



Australian Government
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 Ute A Mueller
Secretary
National Tertiary, Education, Industry Union
WA Division
School of Engineering and Mathematics
Edith Cowan University
JOONDALUP WA 6027

Dear Dr Mueller,

**RE: Schedule 1B of the Workplace Relations Act 1996 (the RAO Schedule)
Financial reports for year ended 30 June 2004 - FR2004/523**

I acknowledge receipt of the financial reports of the National Tertiary Education Industry Union - Western Australian Division. The documents were lodged in the Industrial Registry on 2 December 2004.

The documents have been filed.

Although the documents have been filed, I would like to comment on some issues arising out of the report. I make these 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. Operating Report

(a) Details of right of members to resign

It is our view that this requirement necessitates, as a minimum, the inclusion of a reference to the specific rule in the rules of the reporting unit which makes provision for the resignation of members. Of course, if you choose to reproduce the whole of the relevant rule that would clearly satisfy the requirements of that provision.

2. General Purpose Financial Report

(a) Statement of Financial Performance

Under heading "Expenses from ordinary activities", in Note 13, the item "Salaries - \$246,403" should be disclosed as having been paid to either "holders of office" or "employees", refer reporting guidelines 11(g) and (h).

Would you please ensure that these separate disclosures are made in future financial reports of the organisation.

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

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Dimitra Doukas', written in a cursive style.

Dimitra Doukas
Statutory Services Branch

6 December 2004

Dr Ute A Mueller
Secretary NTEU WA Division
School of Engineering and Mathematics
Edith Cowan University
Joondalup WA 6027

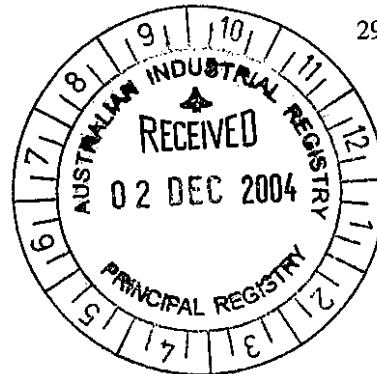
National
Tertiary
Education
Union



29 November 2004

Mr Clency Lapierre

Australian Industrial Relations Commission
Level 35 Nauru House
80 Collins Street
Melbourne Vic 3000



Dear Mr Lapierre

Please find enclosed the documentation for the financial return for the financial year 2003/2004 of the National Tertiary Education Union, West Australian Division .

The documents enclosed are

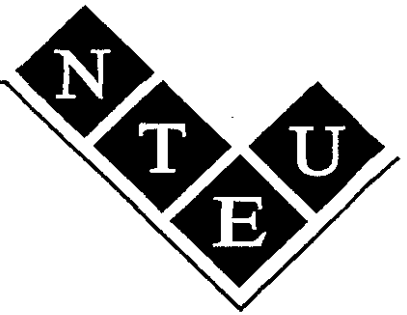
1. The Committee of Management statement
2. the GPFRR comprised of the profit and loss statement, balance sheets and draft auditors account for the financial year
3. the Operating Report
4. the Auditor's Report
5. and the Secretary's Certificate

Sincerely yours

Ute A Müller

Ute A. Mueller

National
Tertiary
Education
Industry
Union



Certificate of Secretary

s268 of Schedule 1B *Workplace Relations Act 1996*

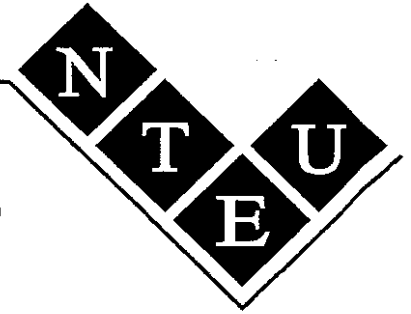
I *Dr Ute Anja Mueller* being the *Secretary* of the *National Tertiary Education Union, West Australian Division* certify:

- that the documents lodged herewith are copies of the full report, referred to in s268 of the RAO Schedule; and
- that the *full report*, was provided to members on *10 November 2004*; and
- that the full report was presented to a *meeting of the committee of management* of the reporting unit on *26 November 2004* in accordance with section 266 of the RAO Schedule.

Signature: *Ute Anja Mueller*

Date: *26 - 11 - 2004*

**National
Tertiary
Education
Industry
Union**



National Tertiary Education Industry Union (WA) Division

Committee of Management Statement

On 8 November 2004 the Committee of Management of the NTEU WA Division passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 30 June 2004:

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 the 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 organisation including the rules of a branch concerned; and
 - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations; and
 - (iv) where the organisation consists of 2 or more reporting units, 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 the organisation; and
 - (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; and
 - (vi) there has been* compliance with any order for inspection of financial records made by the Commission under section 273 of the RAO Schedule.

For Committee of Management: JANET SINCLAIR-JONES

Title of Office held: VICE PRESIDENT

Signature: [Handwritten Signature]

Date: 8 November 2004

NTEU WA Division

c/- Curtin Academic Staff Association
Kent Street, Bentley WA 6102

Profit & Loss [With Last Year]

July 2003 through June 2004

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	This Year	% of Sales	Last Year	LY % of Sales
Income				
Capitation from Academic Staff				
CURTIN Aca	\$80,860.61	20.1%	\$55,864.03	18.8%
ECU Aca	\$57,858.01	14.4%	\$35,581.82	12.0%
MURDOCH Aca	\$48,099.08	11.9%	\$32,434.10	10.9%
UWA Aca	\$76,338.79	19.0%	\$46,680.79	15.7%
DD (National) Aca	\$5,794.08	1.4%	\$2,199.95	0.7%
RACGP Aca	\$97.42	0.0%	\$296.38	0.1%
Total Capitation from Academic Staff	<u>\$269,047.99</u>	<u>66.8%</u>	<u>\$173,057.07</u>	<u>58.2%</u>
Subscriptions General Staff				
CURTIN GS	\$3,194.25	0.8%	\$7,274.50	2.4%
ECU GS	\$10,388.07	2.6%	\$13,838.12	4.7%
MURDOCH GS	\$2,481.73	0.6%	\$1,882.65	0.6%
UWA GS	\$12,179.59	3.0%	\$23,250.16	7.8%
DD (National) GS	\$158.19	0.0%	\$753.90	0.3%
RACGP GS	\$0.00	0.0%	\$74.58	0.0%
Capitation fees frm GS subs				
Capitation to Nat Office	-\$8,469.88	(2.1%)	\$0.00	0.0%
Defence Fee	-\$1,750.27	(0.4%)	\$0.00	0.0%
Total Subscriptions General Staff	<u>\$18,181.68</u>	<u>4.5%</u>	<u>\$47,073.91</u>	<u>15.8%</u>
WADIV Admin Levy	\$0.00	0.0%	\$8,295.29	2.8%
TLC Fee	\$6,629.11	1.6%	\$7,000.14	2.4%
WA Training & Employ	\$0.00	0.0%	\$8,750.00	2.9%
Insurance payments	\$0.00	0.0%	\$1,112.88	0.4%
Contributions IO salary				
Subsidy for Industrial Officer	\$36,784.25	9.1%	\$35,000.00	11.8%
Reimburse IO salaries (Branch)	\$7,869.01	2.0%	\$15,745.28	5.3%
Interest				
Interest Unicredit Savings	\$83.20	0.0%	\$600.04	0.2%
Interest Unicredit Term Dep	\$573.04	0.1%	\$677.52	0.2%
Comp Int on I20	\$1,323.34	0.3%	\$0.00	0.0%
Total Interest	<u>\$1,979.58</u>	<u>0.5%</u>	<u>\$1,277.56</u>	<u>0.4%</u>
Other Reimbursements				
Reimburs payroll tax liability	\$58,007.00	14.4%	\$0.00	0.0%
Reimbursements - sundry	\$4,120.69	1.0%	\$0.00	0.0%
Deleted Accounts				
Total Income	<u>\$402,619.31</u>	<u>100.0%</u>	<u>\$297,312.13</u>	<u>100.0%</u>
Expenses				
Audit/Accounting Fees	\$2,727.73	0.7%	\$3,630.00	1.2%
Accounting support	\$245.45	0.1%	\$1,116.37	0.4%
Bank Charges	\$219.80	0.1%	\$247.78	0.1%
Conference costs	\$5,392.77	1.3%	\$59.35	0.0%
Depreciation	\$1,904.75	0.5%	\$2,694.00	0.9%
Donations	\$0.00	0.0%	\$100.00	0.0%
Entertainment	\$0.00	0.0%	\$339.82	0.1%
Executive Officer service	\$3,616.10	0.9%	\$12,715.89	4.3%
Insurance Premiums	\$0.00	0.0%	\$2,280.82	0.8%
Meeting costs	\$1,437.55	0.4%	\$758.27	0.3%
Office costs	\$40.00	0.0%	\$2,505.09	0.8%
Postage & Couriers	\$79.68	0.0%	\$0.00	0.0%
Publication Subscriptions	\$243.00	0.1%	\$0.00	0.0%
IO Expenses J McCulloch GS				
Mileage J McC	\$251.00	0.1%	\$416.50	0.1%
Mobile Phone J McC	\$174.25	0.0%	\$2,019.12	0.7%
Parking J McC	\$6.36	0.0%	\$24.30	0.0%
Travel J McC	\$45.64	0.0%	\$22.00	0.0%
Total IO Expenses J McCulloch GS	<u>\$477.25</u>	<u>0.1%</u>	<u>\$2,481.92</u>	<u>0.8%</u>
IO Expenses T Borwick				

NTEU WA Division

c/- Curtin Academic Staff Association
Kent Street, Bentley WA 6102

Profit & Loss Statement

1/07/2003 through 30/06/2004

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Income	
Capitation from Academic Staff	
CURTIN Aca	\$80,860.61
ECU Aca	\$57,858.01
MURDOCH Aca	\$48,099.08
UWA Aca	\$76,338.79
DD (National) Aca	\$5,794.08
RACGP Aca	\$97.42
Total Capitation from Academic Staff	<u>\$269,047.99</u>
Subscriptions General Staff	
CURTIN GS	\$3,194.25
ECU GS	\$10,388.07
MURDOCH GS	\$2,481.73
UWA GS	\$12,179.59
DD (National) GS	\$158.19
Capitation fees frm GS subs	
Capitation to Nat Office	-\$8,469.88
Defence Fee	-\$1,750.27
Total Subscriptions General Staff	<u>\$18,181.68</u>
TLC Fee	<u>\$6,629.11</u>
Contributions IO salary	
Subsidy for Industrial Officer	\$36,784.25
Reimburse IO salaries (Branch)	\$7,869.01
Interest	
Interest Unicredit Savings	\$83.20
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Comp Int on I20	\$1,323.34
Total Interest	<u>\$1,979.58</u>
Other Reimbursements	
Reimburs payroll tax liability	\$58,007.00
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Expenses	
Audit/Accounting Fees	\$2,727.73
Accounting support	\$245.45
Bank Charges	\$219.80
Conference costs	\$5,392.77
Depreciation	\$1,904.75
Executive Officer service	\$3,616.10
Meeting costs	\$1,437.55
Office costs	\$40.00
Postage & Couriers	\$79.68
Publication Subscriptions	\$243.00
IO Expenses J McCulloch GS	
Mileage J McC	\$251.00
Mobile Phone J McC	\$174.25
Parking J McC	\$6.36
Travel J McC	\$45.64
Total IO Expenses J McCulloch GS	<u>\$477.25</u>
IO Expenses T Borwick	
Mobile Phone TB	\$138.88
Parking TB	\$64.70
Parking JM	\$33.00
Total IO Expenses T Borwick	<u>\$236.58</u>
IO Expenses J Young	
Mobile Phone JY	\$24.96
Parking JY	\$21.27

NTEU WA Division

c/- Curtin Academic Staff Association
Kent Street, Bentley WA 6102

Balance Sheet

As of June 2004

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Assets		
Current Assets		
Cash On Hand		
Cheque Account	\$67,517.25	
Total Cash On Hand	<u>\$67,517.25</u>	
Investment		
1-6 mnth term 25129	\$10,225.68	
I20 No24972 LSLProv&Contingen	\$42,523.28	
Prepayments		
Prepaid Workcover	\$2,502.23	
Total Prepayments	<u>\$2,502.23</u>	
Total Current Assets		<u>\$122,768.44</u>
Fixed Assets		
Furniture & Fixtures		
Furniture & Equipment	\$16,602.46	
Accumulated Depreciation	<u>-\$8,727.23</u>	
Total Furniture & Fixtures	<u>\$7,875.23</u>	
Total Fixed Assets		<u>\$7,875.23</u>
Total Assets		<u>\$130,643.67</u>
Liabilities		
Current Liabilities		
Trade Creditors	\$26,436.45	
GST Liabilities		
GST Collected on Revenues	\$2,801.74	
GST Paid	<u>-\$3,345.84</u>	
GST Rounding/Clearance	\$471.20	
Total GST Liabilities		<u>-\$72.90</u>
Payroll Liabilities		
Superannuation Payable	<u>\$0.01</u>	
Total Payroll Liabilities		<u>\$0.01</u>
Provisions & Contingency		
Provision - Annual Leave	\$11,276.46	
Provision - Long Service Leave	\$24,588.00	
Temp staff 3mth L7/1	<u>\$16,049.00</u>	
Total Current Liabilities		<u>\$78,277.02</u>
Total Liabilities		<u>\$78,277.02</u>
Net Assets		<u>\$52,366.65</u>
Equity		
Retained Earnings		<u>-\$13,280.85</u>
Current Year Surplus/Deficit		<u>\$65,647.50</u>
Total Equity		<u>\$52,366.65</u>

NTEU WA Division

Trial Balance

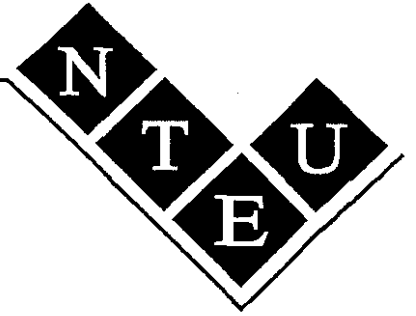
June 2004

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Account	Debit	Credit	YTD Debit	YTD Credit
Payroll Tax Jul97 to Apr03	\$0.00		\$9.12	
Workers' Compensation	\$718.86		\$718.86	
SGC Superannuation	\$4,258.21		\$21,665.78	
Employer Super 6%	\$2,838.80		\$14,953.65	
Strike costs	\$0.00		\$3,990.28	
TLC Affiliation Fee	\$0.00		\$6,264.38	
Total:	<u>\$93,237.99</u>	<u>\$93,237.99</u>	<u>\$503,189.55</u>	<u>\$503,189.55</u>

**National
Tertiary
Education
Industry
Union**



NATIONAL TERTIARY EDUCATION INDUSTRY UNION
WEST AUSTRALIAN DIVISION

OPERATING REPORT

I Associate Professor Michael George Campion being President of the National Tertiary Education Industry Union, West Australian Division, report operations for the year ended 30 June 2004 as follows:

No of members: 1828.

No of employees: 4.

Review of principal activities

1. Consultation with branch representatives re Enterprise Bargaining Award Round 4
2. Consultation with members and branches
3. Advice and consultation on personal cases
4. Supervision of industrial staff
5. Supervision of division administration, finance and industrial officer activities
6. Two-monthly division committee meetings to initiate, authorise, monitor and evaluate activities 1-5.
7. NTEU national participation: conferences, national strike action, national meetings

Details of significant changes

One-off payments to NTEU WA Division were received from UWA Branch, ECU Branch, Curtin Branch and Murdoch to cover WA Division payroll tax liability and Long Service Leave liability, and to provision for holiday leave due on resignation of staff and for temporary staff while permanent staff on extended sick leave or long service leave.

Details of right of members to resign

Website and membership application material advises that members can resign by notifying Human Resources at the university where they are employed in writing to cease payroll deductions for dues, and for other methods of payment, to instruct bank/credit card to cease deductions.

Details of superannuation trustees

Bankers Trust, GPO Box 2675, Sydney NSW 2001

Details of membership of the committee of management

NTEU WA DIVISION COUNCIL MEMBERS 1 JULY 03 – 30 JUNE 2004

Committee Member	School/Dept/University	Email
CAMPION, A/Prof Mick President	Sociology & Community Development Rm 2.010, Murdoch Uni	m.campion@central.murdoch.edu.au
YORKE, A/Prof Doug Vice President (AS) National Councillor	Academic Development CURTIN UNIVERSITY	yorked@cbs.curtin.edu.au
MUELLER, Dr Ute Division Secretary	School Engineering & Maths ECU, JOONDALUP CAMPUS	u.mueller@ecu.edu.au
GOODING, Ms Gabe Assistant Secretary (GS)	Microbiology, QEII M502 UNIVERSITY OF WA	gabe@cyllene.uwa.edu.au
BARON, A/Prof Paula Assistant Secretary (AS)	Law UNIVERSITY OF WA	pbaron@law.uwa.edu.au
JACKSON, Ms Valery National Councillor	Business Law CURTIN UNIVERSITY	jacksonv@cbs.curtin.edu.au
KOPPI, Dr Thelma National Councillor	Microbiology QEII UNIVERSITY OF WA	tkoppi@cyllene.uwa.edu.au
MAY, Mr John National Councillor	School of Justice & Business Law ECU, CHURCHLANDS CAMPUS	j.may@ecu.edu.au
NEEDHAM, Dr Alan National Councillor	School of Natural Sciences ECU, JOONDALUP CAMPUS	a.needham@ecu.edu.au
WHITEHEAD, A/Prof Clive National Councillor	Graduate School of Education UNIVERSITY OF WA	cwhitehe@ecel.uwa.edu.au
Members of the National Executive		
BLOOM, A/Prof Lyn Member: National Executive	School Engineering & Maths ECU, JOONDALUP CAMPUS	l.bloom@ecu.edu.au
STEWART, Mr Tom Member: National Executive	Zoology UNIVERSITY OF WA	tom@cyllene.uwa.edu.au
Alternate Councillors		
BARTON, A/Prof Allan Alternate Councillor * attends for M Campion	Chemistry MURDOCH UNIVERSITY	barton@chem.murdoch.edu.au
BUNT, Dr Stuart Alternate Councillor	Dept of Anatomy & Human Biology UNIVERSITY OF WA M309	smbunt@anhb.uwa.edu.au
ERRINGTON, Dr Steve Alternate Councillor	Applied Chemistry CURTIN UNIVERSITY	s.errington@curtin.edu.au
SINCLAIR-JONES, Dr Jan Alternate Councillor	Teaching & Learning CURTIN UNIVERSITY	j.sinclair-jones@curtin.edu.au

Signature: *M. Campion*

Date: 26.11.04

***NATIONAL TERTIARY
EDUCATION INDUSTRY UNION***

WA DIVISION

Financial Statements for the year ended

30 June 2004

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
(WA DIVISION)**

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2004

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**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
(WA DIVISION)**

EXECUTIVE COMMITTEE'S STATEMENT

FOR THE YEAR ENDED 30 JUNE 2004

On 8 November 2004 the Committee of Management of the NTEU WA Division passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 30 June 2004:

The Committee of Management declares in relation to the FPFR that in its opinion:

1. The financial statements and notes comply with the Australian Accounting Standards;
2. The financial statements comply with the reporting guidelines of the Industrial Registrar;
3. The financial statements and notes give a true and fair view of the financial performance, financial position and cashflows of the Division for the financial year to which they relate;
3. There are reasonable grounds to believe that the Division will be able to pay its debts as and when they become due and payable; and
4. During the year ended 30 June 2004 and since the end of that year:
 - i. Meetings of the Division were held in accordance with the rules of the National Tertiary Education Industry Union; and
 - ii. The financial affairs of the Division have been managed in accordance with the rules of the National Tertiary Education Industry Union; and
 - iii. The financial records of the Division have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations; and
 - iv. The information sought in any request of a member of the Division or a Registrar duly made under section 272 of the RAO Schedule has been furnished to the member or Registrar; and
 - v. There has been compliance with any order for inspection of financial records made by the Commission under section 273 of the RAO Schedule.



.....
Member of Committee

8 November 2004

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
(WA DIVISION)**

STATEMENT OF FINANCIAL PERFORMANCE

FOR THE YEAR ENDED 30 JUNE 2004

	NOTE	2004 \$	2003 \$
Revenue from ordinary activities:			
Subscriptions	2	287,230	197,195
Other	2	<u>115,389</u>	<u>76,152</u>
Total revenue from ordinary activities		<u>402,619</u>	<u>273,347</u>
Expenses from ordinary activities:			
Accountancy & audit fees		2,973	4,746
Affiliation fees		6,264	6,175
Bank charges		220	250
Bookkeeping & secretarial expenses		-	12,716
Conference expenses		5,393	59
Employee entitlements accruals		10,689	-
Executive Officer service		3,616	
Depreciation		1,905	2,971
Entertainment & meeting expenses		1,438	1,098
Industrial officer expenses		760	4,744
Office costs		120	2,505
Payroll tax		15,619	58,000
Salaries		246,403	211,431
Superannuation contributions		36,620	34,594
Workers compensation insurance		719	2,281
Other expenses		<u>4,233</u>	<u>700</u>
Total expenses from ordinary activities		<u>336,972</u>	<u>342,270</u>
Net operating surplus / (deficit)		<u>65,647</u>	<u>(68,923)</u>
Total change in equity		<u>65,647</u>	<u>(68,923)</u>

The accompanying notes form part of these financial statements.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
(WA DIVISION)**

STATEMENT OF FINANCIAL POSITION

FOR THE YEAR ENDED 30 JUNE 2004

	NOTE	2004 \$	2003 \$
CURRENT ASSETS			
Cash assets	4	120,266	44,576
Receivables	5	<u>3,046</u>	<u>-</u>
TOTAL CURRENT ASSETS		<u>123,312</u>	<u>44,576</u>
NON CURRENT ASSETS			
Property, plant & equipment	6	<u>7,875</u>	<u>628</u>
TOTAL NON CURRENT ASSETS		<u>7,875</u>	<u>628</u>
TOTAL ASSETS		<u>131,187</u>	<u>45,204</u>
CURRENT LIABILITIES			
Payables	7	26,907	58,485
Provisions	8	<u>11,276</u>	<u>-</u>
TOTAL CURRENT LIABILITIES		<u>38,183</u>	<u>58,485</u>
NON CURRENT LIABILITIES			
Provisions	8	<u>24,588</u>	<u>-</u>
NON CURRENT LIABILITIES		<u>24,588</u>	<u>-</u>
TOTAL LIABILITIES		<u>62,771</u>	<u>58,485</u>
NET ASSETS		<u>68,416</u>	<u>(13,281)</u>
EQUITY			
Accumulated surplus / (deficit)	9	52,367	(13,281)
Reserves: temporary staff reserve		<u>16,049</u>	<u>-</u>
TOTAL EQUITY		<u>68,416</u>	<u>(13,281)</u>

The accompanying notes form part of these financial statements.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
(WA DIVISION)**

CASH FLOW STATEMENT

FOR THE YEAR ENDED 30 JUNE 2004

	Note	2004 \$
Cash flows from operating activities		
Receipts		
Capitation fees		290,033
Receipts from other revenue		113,409
Interest received		1,980
		<u>405,422</u>
Payments		
Cash payments in the course of operations		(335,751)
Net GST paid to Australian Taxation Office		(878)
		<u>(336,629)</u>
Net cash flows from operating activities	10	<u>68,792</u>
Cash flows from investing activities		
Payments for property, plant and equipment		<u>(9,151)</u>
Net cash flow used in investing activities		<u>(9,151)</u>
Cash flows from financing activities		
Receipts for temporary staff reserve		<u>16,049</u>
Net cash flow from financing activities		<u>16,049</u>
Net increase in cash held		75,690
Cash at the beginning of the financial year		<u>44,576</u>
Cash at the end of the financial year	4	<u><u>120,266</u></u>

The accompanying notes form part of these financial statements.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
(WA DIVISION)**

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2004

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements are a general purpose financial report prepared in accordance with applicable Accounting Standards, Urgent Issues Group Consensus Views and the requirements of the Workplace Relations Act 1996.

1. Basis of Accounting

The financial statements have been prepared on the basis of historical costs and do not take into account changing money values or current valuations of non-current assets. The accounting policies are consistently applied.

(a) Revenue Recognition

(i) Membership Capitation Fee

The membership capitation fee revenue represents 0.23% (2003: 0.16%) of members' salary. The dues are collected by the Branches and remitted to the Division by the middle of the month after they fall due and at this point recognised in the Division's accounts.

(ii) Other Revenue

Other revenue comprises revenue earned from the provision of products or services and interest on monies deposited. These revenues are recognised when the goods or services are provided, or when the fee in respect of services provided is receivable.

(b) Property, Plant & Equipment

Property, plant and equipment are recorded at cost. Depreciation of property, plant, and equipment is calculated on the straight-line basis in order to write the assets off over their estimated useful lives.

(c) Allowance for Doubtful Debts

Allowance for doubtful debts is recognized when collection of trade debtors in full is no longer probable. Collectability of overdue accounts is assessed on an ongoing basis.

(d) Employee Benefits

(i) Wages and Salaries and Annual Leave

Liabilities for wages and salaries and annual leave are recognised, and are measured, as the amount unpaid at the reporting date at current pay rates in respect of employee's services up to the balance date. The provision has been calculated at nominal amounts based on current wage and salary rates and includes related on-costs.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
(WA DIVISION)**

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2004

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D...)

(d) Employee Benefits (Cont'd...)

(ii) Long Service Leave

The liability for employee entitlements to long service leave represents the present value of the estimated future cash outflows to be made by the employer resulting from employees' services provided up to the balance date.

Liabilities for employee entitlements, which are not expected to be settled within 12 months, are discounted using the rates attaching to national government securities at balance date, which most closely match the terms of maturity of the related liabilities.

In determining the liability for employee entitlements, consideration has been given to future increases in wage and salary rates, and the economic entity's experience with staff departures. Related on-costs have also been included in the liability.

(e) Income Tax

No provision for Income Tax is necessary as "Trade Unions" are exempt from income tax under Section 50-15 of the Income tax Assessment Act.

(f) Cash Flows

For the purpose of the statement of cash flows, cash includes cash on hand and held at call with banks, net of bank overdrafts.

(g) Goods and Services Tax

Revenues, expenses and assets are recognised net of the amount of goods and services tax (GST), except where the amount of GST incurred is not recoverable from the Australian Tax Office (ATO). In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense.

Receivables and payables are stated with the amount of GST included.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
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NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2004

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D...)

(h) Financial Instruments

Financial Assets

Term deposits (Note 4)

Term deposits are valued at cost. Interest is recognised as it accrues. Total weighted average interest rate at balance date was 4.7%.

Receivables (Note 5)

Receivables are carried at the nominal amounts due less any allowance for doubtful debts when applicable. Receivables are unsecured and credit terms are usually up to 30 days.

Financial Liabilities

Payables (Note 7)

Liabilities are recognised for amounts to be paid in the future for goods or services received as at balance date, whether or not invoices have been received. Payables are unsecured, not subject to interest charges and are normally settled within 30 days of invoice receipt.

(i) Adoption of Australian Equivalents to International Financial Reporting Standards

As from 1 July 2005, the Australian Accounting Standards that apply to the preparation of this financial report will cease and the financial reporting requirements of the Australian equivalents to International Financial Reporting Standards (IFRSs) will become operative. The Union will apply these new Standards when preparing its financial report for the year ending 30 June 2006. That report will also include IFRS based comparative information for the financial year ended 30 June 2005. The development of this comparative information requires the establishment of opening balances for the financial year commencing 1 July 2004 based on the new IFRS equivalent Australian Accounting Standards. The AASB (Australian Accounting Standard Board) released the AASB equivalents of the IFRS Standards on 22 July 2004.

The Union's management, along with its auditors, are assessing the significance of these changes and preparing for their implementation. To date, no material changes to current accounting policies have been identified. However, assessments are still in progress and will continue throughout 2004-2005 financial year. All changes to accounting policies will apply from 1 July 2004 in the determination of the opening balances required under Accounting Standard AASB 1 "First-time Adoption of Australian Equivalents to International Financial Reporting Standards."

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
(WA DIVISION)**

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2004

2. REVENUE FROM ORDINARY ACTIVITIES	2004	2003
	\$	\$
Subscriptions		
Curtin	84,055	63,139
Edith Cowan	68,246	49,420
Murdoch	50,581	34,317
University of Western Australia	88,519	69,931
DD National	5,952	2,954
RACGP	97	371
Defence fund	(1,750)	(3,636)
National capitation fees	(8,470)	(19,301)
Total revenue from subscriptions	<u>287,230</u>	<u>197,195</u>
Other revenue		
TLC fees	6,629	7,000
Administration levy	-	8,295
Industrial Officer salary recoupment	7,869	15,745
Training & employment	-	8,750
Subsidy for GS Industrial Officer	36,784	35,000
Interest received	1,980	1,278
Payroll Tax reimbursement	58,007	-
Profit/(loss) on sale of non-current assets	-	(1,029)
Other	4,120	1,113
Total other revenue	<u>115,389</u>	<u>76,152</u>
Total revenue from operating activities	<u>402,619</u>	<u>273,347</u>

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
(WA DIVISION)**

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2004

	2004 \$	2003 \$
4. CASH ASSETS		
Cheque account	67,517	15,370
Term deposits	<u>52,749</u>	<u>29,206</u>
	<u>120,266</u>	<u>44,576</u>
5. RECEIVABLES		
Net GST receivable	544	-
Prepayments	<u>2,502</u>	<u>-</u>
	<u>3,046</u>	<u>-</u>
6. PROPERTY, PLANT & EQUIPMENT		
Plant & equipment	16,602	7,450
Less: accumulated depreciation	<u>8,727</u>	<u>6,822</u>
	<u>7,875</u>	<u>628</u>
7. PAYABLES		
Trade creditors and accruals	26,436	58,000
Other	<u>471</u>	<u>485</u>
	<u>26,907</u>	<u>58,485</u>
8. PROVISIONS		
Current		
Employee benefits: annual leave	<u>11,276</u>	<u>-</u>
Non Current		
Employee benefits: long service leave	<u>24,588</u>	<u>-</u>
9. ACCUMULATED SURPLUS / (DEFICIT)		
Accumulated surplus/(deficit)at the beginning of the financial year	(13,281)	55,642
Net operating surplus/(deficit) for the year	<u>65,648</u>	<u>(68,923)</u>
Accumulated surplus/(deficit) at the end of the financial year	<u>52,367</u>	<u>(13,281)</u>

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
(WA DIVISION)**

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2004

		2004
10.	CASH FLOW INFORMATION	\$
	Reconciliation of net operating surplus to net cash flows from operating activities:	
	Net operating surplus	65,647
	Non-cash flows in operating activities:	
	Depreciation	1,905
	Provisions: annual leave	11,276
	Provisions: long service leave	24,588
		103,416
	Changes in assets and liabilities:	
	(Increase) / Decrease in receivables	(544)
	(Increase) / Decrease in prepayments	(2,502)
	Increase / (Decrease) in payables	(31,578)
		68,792

11. RELATED PARTY INFORMATION

Executive Officers

The names of each person holding the position of Executive Officer of the National Tertiary Education Industry Union (WA Division) during the financial year are:

Associate Professor Michael Campion
Associate Professor Douglas Yorke
Dr Ute Mueller
Ms Gabrielle Gooding
Associate Professor Paula Baron

Remuneration of Executive Officers

	2004	2003
	\$	\$
Income received or due and receivable by the Executive Officers of the Division	-	-

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
(WA DIVISION)**

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2004

12. FINANCIAL INSTRUMENTS

12.1 Terms, conditions and accounting policy

Recognised Financial Instruments	Note	Accounting Policy	Terms and Conditions
12.1.1. Financial Assets			
Bank Term Deposits	4	Valued at cost. Interest recognised as it accrues.	The rates at balance date were 4.5% and 4.9%.
Receivables	5	Receivables are carried at nominal amounts due less any allowance for doubtful debts. An allowance for doubtful debts is recognised when collection in full is no longer probable. Collectability of overdue accounts is assessed on an ongoing basis.	General debtors are unsecured and interest free. Credit terms are usually up to 30 days.
12.1.2. Financial Liabilities			
Payables	7	Liabilities are recognised for amounts to be paid in the future for goods received and services provided to the Company as at balance date whether or not invoices have been received.	General creditors are unsecured, not subject to interest charges and are normally settled within 30 days of invoice receipt.

12.2. Interest Rate Risk

The Division's exposure to interest rate risk and the effective interest rates of financial assets and financial liabilities at balance date are as follows:

	Note	2004			Carrying Amount \$	Weighted Average Interest Rate %
		Fixed Interest Rate \$	Floating Interest Rate \$	Non Interest Bearing \$		
Financial assets						
Receivables	5	-	-	544	544	-
Prepayments	5	-	-	2,502	2,502	-
Cash assets	4	-	120,266	-	120,266	3.3%
Total		-	120,266	3,046	123,312	
Financial liabilities						
Payables	7	-	-	26,907	26,907	-
Total		-	-	26,907	26,907	-

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
(WA DIVISION)**

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2004

12. FINANCIAL INSTRUMENTS (CONT'D...)

12.3 Net Fair Value

The aggregate fair values of financial assets and liabilities as at balance date are as follows:

2004			
	Note	Total Carrying Amount as per Statement of Financial Position \$	Aggregate Net Fair Value \$
Financial Assets			
Receivables	5	544	544
Prepayments	5	2,502	2,502
Cash assets	4	120,266	120,266
Total Financial Assets		123,312	123,312
Financial Liabilities			
Payables	7	26,907	26,907
Total Financial Liabilities		26,907	26,907

The following methods and assumptions are used to determine the net fair value of financial assets and liabilities:

Payables, Cash and Receivables: The carrying amount approximated fair value because of their short-term maturity.

13. 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 provision of subsections (1), (2) and (3) of section 272 of Schedule 1B – Registration of accountability of Organisations which read as follows:

- (1) “A member of a reporting unit, or a Registrar, may apply to the reporting unit for specified prescribed information in relation to the reporting unit to be made available to the person making the application.
- (2) The application must be in writing and must specify the period within which, and the matter in which, the information is to be made available. The period must not be less than 14 days after the application is given to the reporting unit.
- (3) A reporting unit must comply with an application made under subsection (1).”
- (4) with an application made under subsection (1).”



**INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF
NATIONAL TERTIARY EDUCATION INDUSTRY UNION
(WA DIVISION)**

Chartered Accountants
Level 5 30 Collins Street
Melbourne Vic 3000
Telephone 03 9654 0100
Fax 03 9654 0122
www.avenirgroup.com.au

Scope

The financial report and Executive Committee's responsibility

The financial report comprises the statement of financial position, statement of financial performance, statement of cash flows, accompanying notes to the financial statements, and the Executive Committee's statement of the National Tertiary Education Industry Union (WA Division) for the year ended 30 June 2004.

The Executive Committee of the Division is responsible for the preparation and fair presentation of the financial report in accordance with the Workplace Relation Act 1996. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect frauds and error, and for the accounting policies and accounting estimates inherent in the financial report.

Audit approach

We conducted an independent audit in order to express an opinion to the members of the Division. Our audit was conducted in accordance with Australian Auditing Standards in order to provide reasonable assurance as to whether the financial report is free of material misstatements. The nature of an audit is influenced by factors such as the use of professional judgment, selective testing, the inherent limitation of internal control, and the availability of persuasive rather than conclusive evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

We performed procedures to assess whether in all material respects the financial report presents fairly, in accordance with Accounting Standards and other mandatory financial reporting requirements in Australia and the Workplace Relations Act 1996, a view which is consistent with our understanding of the Division's financial position, and of its performance as represented by the results of its operations and the cash flows.

We formed our audit opinion on the basis of these procedures, which include:

- examining on a test basis, information to provide evidence supporting the amounts and disclosures in the financial report; and
- assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made by the Executive Committee.

While we considered the effectiveness of management internal controls over financial reporting when determining the nature and extent of our procedures, our audit was not designed to provide assurance of internal controls.

Independence

In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements.

Audit Opinion

In our opinion, the financial report presents fairly in accordance with applicable Accounting Standards and other mandatory professional requirements in Australia and Workplace Relations Act 1996 the financial position of the National Tertiary Education Industry Union (WA Division) as at 30 June 2004, and its financial performance and its cash flows for the year then ended.

Avenir

Avenir
Chartered Accountants

Robert Wernli

Robert Wernli, A.C.A.
Partner
Registered Company Auditor, Registration Number: 16278

Melbourne
10 November 2004