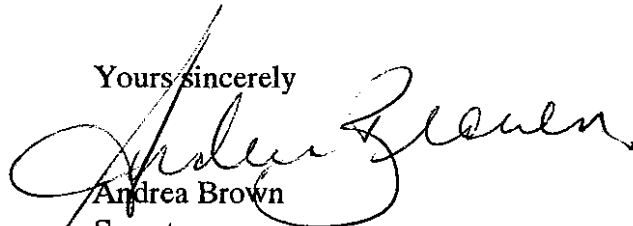
VUT Branch

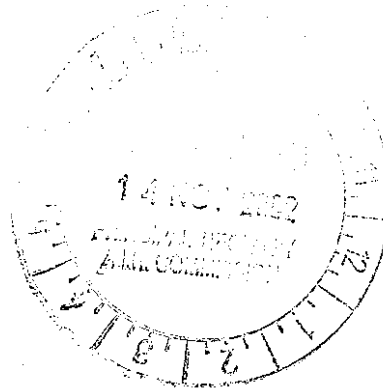
16 November 2002

To the Australian Industrial Registrar
Nauru House
GPO Box 1994S
Melbourne 3001

Please find attached financial documents of the Victoria University of Technology
Branch of the National Tertiary Education Union in respect of the period 1 July 2001
to 30 June 2002.

Yours sincerely


Andrea Brown
Secretary
NTEU VUT Branch



NTEU-VUT: President: Marian Burford; Secretary: Andrea Brown; Vice-President (Academic): Paul Chambers; Vice-President (General Staff): Michael Zaar; Branch Executive Officer: Eve Anderson; NTEU-VUT Office, Room D236, Footscray Park Campus; Postal address: c/- Victoria University of Technology Mail Box F042, PO Box 14428, MCMC Melbourne, 8001; ph: (03) 9688 4076, fax: (03) 9688 4019, email: eve.anderson@vu.edu.au

**National Tertiary Education Industry Union
VUT Branch**

Secretary's Certificate

I, Andrea Brown, Branch Secretary of the VUT Branch of the National Tertiary Education Industry Union certify that:

1. a copy of the certificates of the accounting officer, of the branch committee and of the auditor's report, and the financial statements of the Branch for the period 1 July 2001 to 30 June 2002 were distributed to all members of the branch free of charge 21 October 2002; and
2. the enclosed documents are copies of the certificates of the accounting officer, the branch committee and of the auditor's report, and the financial statements of the Branch for the period 1 July 2001 to 30 June 2002 presented to a meeting of the members of the Branch on 31 October 2002; and
3. the information contained in the accounts and statements is correct.

Signed:



Date:

11.11.02.

NTEU VUT Branch

21 October 2002

NOTICE OF GENERAL MEETING OF MEMBERS

**Thursday 31 October
12.30pm - 1.30pm
Room G372
Footscray Park Campus**

AGENDA

- 1. Minutes of Previous Meeting**
- 2. Audited Accounts for Year Ended 30th June 2002 (see attached)**
- 3. Outsourcing Aquatic and Fitness Centre**
- 4. Four term year**
- 5. Update on Enterprise Bargaining**
- 6. Other Business**

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-sections (1), (2) and (3) of section 274, which read 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 subsection (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.

A Registrar may only make an application under subsection (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.

NTEU-VUT: President: Justin Baré; Secretary: Andrea Brown; Vice-President (General Staff): Bruce Lindsay; Vice-President (Academic): Paul Adams; Branch Executive Officers: Eve Anderson & Shirley Winton; NTEU-VUT Office, Room D236, Footscray Park Campus; Postal address: c/- Victoria University of Technology Mail Box F042, PO Box 14428, MCMC Melbourne, 8001; ph: (03) 9688 4076, fax: (03) 9688 4019, email: nteu@vu.edu.au; web address: www.nteu.org.au

**NATIONAL TERTIARY EDUCATION UNION
VICTORIA UNIVERSITY OF TECHNOLOGY
BRANCH**

**FINANCIAL REPORT
FOR THE YEAR ENDED
30TH JUNE 2002**

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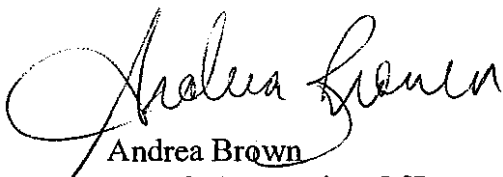
**NATIONAL TERTIARY EDUCATION UNION
VICTORIA UNIVERSITY OF TECHNOLOGY BRANCH**

**ACCOUNTING OFFICER'S CERTIFICATE
FOR THE YEAR ENDED 30TH JUNE 2002**

I, Andrea Brown, being the officer responsible for keeping the accounting records of the National Tertiary Education Union - Victoria University of Technology Branch certify that as at 30th June 2002 the number of members of the organisation was 951 (2001 951).

In my opinion:

- (i) The accompanying accounts show a true and fair view of the financial affairs of the organisation as at 30th June 2002.
- (ii) A record has been kept of all monies paid or collected from members of the organisation and all monies so paid or collected have been credited to the bank account to which those monies are to be credited in accordance with the rules of the organisation.
- (iii) 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.
- (iv) No payments were made out of funds or accounts operated by contributions collected from members, or other funds, the operation of which is required by the rules of the organisation, for a purpose other than the purpose for which the fund was empowered.
- (v) No loans or other financial benefits, other than remuneration in respect of their full time employment with the organisation (or honoraria in respect of their holding office in the organisation) were made to persons holding office in the organisation.
- (vi) The register of members of the organisation was maintained in accordance with the requirements of the Workplace Relations Act 1996, as amended.


Andrea Brown
Branch Accounting Officer
26th September 2002

**NATIONAL TERTIARY EDUCATION UNION
VICTORIA UNIVERSITY OF TECHNOLOGY BRANCH**

**COMMITTEE OF MANAGEMENT'S CERTIFICATE
FOR THE YEAR ENDED 30TH JUNE 2001**

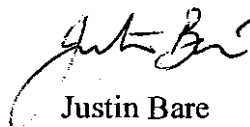
We, Marian Burford and Justin Bare, being two members of the Branch Executive of the National Tertiary Education Union - Victoria University of Technology Branch do state on behalf of the Branch Committee and in accordance with a resolution passed by the Branch Committee that:

- (1) in the opinion of the Branch Committee the attached accounts show a true and fair view of the financial affairs of the organisation as at 30th June 2002;
- (2) in the opinion of the Branch Committee meetings of the Committee of Management of the organisation were held during the year ended 30th June 2002 in accordance with the rules of the organisation;
- (3) to the knowledge of any member of the Branch Committee there have been no instances where records of the organisation or other documents (not being documents containing information made available to a member of the organisation under Sub-Section 274 (1, 2 & 3) Workplace Relations Act 1996 or copies of those records or documents, or copies of the rules of the organisation, have not been furnished, or made available, to members in accordance with the requirements of the Workplace Relations Act 1996, as amended, the Regulations thereto or the rules of the organisation; and
- (4) the organisation has complied with Sub-sections 279 (1) and (6) of the Act in relation to the Financial Accounts in respect of the year ended 30th June 2001 and the Auditor's report therein.



Marian Burford
Branch President

26 September 2002



Justin Bare
Branch Vice President

26 September 2002

**NATIONAL TERTIARY EDUCATION UNION
VICTORIA UNIVERSITY OF TECHNOLOGY BRANCH**

**STATEMENT BY THE BRANCH EXECUTIVE
AS AT 30TH JUNE 2002**

The Branch Executive has determined that the Branch is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

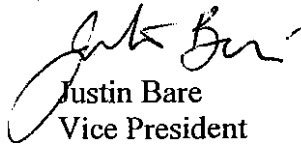
In the opinion of the Branch Committee the financial statements as set out on pages 1 to 10:

1. Present fairly the financial position of the National Tertiary Education Union – Victoria University of Technology Branch as at 30th June 2002 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that the National Tertiary Education Union – Victoria University of Technology Branch will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the Branch Committee and is signed for and on behalf of the Branch Committee by:



Marian Burford
President



Justin Bare
Vice President

26 September 2002

**NATIONAL TERTIARY EDUCATION UNION
VICTORIA UNIVERSITY OF TECHNOLOGY BRANCH**

**BALANCE SHEET
AS AT 30TH JUNE 2002**

	Note	2002 \$	2001 \$
CURRENT ASSETS			
Cash	2	72,684	66,147
Other	3	10	10
		-----	-----
TOTAL CURRENT ASSETS		72,694	66,157
		-----	-----
NON-CURRENT ASSETS			
Plant and equipment	4	896	1,187
		-----	-----
TOTAL NON-CURRENT ASSETS		896	1,187
		-----	-----
TOTAL ASSETS		73,590	67,344
		-----	-----
CURRENT LIABILITIES			
Creditors and accruals	5	3,413	15,512
Provisions	6	13,345	10,723
		-----	-----
TOTAL CURRENT LIABILITIES		17,758	26,235
		-----	-----
TOTAL LIABILITIES		17,758	26,235
		-----	-----
NET ASSETS		55,832	41,109
		=====	=====
MEMBERS' FUNDS			
Retained Profits		55,832	41,109
		-----	-----
TOTAL MEMBERS' FUNDS		55,832	41,109
		=====	=====

The accompanying notes form part of this financial report.

**NATIONAL TERTIARY EDUCATION UNION
VICTORIA UNIVERSITY OF TECHNOLOGY BRANCH**

**STATEMENT OF INCOME AND EXPENDITURE
FOR THE YEAR ENDED 30TH JUNE 2002**

	2002 \$	2001 \$
Profit from ordinary activities	14,723	8,166
Retained Profits at the beginning of the financial year	41,109	32,943
Retained Profits at the end of the financial year	<u>55,832</u>	<u>41,109</u>

The accompanying notes form part of this financial report.

**NATIONAL TERTIARY EDUCATION UNION
VICTORIA UNIVERSITY OF TECHNOLOGY BRANCH**

**DETAILED STATEMENT OF INCOME & EXPENDITURE
FOR THE YEAR ENDED 30TH JUNE 2002**

	2002	2001
	\$	\$
INCOME		
Interest	3,129	4,187
Membership Subscriptions	338,932	316,407
NTEU Reimbursements	5,640	4,242
Other	-	629
	-----	-----
TOTAL INCOME	347,701	325,465
	=====	=====
EXPENDITURE		
Audit	1,650	1,360
Bank Charges	187	402
Depreciation	291	266
Functions – Branch	1,870	1,813
Lease of Copier	2,226	2,678
Meetings	429	112
NTEU Affiliation Fees	269,298	254,786
Office Expenses	60	683
Other	75	305
Payroll Tax	2,204	2,365
Printing & Publicity	616	365
Provision for Annual Leave	1,213	31
Provision for Long Service Leave	2,409	1,162
Repairs & Maintenance	702	904
Salaries – Employees	44,505	43,484
Stationery Expenses	57	1,520
Superannuation	3,516	3,447
Telephone, Postage & Courier	843	915
Travel	40	58
Workcover	787	643
	-----	-----
TOTAL EXPENDITURE	332,978	317,299
	-----	-----
PROFIT FROM ORDINARY ACTIVITIES	14,723	8,166
	=====	=====

**NATIONAL TERTIARY EDUCATION UNION
VICTORIA UNIVERSITY OF TECHNOLOGY BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2002**

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

This financial report is a special purpose financial report prepared in order to satisfy the Trustees' accountability requirements under the Unions' Rules and the requirements under the Workplace Relations Act 1996 to prepare a financial report. The Trustees' have determined that the Branch is not a reporting entity.

The financial report has been prepared in accordance with the requirements of the Workplace Relations Act 1996, and the following Australian Accounting Standards.

AAS 3	Accounting for Income Tax
AAS 4	Depreciation of Non-Current Assets
AAS 5	Materiality
AAS 8	Events Occurring After Reporting Date
AAS 15	Disclosure of Operating Revenue
AAS 17	Accounting for Leases

No other applicable Accounting Standards, Urgent Issues Group Consensus Views or other authoritative pronouncements of the Australian Accounting Standards Board have been applied.

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 specifically stated, current valuations of non-current assets.

The following material accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this financial report:

(a) Plant & Equipment

Depreciation is provided on all fixed assets so as to write off the assets progressively over their estimated economic lives to the Branch. The prime cost method of depreciation is used.

(b) Provision for Employee Entitlements

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

**NATIONAL TERTIARY EDUCATION UNION
VICTORIA UNIVERSITY OF TECHNOLOGY BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2002**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont'd.)

(c) Income Tax

No income tax has been provided, as the Branch is exempt from income tax pursuant to section 50-15 of the Income Tax Assessment Act 1997.

(d) Leases

Lease payments under operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the period in which they are incurred.

(e) 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 274, which reads as follows:

- (1) A member of an organisation or Registrar may apply to the organisation for specified prescribed information in relation to the organisation.
- (2) An Organisation shall, on application made under subsection (1) by members of the organisation or a Registrar, make the specified information available to the member or Registrar in such manner, and within such time as 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 members.

**NATIONAL TERTIARY EDUCATION UNION
VICTORIA UNIVERSITY OF TECHNOLOGY BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2002**

	2002	2001
	\$	\$
2. CASH		
Petty Cash	30	30
Cheque Account	4,346	-
Interest Bearing Deposit	68,308	66,117
	<u>72,684</u>	<u>66,147</u>
3. OTHER		
One Share in Ed Credit Union	10	10
	<u>10</u>	<u>10</u>
4. PLANT & EQUIPMENT		
Office Equipment - at Cost	5,606	5,606
Less Accumulated Depreciation	(4,710)	(4,419)
	<u>896</u>	<u>1,187</u>
5. CREDITORS & ACCRUALS		
Bank Overdraft	-	10,200
Sundry Creditors & Accruals	3,413	5,312
	<u>3,413</u>	<u>15,512</u>

**NATIONAL TERTIARY EDUCATION UNION
VICTORIA UNIVERSITY OF TECHNOLOGY BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2002**

	2002	2001
	\$	\$
6. PROVISIONS		
Annual Leave	4,490	3,277
Long Service Leave	9,855	7,446
	-----	-----
	<u>14,345</u>	<u>10,723</u>
 7. LEASE COMMITMENTS		
Being for lease of photocopier		
Payable not later than one year	2,568	2,568
Later than one year but not later than five years	-	2,568
Later than five years	-	-
	-----	-----
	<u>2,568</u>	<u>5,136</u>

INDEPENDENT AUDIT REPORT**TO THE MEMBERS OF****NATIONAL TERTIARY EDUCATION UNION
VICTORIA UNIVERSITY OF TECHNOLOGY BRANCH****Scope**

We have audited the financial report, being a special purpose financial report set out on pages 1 to 10 of the National Tertiary Education Union – Victoria University of Technology Branch for the year ended 30th June 2002. The Union's Branch Committee is responsible for the financial report and have determined that the accounting policies used and described in Note 1 to the financial statements which form part of the financial report are appropriate to meet the requirements of the Workplace Relations Act and are appropriate to meet the needs of the members. We have conducted an independent audit of this financial report in order to express an opinion on it to the members of the National Tertiary Education Union – Victoria University of Technology Branch. No opinion is expressed as to whether the accounting policies used are appropriate to the needs of the members.

The financial report has been prepared for the purpose of fulfilling the requirements of the Workplace Relations Act. We disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

Our audit has been conducted in accordance with Australian Auditing Standards. Our procedures include examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with the accounting policies described in Note 1 so as to present a view which is consistent with our understanding of the Branch's financial position, and performance as represented by the results of its operations. These policies do not require the application of all Accounting Standards and other mandatory professional reporting requirements in Australia.

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

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INDEPENDENT AUDIT REPORT

TO THE MEMBERS OF

**NATIONAL TERTIARY EDUCATION UNION
VICTORIA UNIVERSITY OF TECHNOLOGY BRANCH**

Lockwood Wehrens
ABN 74 135 421 190
Chartered Accountants
Auditors

Opinion

(a) In our opinion:

(i) there were kept by the organisation in relation to the year satisfactory accounting records, including:

(A) the sources and nature of the income of the organisation (including income from members); and

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

(ii) the accounts and statements prepared under section 273 in relation to the year were properly drawn up so as to give a true and fair view of:-

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

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

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

and there were no deficiencies, failures or shortcomings in relation to any matters referred to in paragraphs (a) or (b).

Lockwood Wehrens

LOCKWOOD WEHRENS
Chartered Accountants

A. Wehrens

ANDREW WEHRENS
Partner
Registered Company Auditor

Camberwell

30 September 2002



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AUSTRALIAN INDUSTRIAL REGISTRY

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Ms. A. Brown
Branch Secretary
National Tertiary Education Industry Union
Victoria University of Technology Branch
C/- NTEU Office, VUT
VUT Mail Box F042
PO Box 14428 MCMC
MELBOURNE VIC 8001

Dear Ms. Brown,

**Re: Financial documents for year ended 30 June 2002
FR 2002/487**

Reference is made to the financial documents of the Victoria University of Technology Branch of the National Tertiary Education Industry Union for the year ended 30 June 2002 which were lodged in the Industrial Registry on 14 November 2002.

The financial documents have been filed.

Yours sincerely,

Larry Powell
Statutory Services Branch

3 December 2002