



Fair Work Australia

30 July 2009

Jenny Savage
National Finance Coordinator, National Tertiary Education Industry Union
PO Box 1323, South Melbourne VIC 3205
By email: jsavage@nteu.org.au

Lyn Bloom
Secretary, National Tertiary Education Industry Union Western Australian Division
By email: LBloom@wa.nteu.org.au

Dear Ms Savage

Financial report of the National Tertiary Education Industry Union Western Australian Division for the financial year ended 30 June 2008 (FR2008/449)

I acknowledge receipt of the financial report of the Western Australian Division of the National Tertiary Education Industry Union for the financial year ended 30 June 2008. The documents were lodged with Fair Work Australia on 10 July 2009. I also acknowledge receipt of the amended Secretary's Certificate which was lodged with Fair Work Australia on 30 July 2009.

The financial report has now been filed.

I appreciate for the financial year ended 30 June 2009 it is anticipated that, in accordance with the scheme of the organisation's rules, all financial affairs will be administered by the organisation (through its national office) and accounted for accordingly. None the less I draw your attention to a number of matters in the present report which, in the event the Branch was required to again prepare a financial report, it should take into account to achieve full compliance.

You are not required to take any further action in respect of the report lodged.

1. Timescale Requirements

As you are aware, reporting units are required to undertake their financial reporting obligations in accordance with specified timelines. As the 2008 report has been completed, the relevant timelines are incapable of being remedied. However it should be noted that the timelines have not changed under the *Fair Work (Registered Organisations) Act 2009* (RO Act) and the preparation and lodgment of future financial reports must occur within these timelines.

In particular, sections 253 and 254 of the RO Act require that a General Purpose Financial Report (GPFR) and an Operating Report be prepared as soon as practicable after the end of the financial year. Further, section 266 requires that the financial report be presented to a general meeting of members or a committee of management meeting within six months after the end of the financial year. In the absence of an extension of time for holding a general meeting [see section 265(5)] the latest possible date of lodgment with Fair Work Australia is six months and 14 days after the end of the financial year. I have attached a document which sets out the timelines in diagrammatical form.

In future years the financial reports need to be prepared in sufficient time to enable presentation to a meeting within six months after the end of the financial year and lodged with Fair Work Australia no later than 14 days after that meeting.

2. Operating Report

Membership of Committee of Management

The operating report contained a list of office holders as at the beginning of the financial year. This list also included the names of national councillors. Please note the operating report is only required to contain the

name of each person who has been a member of the committee of management (i.e. national councillors are not required to be listed), Please also note the list needs to include the name of any person who was a member of the committee of management at any time during the reporting period, and the period for which he or she held such a position – refer to regulation 159(c) *Fair Work (Registered Organisations) Regulations 2009*.

3. Required disclosures: contributions to and from another reporting unit of the organisation

Item 10(b) of the Reporting Guidelines requires that where contributions from another reporting unit are received, the amount and the name of each reporting unit are to be disclosed in either the profit and loss statement or the notes. Also, item 15 of the Reporting Guidelines requires that where another reporting unit of the organisation is the source of a cash inflow or the application of cash outflow, such cash flow should be separately disclosed and that the name of the other reporting unit be shown in the notes.

Note 1 in the GPFR states that dues were “collected by the Branches and remitted to the Division.” However the amounts and names of the reporting units were not disclosed as required under item 10(b) of the Reporting Guidelines, nor are any cash flows disclosed (item 15).

If contributions are made or received from another reporting unit of the NTEU, any such contributions and the name(s) of the reporting unit(s) should be disclosed either in the income statement or the notes. Also the name(s) of the reporting unit(s) and the amount of any cash flows between reporting units are to be disclosed in the notes.

4. Employee Benefits

The Reporting Guidelines require reporting units to disclose in the income statement or in the notes employee benefits to holders of office (item 11(g)) and employee benefits to other employees (item 11(h)).

I note that the income statement does not distinguish between employee benefits for office holders and other employees. Employee benefits for office holders and other employees should be separately disclosed.

The Reporting Guidelines also require either the balance sheet or the notes disclose any liability for employee benefits in respect of office holders and other employees (items 14(c) and 14 (d)). Note 7 discloses these liabilities but does not distinguish between provisions for office holders and other employees. Provisions for office holders and other employees should be separately disclosed.

5. Required disclosures: meeting expenses

Item 11(k) requires the separate disclosure of expenses in connection with meetings. The income statement combines entertainment and meeting expenses. In future years meetings expenses should be separately disclosed.

6. References to Schedule 1B

The Designated Officer's Certificate and note 12 in the GPFR contain references to Schedule 1B of the *Workplace Relations Act 1996*. Such references should have been to Schedule 1 of the *Workplace Relations Act 1996*. Designated Officer's Certificates prepared after 1 July 2009 should refer to the *Fair Work (Registered Organisations) Act 2009*.

If you wish to discuss any matters further, I can be contacted on 03 8661 7929 or via email eve.anderson@fwa.gov.au.

Yours sincerely



Eve Anderson
Tribunal Services and Organisations
Fair Work Australia
Tel: 03 86617929
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***NATIONAL TERTIARY
EDUCATION INDUSTRY UNION***

WA DIVISION

Financial Statements for the year ended

30 June 2008

Certificate of Secretary or other Authorised Officer

S268 of Schedule 1B Workplace Relations Act 1996

I Lyn Bloom being Secretary of the WA 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 9 June 2009; and
- That the full report was presented to A MEETING OF THE COMMITTEE OF MANAGEMENT of the reporting unit on 8 July 2009; in accordance with section 266 of the RAO Schedule.

Signature



Date

8 July 2008

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
WA DIVISION**

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2008

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**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
WA DIVISION**

**OPERATING REPORT
FOR THE YEAR ENDED 30 JUNE 2008**

Principal Activities

The principal activities of the Division during the financial year were:

- To improve and protect the salaries and conditions of employment of our members;
- To represent our members in approaches to and discussions with their employer;
- To negotiate collective agreements which improve the conditions of employment of our members;
- To enforce existing industrial agreements on behalf of our members; and
- To promote industrial peace through conciliation and arbitration.

Results of Principal Activities

The Division's principal activities resulted in the maintenance and improvement of the salaries and conditions of employment of our members, especially for those members covered by collective agreements negotiated by the Division.

Significant Changes in the Nature of Principal Activities

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

Significant Changes in the Union's Financial Affairs

Other than the transfer of assets and liabilities to the NTEU Fund as detailed in Note 1 to the financial statements, no other matters or circumstances arose during the reporting year which significantly affected the financial affairs of the Division.

Trustee or Director of a Trustee Company of a Superannuation Entity or an Exempt Public Sector Superannuation Scheme

No officer of the Division 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 1,673 (2007 – 1,696).

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
WA DIVISION**

**OPERATING REPORT
FOR THE YEAR ENDED 30 JUNE 2008 (Continued)**

Number of employees

The number of persons who were, at the end of the financial year, employees of the Division was 2.5 employees measured on a full time equivalent basis.

Members of the committee of management

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

President	Gabe Gooding
Vice-President (Academic) National Councilor	Jan Sinclair-Jones
Vice-President (General) National Executive Member	Tom Stewart
National Executive Member Division Secretary	Lyn Bloom
Assistant Secretary (Academic) National Councilor	David Holloway
Assistant Secretary (General)	Kathryn Clarke
National Councilor	Steve Errington
National Councilor	Shane Maloney
National Councilor	Alan Needham
National Councilor	Jamie O'Shea
National Councilor	Ute Mueller
National Councilor	Marian Kemp
Division Councilor (Indigenous)	Craig Somerville
WA National Indigenous Representative	Marilyn Strother
Alternate National Councilor	Sharon Delmege

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
WA DIVISION**

OPERATING REPORT

FOR THE YEAR ENDED 30 JUNE 2008 (Continued)

Manner of resignation – s254(2)(c)

Members may resign from the Division 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 notice;whichever 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.
- 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.

Name: Dr Lyn Bloom

Title: Division Secretary

Signature:



Date:

8/06/2009

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
WA DIVISION**

COMMITTEE OF MANAGEMENT STATEMENT

FOR THE YEAR ENDED 30 JUNE 2008

On 8/06/2009 the Committee of Management of the National Tertiary Education Industry Union – 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 2008:

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 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 the Division 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 the Division 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 two 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.
- (f) during the financial year ended 30 June 2008, the Division did not participate in any recovery of wages activity.

For Committee of Management: Dr Lyn Bloom

Title: Division Secretary

Signature: 

Date: 8/06/2009

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
WA DIVISION**

INCOME STATEMENT

FOR THE YEAR ENDED 30 JUNE 2008

	NOTE	2008 \$	2007 \$
Revenue from ordinary activities:			
Subscriptions	2	296,164	307,921
Other	2	<u>50,882</u>	<u>121,349</u>
Total revenue from ordinary activities		<u>347,046</u>	<u>429,270</u>
Expenses from ordinary activities:			
Accountancy & audit fees		4,200	5,082
Affiliation fees		501	(28)
Bank charges		135	87
Campaign expenses		1,304	474
Conference expenses		1,855	940
Depreciation		-	1,594
Donations		911	300
Entertainment & meeting expenses		633	1,073
Equipment <\$300		184	1,198
Industrial officer /State organiser /Elected officer expenses		10,663	6,623
Insurance		-	1,968
Office costs		5,933	1,238
Payroll deduction service fee		1,768	-
Payroll tax		15,820	18,053
Rent		8,209	2,804
Salaries		249,197	316,984
Superannuation contributions		39,948	50,724
Wages recovery charges		-	1,707
Workers compensation insurance		5,234	3,284
Other expenses		8,421	3,648
Transfer of assets to NTEU Fund	1 (p)	<u>67,444</u>	<u>-</u>
Total expenses from ordinary activities		<u>422,360</u>	<u>417,753</u>
Net operating (deficit) / surplus		<u>(75,314)</u>	<u>11,517</u>

The accompanying notes form part of these financial statements.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
WA DIVISION**

BALANCE SHEET

FOR THE YEAR ENDED 30 JUNE 2008

	NOTE	2008 \$	2007 \$
CURRENT ASSETS			
Cash assets	3	-	155,844
Receivables	4	-	985
TOTAL CURRENT ASSETS		-	156,829
NON CURRENT ASSETS			
Property, plant & equipment	5	-	4,063
TOTAL NON CURRENT ASSETS		-	4,063
TOTAL ASSETS		-	160,892
CURRENT LIABILITIES			
Payables	6	-	7,160
Provisions	7	-	70,657
TOTAL CURRENT LIABILITIES		-	77,817
NON CURRENT LIABILITIES			
Provisions	7	-	7,761
NON CURRENT LIABILITIES		-	7,761
TOTAL LIABILITIES		-	85,578
NET ASSETS		-	75,314
EQUITY			
Accumulated surplus	8	-	59,265
Reserves: temporary staff reserve		-	16,049
TOTAL EQUITY		-	75,314

The accompanying notes form part of these financial statements.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
WA DIVISION**

STATEMENT OF RECOGNISED INCOME AND EXPENSE

FOR THE YEAR ENDED 30 JUNE 2008

	NOTE	2008 \$	2007 \$
RETAINED EARNINGS			
Balance at start of the period		59,265	47,748
Transfer from reserves		16,049	-
(Deficit)/surplus for the period		<u>(75,314)</u>	<u>11,517</u>
Balance at end of period	8	<u>-</u>	<u>59,265</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 2008

	NOTE	2008 \$	2007 \$
Cash flows from operating activities			
Receipts			
Receipts from members		344,490	307,240
Receipts from other revenue		-	119,820
Interest received		3,541	1,558
		<u> </u>	<u> </u>
Payments			
Cash payments in the course of operations		(503,875)	398,295
Net GST paid to Australian Taxation Office		-	-
		<u> </u>	<u> </u>
Net cash flows from operating activities	9	<u>(155,844)</u>	<u>30,323</u>
Cash flows from investing activities			
Payments for property, plant and equipment		-	4,227
		<u> </u>	<u> </u>
Net Cash flows used in investing activities		<u> </u>	<u>4,227</u>
Net (decrease) / increase in cash held		(155,844)	26,096
Cash at the beginning of the financial year		<u>155,844</u>	<u>129,748</u>
Cash at the end of the financial year	3	<u> </u>	<u>155,844</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 2008

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial report is a general purpose financial report that has been prepared in accordance with Australian Accounting Standards including Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board and the Workplace Relations Act 1996.

Basis of Preparation

The financial report has been prepared on an accruals basis and is based on historical costs. It 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 by the Division in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

(a) Revenue Recognition

(i) Membership Capitation Fee

The membership capitation fee revenue represents 0.23% (2007: 0.23%) 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 recognised when collection of trade debtors in full is no longer probable. Collectability of overdue accounts is assessed on an ongoing basis.

(d) Investments

Investments in unlisted companies and unit trusts are carried at the lower of cost and recoverable amount. Loans relating to the investments are offset against the carrying value of the investment to represent the Union's net interest in the investment.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
WA DIVISION**

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2008

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

(e) Impairment of Assets

At each reporting date, the Division reviews the carrying values of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value-in-use, is compared to the asset's carrying value. Any excess of the asset's carrying value over its recoverable value is expensed to the income statement.

Where it is not possible to estimate the recoverable amount of an individual asset, the Division estimates the recoverable amount of the cash generating unit to which the asset belongs.

(f) Employee Benefits

Provision is made for the Union's liability for employee benefits arising from services rendered by employees to balance date. Employee benefits expected to be settled within one year together with benefits arising from wages and salaries, annual leave and long service leave which will be settled after one year, have been measured at the amounts expected to be paid when the liability is settled plus related on-costs.

Liabilities for employee entitlements, which are not expected to be settled within 12 months, are measured at the present value of the estimated future cash outflows to be made for those benefits.

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.

(g) 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.

(h) Cash Flows

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

(i) 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
WA DIVISION**

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2008

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

(j) Leases

Leases of fixed assets where substantially all the risks and benefits incidental to the ownership of the asset, but not the legal ownership, are transferred to the association are classified as finance leases.

Finance leases are capitalised by recording an asset and a liability at the lower of the amount equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Leased assets are depreciated on a straight-line basis over their estimated useful lives where it is likely that the association will obtain ownership of the asset or ownership over the term of the lease.

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

Lease incentives under operating leases are recognised as a liability and amortised on a straight-line basis over the life of the lease term.

(k) Financial Instruments

Financial Assets

Receivables (Note 4)

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 6)

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.

(l) Allocation of Current and Non-Current

An Asset or a Liability shall be classified as current when it satisfies any of the following criteria:

- (a) it is expected to be settled in the entity's normal operating cycle;
- (b) it is held primarily for the purpose of being traded;
- (c) it is due to be settled within twelve months after the reporting date; or
- (d) the entity does not have an unconditional right to defer settlement of the liability for at least twelve months after the reporting date.

All other assets and liabilities shall be classified as non-current.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
WA DIVISION**

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2008

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

(m) Economic Dependency

The Division is not economically dependent on any other reporting units of the organisation.

(n) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, deposits held at-call with banks, other short-term highly liquid investments and bank overdrafts. Bank overdrafts are shown as part of cash and cash equivalents and reduce the amount shown as cash at bank.

(o) Borrowing Costs

Borrowing costs directly attributed to the acquisition of assets that necessarily take a substantial period of time to prepare for their intended use or sale, are added to the costs of those assets, until such time as the assets are substantially ready for their intended use or sale.

All other borrowing costs are recognised in expenses in the period in which they are incurred.

(p) Transfer of net assets to NTEU Fund

At 30 June 2008 all assets and liabilities of NTEU branches and divisions were transferred to the NTEU Fund, in accordance with Schedule G of the registered rules. The transfer is a non-reciprocal transfer and has been accounted for as a contribution in accordance with AASB 1004 Contributions.

(q) New Accounting Standards and Interpretations

Certain new Accounting Standards and interpretations have been published that are not mandatory for the 30 June 2008 reporting year. The entity has not, and does not intend to, adopt the following Standards early:

- Revised AASB 101 'Presentation of Financial Statements', AASB 2007-8 'Amendments to Australian Accounting Standards arising from AASB 101' and AASB 2007-10 'Further Amendments to Australian Accounting Standards arising from AASB 101' which are applicable to financial periods commencing on or after 1 January 2009. These changes will impact the presentation of the Financial Report but are not expected to impact the values disclosed.

In addition to those Accounting Standards listed above, the AASB has also released a number of other Accounting Standards and Australian Interpretations. The application of these Accounting Standards and Australian Interpretations are not applicable to the entity. Consequently, they have not been specifically identified above.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
WA DIVISION**

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2008

	2008	2007
	\$	\$
2. REVENUE FROM ORDINARY ACTIVITIES		
Subscriptions		
Members Subscription	296,164	307,921
Total revenue from subscriptions	<u>296,164</u>	<u>307,921</u>
Other revenue		
Subsidy	42,841	114,911
Interest received	3,541	4,672
Other	4,500	1,766
Total other revenue	<u>50,882</u>	<u>121,349</u>
Total revenue from operating activities	<u>347,046</u>	<u>429,270</u>
3. CASH ASSETS		
Cash at bank	-	60,789
Term deposits	-	95,055
	<u>-</u>	<u>155,844</u>
4. RECEIVABLES		
Trade Debtors	-	985
	<u>-</u>	<u>985</u>
5. PROPERTY, PLANT & EQUIPMENT		
Plant & equipment	-	21,824
Less: accumulated depreciation	-	(17,761)
	<u>-</u>	<u>4,063</u>
6. PAYABLES		
Trade creditors and accruals	-	7,160
	<u>-</u>	<u>7,160</u>

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
WA DIVISION**

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2008

	2008 \$	2007 \$
7. PROVISIONS		
Current		
Employee benefits: annual leave	-	37,092
Employee benefits: long service leave	-	33,565
	<u>-</u>	<u>70,657</u>
Non Current		
Employee benefits: long service leave	-	7,761
	<u>-</u>	<u>7,761</u>
8. ACCUMULATED SURPLUS		
Accumulated surplus at the beginning of the financial year	59,265	47,748
Transfer from reserves	16,049	-
Net operating surplus/(deficit) for the year	(75,314)	11,517
Accumulated surplus at the end of the financial year	<u>-</u>	<u>59,265</u>
9. CASH FLOW INFORMATION		
Reconciliation of net operating (deficit)/surplus to net cash flows from operating activities:		
Net operating (deficit)/surplus	(75,314)	11,517
Non-cash flows in operating activities:		
Depreciation	-	1,593
Provisions: annual leave	(37,092)	6,997
Provisions: long service leave	(41,326)	6,889
	<u>-</u>	<u>6,889</u>
Changes in assets and liabilities:		
(Increase) / decrease in receivables	985	(652)
(Increase) / decrease in prepayments	4,063	2,786
Increase / (decrease) in payables	(7,160)	1,193
	<u>(7,160)</u>	<u>1,193</u>
Net cash flows from operating activities	<u>(155,844)</u>	<u>30,323</u>

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
WA DIVISION**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2008**

10. FINANCIAL INSTRUMENTS

(a) Significant accounting policies

Details of the significant accounting policies and methods adopted, including the criteria for recognition, the basis of measurement, and the basis on which income and expenses are recognised, with respect to each class of financial asset, financial liability and equity instrument are disclosed in Note 1 to the financial statements.

(b) Categorisation of financial instruments

Financial assets	Note	Category	Carrying amount 2008	Carrying amount 2007
Cash and cash equivalents	3	N/A	-	155,844
Receivables	4	Receivables (at amortised cost)	-	985
Financial liabilities				
Payables	6	Financial liabilities measured at amortised cost	-	7,760

(c) Credit risk

Credit risk represents the loss that would be recognised if counterparties failed to perform as contracted. The Division's maximum exposure to credit risk at balance date in relation to each class of recognised financial asset is represented by the carrying amount of those assets as indicated in the balance sheet.

Financial assets that are either past due or impaired

Currently the Division does not hold any collateral as security nor credit enhancements relating to any of its financial assets.

As at the reporting date, there is no event to indicate that any of the financial assets are impaired.

There are no financial assets that have had their terms renegotiated so as to prevent them from being past due or impaired, and they are stated at the carrying amounts as indicated. The following table discloses the ageing only of financial assets that are past due but not impaired.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
WA DIVISION**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2008**

10. FINANCIAL INSTRUMENTS (continued)

Interest rate exposure and ageing analysis of financial assets									
	Weighted average effective interest rate	Carrying amount	Interest rate exposure			Past due by			
			Fixed interest rate	Variable interest rate	Non- interest bearing	Less than 1 Month	1-3 months	3 months – 1 year	1-5 years
2008	%								
Cash assets	4.03	-	-	-	-	-	-	-	-
Receivables	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-
2007									
Cash assets	4.03	155,844	-	155,844	-	-	-	-	-
Receivables	-	985	-	-	985	-	-	-	-
		156,829	-	155,844	985	-	-	-	-

(d) Liquidity risk

Liquidity risk arises when the Division is unable to meet its financial obligations as they fall due. The Division operates under the policy of settling financial obligations within 30 days and in the event of a dispute, make payments within 30 days from the date of resolution. It also continuously manages risk through monitoring future cash flows and maturities planning to ensure adequate holding of high quality liquid assets and dealing in highly liquid markets. The Division's exposure to liquidity risk is deemed insignificant based on prior periods' data and current assessment of risk. Maximum exposure to liquidity risk is the carrying amounts of financial liabilities.

Interest rate exposure and maturity analysis of financial liabilities									
	Weighted average effective interest rate	Nominal amount	Interest rate exposure			Maturity dates			
			Fixed interest rate	Variable interest rate	Non- interest bearing	Less than 1 month	1-3 months	3 months – 1 year	1-5 years
2008	%								
Payables	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-
2007									
Payables	-	7,760	-	-	7,760	-	-	-	-
		7,760	-	-	7,760	-	-	-	-

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
WA DIVISION**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2008**

10. FINANCIAL INSTRUMENTS (continued)

(e) Market risk

The Division's exposure to market risk is primarily through interest rate risk and other price risks with no exposure to foreign currency or interest rate risk. Objectives, policies and processes used to manage each of these risks are disclosed in the paragraphs below.

Interest rate risk

Exposure to interest rate risk might arise primarily through the Division's cash & deposits. Minimisation of risk is achieved by mainly undertaking fixed rate or non-interest bearing financial instruments.

As the Division does not hold any financial instruments at 30 June 2008, there is no exposure to interest rate risk or other price risks.

(f) Fair value

The fair values and net fair values of financial assets and financial liabilities are determined as follows:

- the fair value of financial assets and financial liabilities with standard terms and conditions and traded in active liquid markets are determined with reference to quoted market prices; and
- the fair value of other financial assets and financial liabilities are determined in accordance with generally accepted pricing models based on discounted cash flow analysis.

The Division considers that the carrying amount of financial assets and financial liabilities recorded in the financial report to be a fair approximation of their fair values.

11. RELATED PARTY INFORMATION

Remuneration of key management personnel

There are no key management personnel of the Branch whose remuneration requires separate disclosure.

Other related party transactions

During the year, there were no transactions with related parties which require separate disclosure other than the transfer of net assets already disclosed in Note 1.

12. 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 reads 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)."

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

Scope

The general purpose financial report and Executive Committee's responsibility

The general purpose financial report comprises the income statement, balance sheet, cash flow statement, statement of recognised income and expense, accompanying notes to the financial statements, and the committee of management statement of the National Tertiary Education Industry Union – WA Division for the year ended 30 June 2008.

The Committee of the Union 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 Union. 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 Union'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.

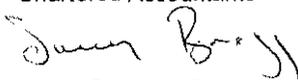
Independence

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

Audit Opinion

In our opinion the general purpose financial report is presented fairly in accordance with applicable Australian Accounting Standards and the requirements imposed by Part 3 of Chapter 8 of the RAO Schedule of the Workplace Relations Act 1996.


DFK Collins
Chartered Accountants


Simon Bragg, A.C.A.
Partner
Registered Company Auditor, Registration Number: 291536

Melbourne
Date:

12 June 2008



Fair Work Australia

29 July 2009

Jenny Savage
National Finance Coordinator, National Tertiary Education Industry Union
By email: jsavage@nteu.org.au

cc: Lyn Bloom
Secretary, National Tertiary Education Industry Union Western Australian Division
By email: LBloom@wa.nteu.org.au

Dear Ms Savage

Financial reports of the National Tertiary Education Industry Union Western Australian Division for the financial year ended 30 June 2008 (FR2008/449)

I acknowledge receipt of the financial reports of the Western Australian Division of the National Tertiary Education Industry Union for the financial year ended 30 June 2008. The documents were lodged with Fair Work Australia on 10 July 2009.

The documents have **not** been filed due to an apparent failure to provide a signed auditor's report to members.

Provision of Financial Report to Members

One of the key requirements of the RAO Schedule is that a reporting unit must provide members with a full or concise report (section 265(1)). A full report must contain the signed auditor's report.

The Secretary's Certificate states that the full report was provided to members on 9 June 2009, however the auditor's report was signed on 12 June 2009. This suggests that either the auditor's report was not provided to members or that an unsigned report was provided. It is therefore necessary for the Division to re-circulate the full report to members, including the signed version of the auditor's report and represent to either a meeting of members or the committee of management. Once this has taken place a fresh Secretary's Certificate and the full report need to be lodged with Fair Work Australia.

If you have any queries, I can be contacted on 03 8661 7929 or by email on:
eve.anderson@fwa.gov.au

Yours sincerely

Eve Anderson
Tribunal Services and Organisations
Fair Work Australia
Tel: 03 86617929
Email: eve.anderson@fwa.gov.au

From: Lyn Bloom [LBloom@wa.nteu.org.au]

Sent: Wednesday, 29 July 2009 8:01 PM

To: ANDERSON, Eve

Cc: Jenny Savage

Subject: RE: NTEU WA Division Financial Report year ended 30 June 2008 FR2008 449

Attachments: Revised ACCOUNTING OFFICER'S CERTIFICATE 2008 WA Division.pdf

Hi Eve and Jenny

I am sorry for this. The error is mine but it is not the error that Eve has identified. I should have put 15 June 2009 rather than 9 June 2009 on the Accounting Officer's Certificate and I have attached an amended version. I can assure you both that it was the signed version and not the unsigned version that went on the web for the required 21 days.

Best Wishes

Lyn

*Dr Lyn Bloom
Secretary, NTEU (WA Division)
97 Broadway, Nedlands, WA 6009
PO Box 3114, Broadway LPO
Nedlands WA 6009
Email: lbloom@wa.nteu.org.au
Mobile: 0417 930 113
Division Office: (08) 6365 4188
Fax: 08 9354 1629*

From: ANDERSON, Eve [mailto:Eve.Anderson@fwa.gov.au]

Sent: Wednesday, 29 July 2009 4:13 PM

To: Lyn Bloom

Subject: FW: NTEU WA Division Financial Report year ended 30 June 2008 FR2008 449

EVE ANDERSON

Tribunal Services and Organisations

FAIR WORK AUSTRALIA

11 Exhibition St, Melbourne Victoria 3000

GPO Box 1994, Melbourne Victoria 3001

Telephone: (03) 8661 7929
International: (613) 8661 7929
Facsimile: (03) 9655 0410
Email: eve.anderson@fwa.gov.au

From: ANDERSON, Eve
Sent: Wednesday, 29 July 2009 6:10 PM
To: 'Jenny Savage'
Subject: RE: NTEU WA Division Financial Report year ended 30 June 2008 FR2008 449

Hi Jenny

Thank-you for this. Yes, I agree the auditor's report is signed. The problem is that it was signed AFTER the financial reports were provided to members.

Date provided to members: 9 June 2009

Date signed by auditor: 12 June 2009

Members need to be provided with the signed auditor's report.

Hope this makes sense

Regards

EVE ANDERSON
Tribunal Services and Organisations

FAIR WORK AUSTRALIA
11 Exhibition St, Melbourne Victoria 3000
GPO Box 1994, Melbourne Victoria 3001

Telephone: (03) 8661 7929
International: (613) 8661 7929
Facsimile: (03) 9655 0410
Email: eve.anderson@fwa.gov.au

From: Jenny Savage [mailto:jsavage@nteu.org.au]
Sent: Wednesday, 29 July 2009 5:13 PM
To: ANDERSON, Eve; Lyn Bloom
Cc: STEWART, Iain; Lyn Bloom
Subject: RE: NTEU WA Division Financial Report year ended 30 June 2008 FR2008 449

Dear Eve

I attach the original lodgement of the NTEU WA Division reports sent to Iain Stewart. The Auditors report, **signed**, is attached. Please review your lodgement.
regards

Jennifer Savage
National Finance Coordinator
National Tertiary Education Union
120 Clarendon Street
South Melbourne 3205
(PO Box 1323, South Melbourne 3205)
Work: 03 9254 1910 Fax 03 9254 1915
Email: jsavage@nteu.org.au

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From: ANDERSON, Eve [mailto:Eve.Anderson@fwa.gov.au]
Sent: Wednesday, 29 July 2009 10:51 AM
To: Jenny Savage; Lyn Bloom
Subject: NTEU WA Division Financial Report year ended 30 June 2008 FR2008 449

Dear Jenny & Lyn

Please find attached correspondence advising that the financial report of the NTEU WA Division for the year ended 30 June 2008 (FR2008 449) has not been filed as further actions are required.

<<FR2008 449 280709.pdf>>

Regards

EVE ANDERSON

Tribunal Services and Organisations

FAIR WORK AUSTRALIA

11 Exhibition St, Melbourne Victoria 3000

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International: (613) 8661 7929

Facsimile: (03) 9655 0410

Email: eve.anderson@fwa.gov.au

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Certificate of Secretary or other Authorised Officer

S268 of Schedule 1B Workplace Relations Act 1996

I Lyn Bloom being Secretary of the WA 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 15 June 2009; and
- That the full report was presented to A MEETING OF THE COMMITTEE OF MANAGEMENT of the reporting unit on 8 July 2009; in accordance with section 266 of the RAO Schedule.

Signature

A handwritten signature in black ink, appearing to read "Lyn Bloom".

Date

8 July 2008