SOC GUIDE TO BUDGET AND CLAIMS FORMS

IMPORTANT NOTE: You must hand in your Claims Forms at GUILD FINANCE, 1st Floor, Guild Building. Do not submit them to the Student Centre or the Ed/PAC/SOC/Welfare office.

STEP 1: PICK UP YOUR CLUB’S BUDGET AND CLAIMS FORM

Your club’s form will be available in the last week of Semester 1. They will be in a box outside the Ed/PAC/SOC/Welfare office, located on the 1st Floor of the Guild Building.

STEP 2: CHECK THAT YOU HAVE COMPLETED THE BUDGET PROCESS PROPERLY

If your club has incorrectly completed the budget part of the form there will be a post-it on the front page of your form indicating what needs to be corrected. You need to make these corrections in order for your claim to be accepted.

You must have a properly completed Master Sheet which lists all your areas of expenditure and their corresponding budgeted amounts (see Figure 1.1).

Each area of expenditure needs its own separate sheet (see Figure 1.2). You should have listed each item and its expected cost.

All sub-totals and totals should be mathematically correct!

STEP 3: WORK OUT THE CLAIMED AMOUNT FOR YOUR EXPENSES

Using your receipts, you can now work out the ‘claimed amount’ of your club’s expenses (ie what you can prove you spent). Enter the claimed amount in the appropriate column (see Figure 1.2, or your own individual area sheets). Sub-total each area of expenditure and then fill in the Master Sheet.

STEP 4: PHOTOCOPY YOUR RECEIPTS AND REFERENCE THEM

Photocopy your receipts and label your photocopies to indicate which area of expenditure and item they refer to. Label your receipts in an orderly system eg. A, B, C, D or 1a, 1b, 2a, 2b or 1, 2, 3, 4. On each individual area sheet there is a column for ‘receipt/reference’ so you can tell us which receipts correspond to each itemised cost for each of your areas of expenditure.

Make sure your photocopies are clear enough for us to read. If there are items on your receipts which were not purchased for your event, indicate which are the relevant costs and total them. SOC does not want your original receipts- we will not accept them as it is too messy, confusing and time consuming for us.

STEP 5: SUBMIT YOUR CLAIM TO GUILD FINANCE BY JULY 7

After your form has been fully completed (including a totalled amount for your claim on the Master Sheet), submit your form with your photocopied receipts (staple them or use a plastic sleeve). SOC will try and process the grants as quickly as possible.
If you have any problems or questions please contact Kirsty Hendry, SOC President (soc@guild.uwa.edu.au) or Belinda Hermawan, SOC Treasurer (soc-treasurer@guild.uwa.edu.au). If you need an extension contact Kirsty or Belinda as soon as possible and explain your situation.

SOC has provided budget and claims information at SOC meetings, in the SOC Handbook, through email and this explanatory guide. If your form is late or incorrectly submitted it is at SOC’s discretion as to whether your claim will be accepted or not. It would be unfair to the clubs who correctly followed procedure if SOC were to give extensions or concessions to clubs who have not followed instructions properly.

Remember that grant penalties apply if your club has missed any SOC meetings (or Tenancy meetings if applicable) this year without sending apologies.

SOC reserves the right to review whether certain expenses are claimable. Note that regulations prevent SOC from giving grants for travel expenses.

2nd Semester Budgets are due on 27th July.