



Australian Government
Australian Industrial Registry

Level 5
11 Exhibition Street, Melbourne, VIC 3000
GPO Box 1994, Melbourne, VIC 3001
Telephone: (03) 8661 7993
Fax: (03) 9655 0410

Mr Brad Astbury
Branch President
National Tertiary Education Industry Union
University of Southern Queensland Branch
Room R.141
University of Southern Queensland
West Street
TOOWOOMBA QLD 4350

Dear Mr Astbury,

**Re: Schedule 1 of the Workplace Relations Act 1996 (Schedule 1)
Financial Report for the year ended 30 June 2007 - FR 2007/364**

Thank you for forwarding further information in relation to the financial reports of the Univeristy of Southern Queensland Branch of the National Tertiary Education Industry Union for the year ended 30 June 2007: this has been placed with the documents previously lodged.

The financial reports have now been filed.

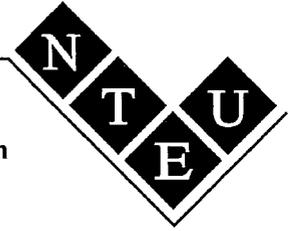
Yours sincerely,

A handwritten signature in black ink, appearing to read 'L Powell'.

Larry Powell
Statutory Services Branch

8 April 2008

**National
Tertiary
Education
Industry
Union**



**University of Southern Queensland
N.T.E.U. Branch**

Room R.141
University of Southern Queensland
West Street, Queensland, 4350
Tel: 07) 4631 2616 - Fax: 07) 4631 2332
Email: nteususq@usq.edu.au
Web page: <http://www.nteu.org.au//bd/usq>

13 March 2008

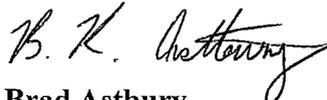
**Mr Larry Powell
Statutory Services Branch
Australian Industrial Registry
GPO Box 1994
Melbourne VIC 3001**

Dear Larry,

Please find attached, a revised Committee of Management Statement to replace the one that has been previously lodged but not yet filed by the Industrial Registry.

Hopefully, this will finalise the financial report for the University of Southern Queensland Branch of the National Tertiary Education Industry Union (NTEU) for the year ended 30 June 2007.

Regards,


**Brad Astbury
President
NTEU USQ Branch**

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
UNIVERSITY OF SOUTHERN QUEENSLAND BRANCH**

COMMITTEE OF MANAGEMENT STATEMENT

On 17 December 2007, the Committee of Management of the National Tertiary Education Industry Union – University of Southern Queensland Branch (the reporting unit) passed the following resolution in relation to the General Purpose Financial Report (GPFR) of the reporting unit for the financial year ended 30th June 2007:

The Committee of Management declares that 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 National Tertiary Education Industry Union, including the Branch rules;
 - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the National Tertiary Education Industry Union, including the rules concerning Branches of that union;
 - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations;
 - (iv) the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the National Tertiary Education Industry Union;

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
UNIVERSITY OF SOUTHERN QUEENSLAND BRANCH**

COMMITTEE OF MANAGEMENT STATEMENT (Continued)

- (v) the information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule has been furnished to the member or Registrar;
 - (vi) No orders for the inspection of financial records have been made by the Commission under section 273 of the RAO Schedule;
- (f) in relation to the recovery of wages activity:
- (i) there has been no such activity undertaken by the reporting unit.

For the Committee of Management: Bradley Astbury

Title of Office Held: Branch President

Signature: *B. K. Astbury*

Date: 17 December 2007



Australian Government
Australian Industrial Registry

Level 5
11 Exhibition Street, Melbourne, VIC 3000
GPO Box 1994, Melbourne, VIC 3001
Telephone: (03) 8661 7993
Fax: (03) 9655 0410

Mr Brad Astbury
Branch President
National Tertiary Education Industry Union
University of Southern Queensland Branch
Room R.141
University of Southern Queensland
West Street
TOOWOOMBA QLD 4350

Dear Mr Astbury,

**Re: Schedule 1 of the Workplace Relations Act 1996 (Schedule 1)
Financial Report for the year ended 30 June 2007 - FR 2007/364**

Receipt is acknowledged of the financial report of the University of Southern Queensland Branch of the National Tertiary Education Industry Union (NTEU) for the year ended 30 June 2007. The documents were lodged in the Industrial Registry on 7 December 2007.

I direct your attention to the following comments concerning the above reports and the financial reporting obligations under Schedule 1.

1. Timescale Requirements

Financial reports should be prepared, audited, supplied to members, presented to a meeting and lodged in the Industrial Registry within certain timescale requirements. For your assistance I have enclosed a Diagrammatic summary of the reporting process.

As you will note from the enclosed diagram the reporting process begins with a meeting of the committee of management. At that meeting a resolution is passed authorising the making of a statement by the committee in which it makes certain declarations with respect to the reporting unit's compliance with various aspects of Schedule 1 and the Industrial Registrar's Guidelines. This Committee of Management Statement and the General Purpose Financial Report are then audited.

The General Purpose Financial Report, including the Committee of Management Statement and the Operating Report, and the Auditor's Report – known as the full report – are then provided to members. Depending on the rules of the reporting unit, a copy of the full report must be provided to members at least 21 days before they are presented to a General Meeting, or, if the rules allow for the full report to be presented to the committee of management, then the documents must be provided within 5 months of the end of the financial year. I note there is no such provision for branches of the NTEU.

The full report, accompanied by a Designated Officer's Certificate, must be lodged with the Registry within 14 days of its presentation to an appropriate meeting, in this instance a General Meeting of members.

From the information available, the full report which includes the Committee of Management Statement dated 29 January 2008, Operating Report dated 29 January 2008 and Auditor's Report dated 17 December 2007 were supplied to members on 17 December 2007 and presented to a General Meeting of members on 23 January 2008. If the dates on the documents are correct, it would appear that the Committee of Management Statement and the Operating Report supplied to members and presented to the General Meeting were unsigned and undated. Further, it would appear that the Auditor could not have taken into account the Committee of Management

Statement in forming their opinion. Section 253(2)(c) of Schedule 1 and the Industrial Registrar's Reporting Guidelines require the General Purpose Financial Report to include a Committee of Management Statement. If the document lodged is correctly dated then this could not have happened.

Under these circumstances, the Registry cannot file the report. Moreover, if the dates on the documents are accurate, I advise the branch will need to repeat certain steps in the reporting process.

Specifically, the branch is required to do the following:

- Arrange for the preparation of a fresh Auditor's Report that takes into account the Committee of Management Statement. Since the Auditor will be required to prepare a fresh opinion you are requested to draw to your Auditor's attention the need to provide an opinion that fully meets the requirements of the Act (see item 2).
- The reporting unit should then supply the full report, including the revised Auditor's Report to members.
- Present the full report to a General Meeting of members at least 21 days after the provision of the full report to members.
- Lodge the full report in the Registry within 14 days of the relevant meeting accompanied by a Designated Officer's Certificate (s.268).

I also note the letter from your auditor dated 31 January 2008 addressed to you advising that copies of your branch's financial statements duly signed by the Auditors are enclosed. This would appear to confirm as mentioned above that the financial report supplied to members on 17 December 2007 did not contain signed and dated documents as the financial report was supplied to members prior to the branch receiving the signed auditor's report.

A copy of this letter is being forwarded to your auditor.

2. Auditor's Report

Auditor's Opinion

The opinion expressed by the auditor in their report has not fully met the requirements of the Act. Section 257(5) of Schedule 1 now sets out the matters on which an auditor is required to state an opinion. An acceptable wording would be as follows:

"In our opinion the general purpose financial report presents fairly in accordance with applicable Australian Accounting Standards and other mandatory professional reporting requirements in Australia and the requirements of Schedule 1."

Should you wish to discuss any of the matters raised in this letter, I may be contacted on (03) 8661 7993 or by email at larry.powell@air.gov.au.

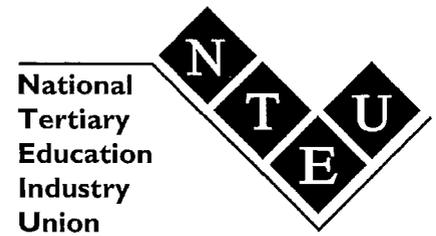
Yours sincerely,



Larry Powell
Statutory Services Branch

15 February 2008

6 February 2008



**University of Southern Queensland
N.T.E.U. Branch**

Room R.141
University of Southern Queensland
West Street, Queensland, 4350
Tel: 07) 4631 2616 - Fax: 07) 4631 2332
Email: nteuusq@usq.edu.au
Web page: <http://www.nteu.org.au//bd/usq>

Industrial Registrar
GPO Box 1994
Melbourne VIC 3001

Dear Sir/Madam

Please find enclosed a copy of the NTEU USQ Branch financial report for 2006/2007.

Yours faithfully

Brad Astbury
President
NTEU USQ Branch



LOCKWOOD & CO
Pro-active Business Solutions

Telephone: 03 9822 0800 Facsimile: 03 9822 0788
443 Auburn Road, Hawthorn Victoria 3122
PO Box 1077 Hawthorn Victoria 3122
www.lock-wood.com.au



Chartered Accountants
Auditors
Business Services
Financial Planning Services

31st January 2008

Mr Bradley Astbury
Branch President
NTEU – USQ Branch
Room R141
University of Southern Queensland
West Street
TOOWOOMBA QLD 4350

Dear Bradley

Please find enclosed four copies of the 2007 financial statements for the NTEU University of Southern Queensland Branch duly signed as auditors.

Yours faithfully

LOCKWOOD WEHRENS

Andrew Wehrens
Partner

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
UNIVERSITY OF SOUTHERN QUEENSLAND BRANCH
GENERAL PURPOSE FINANCIAL REPORT
FOR THE YEAR ENDED
30th JUNE 2007
*Full Report***

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
UNIVERSITY OF SOUTHERN QUEENSLAND BRANCH**

CERTIFICATE OF SECRETARY OR OTHER AUTHORISED OFFICER

I, Bradley Astbury, being the Branch President of the National Tertiary Education Industry Union – University of Southern Queensland Branch (the reporting unit) certify:

- that the documents lodged herewith are copies of the full report referred to in s268 of the RAO Schedule;
- that the full report was provided to members on 17 December 2007; and
- that the full report was presented to a general meeting of the members of the reporting unit on 23 January 2008, in accordance with section 266 of the RAO Schedule.

Signature: x B. K. Astbury

Date: 29 January 2008

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
UNIVERSITY OF SOUTHERN QUEENSLAND BRANCH**

OPERATING REPORT FOR THE YEAR ENDED 30th JUNE 2007

Principal Activities

The principal activities of the Branch 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 Branch'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 Branch.

Significant Changes in the Nature of Principal Activities

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

Significant Changes in the Branch's Financial Affairs

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

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

No officer or member of the Branch was a Trustee or Director of a Trustee Company of a Superannuation Entity or an Exempt Public Sector Superannuation Scheme because they are an officer or a member of a registered organisation.

Number of Members

The number of persons who, at the end of the financial year, were recorded on the Register of Members was 208 (2006 - 208).

UNIVERSITY OF SOUTHERN QUEENSLAND BRANCH

OPERATING REPORT FOR THE YEAR ENDED 30th JUNE 2007 (Continued)

Number of Employees

The number of persons who were, at the end of the financial year, employees of the Branch were 0.5 (being one part-time employee) 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 Branch at the beginning of the financial year were:

Branch President	Bradley Astbury
Vice-President (Academic)	Andrea Lamont-Mills
Vice-President (General)	Carolyn Hamlyn
Branch Secretary	Annette Nanka
Committee Member (Ordinary)	Tasman Bedford
Committee Member (Ordinary)	Simon Fry
Committee Member (Ordinary)	Geoffrey Cockfield
Committee Member (Ordinary)	Ian Eddington
Committee Member (Ordinary)	Kaye Cumming
Committee Member (Ordinary)	Kevin McDougall
Committee Member (Academic)	Shirley Tyler
Committee Member (Academic)	Lesley Mcauley-Jones
Committee Member (General)	Jeffrey Chapman ²
Committee Member (General)	Nicole Hodgson ¹

During the financial year the following people resigned from the Committee of Management:

1 – Nicole Hodgson resigned on the 31 July 2006; and

2 – Jeffrey Chapman resigned on the 23 April 2007.

On the 1 June 2007 Ray Hingst was elected to the Committee of Management as an Ordinary Committee Member.

There were no changes to the composition of the Committee of Management during the financial year 1st July 2006 to 30th June 2007 unless mentioned above.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
UNIVERSITY OF SOUTHERN QUEENSLAND BRANCH**

OPERATING REPORT FOR THE YEAR ENDED 30th JUNE 2007 (Continued)

Manner of Resignation – s254(2)(c)

Members may resign from the organisation 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.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
UNIVERSITY OF SOUTHERN QUEENSLAND BRANCH**

OPERATING REPORT FOR THE YEAR ENDED 30th JUNE 2007 (Continued)

- 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 BRADLEY KENNETH ASTBURY
Title BRANCH PRESIDENT NTEU USQ BRANCH
Signature x B. K. Astbury
Date: 29 / 1 / 2008

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
UNIVERSITY OF SOUTHERN QUEENSLAND BRANCH**

COMMITTEE OF MANAGEMENT STATEMENT

On 17 December 2007, the Committee of Management of the National Tertiary Education Industry Union – University of Southern Queensland Branch (the reporting unit) passed the following resolution in relation to the General Purpose Financial Report (GPFR) of the reporting unit for the financial year ended 30th June 2007:

The Committee of Management declares that 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 National Tertiary Education Industry Union, including the Branch rules;
 - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the National Tertiary Education Industry Union, including the rules concerning Branches of that union;
 - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations;
 - (iv) the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the National Tertiary Education Industry Union;

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
UNIVERSITY OF SOUTHERN QUEENSLAND BRANCH**

COMMITTEE OF MANAGEMENT STATEMENT (Continued)

- (v) the information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule has been furnished to the member or Registrar;
 - (vi) No orders for the inspection of financial records have been made by the Commission under section 273 of the RAO Schedule;
- (f) in relation to the recovery of wages activity:
- (i) there has been no such activity undertaken by the reporting unit.

For the Committee of Management: Bradley Astbury

Title of Office Held: Branch President

Signature: *x B. K. Astbury*

Date: *29 January 2008*

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
UNIVERSITY OF SOUTHERN QUEENSLAND BRANCH**

**INCOME STATEMENT
FOR THE YEAR ENDED 30th JUNE 2007**

	2007	2006
	\$	\$
Profit / (loss) from Continuing Operations	(6,025)	(456)
Retained Profits at the beginning of the financial year	76,498	76,954
Retained Profits at the end of the financial year	<u>70,473</u>	<u>76,498</u>

The accompanying notes form part of these accounts.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
UNIVERSITY OF SOUTHERN QUEENSLAND BRANCH**

**BALANCE SHEET
AS AT 30th JUNE 2007**

	Note	2007 \$	2006 \$
CURRENT ASSETS			
Cash and Cash Equivalents	2	69,240	78,007
Other Receivables	3	669	2,133
TOTAL CURRENT ASSETS		69,909	80,140
NON-CURRENT ASSETS			
Plant and Equipment		1,729	-
TOTAL ASSETS		71,638	80,140
CURRENT LIABILITIES			
Other Payables	4	1,038	272
Employee Provisions	5	101	386
TOTAL CURRENT LIABILITIES		1,139	658
NON-CURRENT LIABILITIES			
Employee Provisions	5	26	2,984
TOTAL NON-CURRENT LIABILITIES		26	2,984
TOTAL LIABILITIES		1,165	3,642
NET ASSETS		70,473	76,498
MEMBERS' FUNDS			
Retained Profits		70,473	76,498
TOTAL MEMBERS' FUNDS		70,473	76,498

The accompanying notes form part of these accounts.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
UNIVERSITY OF SOUTHERN QUEENSLAND BRANCH**

**DETAILED INCOME STATEMENT
FOR THE YEAR ENDED 30th JUNE 2007**

	2007	2006
	\$	\$
INCOME		
Member Subscriptions	15,520	16,541
Interest Received	3,563	3,688
Other Income	-	5
BRANCH INCOME	<u>19,083</u>	<u>20,234</u>
EXPENDITURE		
Advertising	1,194	-
Audit Fee – Prior Year	1,400	190
Audit Fee – Current Year	1,500	-
Bank Charges	80	231
Campaign Materials	52	300
Commission Paid (USQ Payroll Deductions)	203	324
Conferences	235	423
Depreciation	864	-
Donations	750	200
Employee Leave Provisions	(3,243)	3,370
Insurance	1,141	-
Meetings & Training	841	2,240
Motor Vehicle Allowance	293	-
Payroll Tax	611	549
Printing, Postage & Stationery	1,487	176
Rent	2,699	-
Salaries & Wages – Employees	10,783	10,531
Small Depreciable Items (Under \$300)	1,852	-
Subscriptions	291	291
Superannuation	1,922	1,457
Sundry Expenses	68	408
Workers Compensation	85	-
BRANCH EXPENDITURE	<u>25,108</u>	<u>20,690</u>
PROFIT / (LOSS) FROM CONTINUING OPERATIONS	<u>(6,025)</u>	<u>(456)</u>

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
UNIVERSITY OF SOUTHERN QUEENSLAND BRANCH**

**CASH FLOW STATEMENT
FOR THE YEAR ENDED 30th JUNE 2007**

	2007	2006
	\$	\$
Cash flows from Operating Activities		
Receipts from members	16,984	19,615
Interest received	3,563	3,688
Other Income	-	5
Payments to suppliers & employees	(26,721)	(17,536)
	-----	-----
Net cash provided by (used by) operating activities – Note B	(6,174)	5,772
	-----	-----
Cash flows from Investing Activities		
Purchases of Fixed Assets	(2,593)	-
	-----	-----
Net cash used in investing activities	(2,593)	-
	-----	-----
Cash flows from Financing Activities	-	-
	-----	-----
Net increase / (decrease) in cash and cash equivalents held	(8,767)	5,772
Cash and cash equivalents at the beginning of the financial year	78,007	72,235
	-----	-----
Cash and cash equivalents at the end of the financial year – Note A	69,240	78,007
	=====	=====

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
UNIVERSITY OF SOUTHERN QUEENSLAND BRANCH**

**CASH FLOW STATEMENT
FOR THE YEAR ENDED 30th JUNE 2006**

	2007	2006
	\$	\$

Note A Reconciliation of Cash and Cash Equivalents

For the purposes of the cash flow statement cash and cash equivalents includes cash on hand and in banks and investments in money markets. Cash at the end of the financial year is shown in the cash flow statement is reconciled to the related items in the balance sheet as follows:

Cash on Hand	-	28
Cash at Bank	10,879	22,979
Interest Bearing Deposits	58,361	55,000
	-----	-----
	69,240	78,007
	=====	=====

Note B Reconciliation of net cash provided by operating activities to profit / (loss) from continuing operations

Profit / (loss) from continuing operations	(6,025)	(456)
Non-cash flows in profit / (loss) from continuing operations:		
Depreciation	864	-
Changes in Assets & Liabilities:		
(Increase) / decrease in trade and other receivables	1,464	3,074
Increase / (decrease) in trade and other payables	766	(216)
Increase / (decrease) in employee provisions	(3,243)	3,370
	-----	-----
	(6,174)	5,772
	=====	=====

The branch has no credit stand-by or financing facilities in place.

There were no non-cash financing or investing activities during the period.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
UNIVERSITY OF SOUTHERN QUEENSLAND BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED
30th JUNE 2007**

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

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

The financial report covers the National Tertiary Education Industry Union –University of Southern Queensland Branch as an individual entity. The National Tertiary Education Industry Union is a registered organisation registered under the Workplace Relations Act 1996 and domiciled in Australia. The National Tertiary Education Industry Union – University of Southern Queensland Branch is a branch of that organisation.

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

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

(a) Fixed Assets

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.

Depreciation rates used for each class of assets are:

Class of asset	Depreciation Rate
Computer Equipment	33%

(b) Revenue

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

(c) 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 INDUSTRY UNION
UNIVERSITY OF SOUTHERN QUEENSLAND BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30th JUNE 2007**

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

(c) Leases

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

(d) 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, as amended.

(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 272, 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 manner 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 sub-section (1).

Note: This sub-section is a civil penalty provision

(f) Economic Dependency

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

(g) Segment Reporting

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

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
UNIVERSITY OF SOUTHERN QUEENSLAND BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30th JUNE 2007**

	2007	2006
	\$	\$
2. CASH AND CASH EQUIVALENTS		
Cash on Hand	-	28
Cash at Bank	10,879	22,979
Interest Bearing Deposits	58,361	55,000
	<u>69,240</u>	<u>78,007</u>
3. TRADE AND OTHER RECEIVABLES		
Sundry Debtors	669	2,133
	<u>669</u>	<u>2,133</u>
4. TRADE AND OTHER PAYABLES		
Trade Creditors	(462)	272
Accrued Audit Fee	1,500	-
	<u>1,038</u>	<u>272</u>
5. EMPLOYEE PROVISIONS		
Current		
Annual Leave	101	386
Non-Current		
Long Service Leave	26	2,984
	<u>1,027</u>	<u>3,370</u>
6. LEASING COMMITMENTS		
Operating Leases		
Being for lease of photocopier		
Payable – minimum lease payments		
Not later than 12 months	3,968	-
Between 12 months and 5 years	5,838	-
Greater than 5 years	-	-
	<u>9,806</u>	<u>-</u>

The lease of the premises is for a period of 12 months, with no option for a further term.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
UNIVERSITY OF SOUTHERN QUEENSLAND BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30th JUNE 2007**

7. FINANCIAL INSTRUMENTS

(a) Interest Rate Risk

The reporting entity's exposure to interest rate risk, which is the risk that a financial instrument's value will fluctuate as a result of changes in market interest rates and the effective weighted average interest rates on those financial assets and liabilities, is as follows:

	Weighted Average Effective Interest Rate		Floating Interest Rate	
	2007	2006	2007	2006
Financial Assets				
Cash at bank	5.49%	5.75%	\$69,240	\$78,007

No financial assets are subject to a fixed interest rate.

No financial liabilities are subject to any interest rate.

(b) Credit Risk

The reporting entity does not have any material credit risk exposure to any single debtor or group of debtors under any financial instruments entered into by the reporting entity.

(c) Net Fair Values

The aggregate net fair values and carrying amounts of financial assets and financial liabilities are disclosed in the balance sheet and in the notes to the financial statements.

8. UNION DETAILS

The office of the branch is located at;

NTEU Office – USQ Branch
Room R141
University of Southern Queensland
West Street
TOOWOOMBA QLD 4350



Chartered Accountants
Auditors
Business Services
Financial Planning Services

INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF NATIONAL TERTIARY EDUCATION INDUSTRY UNION UNIVERSITY OF SOUTHERN QUEENSLAND BRANCH

Report on the Financial Report

We have audited the accompanying financial report of National Tertiary Education Industry Union – University of Southern Queensland Branch which comprises the balance sheet as at 30th June 2007 and the income statement, detailed income statement, and cash flow statement for the year ended on that date, a summary of significant accounting policies and other explanatory notes and committee of management's statement.

Trustees' Responsibility for the Financial Report

The trustees of the branch are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) and the Workplace Relations Act 1996. This responsibility includes establishing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error, selecting and applying appropriate accounting policies, and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. The Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the branch's preparation and fair presentation of the financial report in order to design audit procedure that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the branch's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the trustees, as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.



Chartered Accountants
Auditors
Business Services
Financial Planning Services

INDEPENDENT AUDITOR'S REPORT (continued)

**TO THE MEMBERS OF
NATIONAL TERTIARY EDUCATION INDUSTRY UNION
UNIVERSITY OF SOUTHERN QUEENSLAND BRANCH**

Independence

In conducting our audit, we have complied with the independence requirements of Australian professional ethical pronouncements.

Audit Opinion

In our opinion, the financial report of the National Tertiary Education Industry Union – University of Southern Queensland Branch is in accordance with:

- (i) giving a true and fair view of the Branch's financial position as at 30th June 2007 and of its performance for the year ended on that date; and
- (ii) complying with Australian Accounting Standards (including the Australian Accounting Interpretations) and the requirements imposed by Part 3 of Chapter 8 of Schedule 1 of the Workplace Relations Act 1996.

Lockwood Wehrens

Lockwood Wehrens
Chartered Accountants
Hawthorn

A. Wehrens

Andrew Wehrens
Member of The Institute of Chartered
Accountants in Australia – 79117, holder
of a current Certificate of Public Practice

17 December 2007