A guide to Guild banking for all UWA Guild affiliated clubs and societies.
ABOUT

Welcome to the 2013 Treasurer’s Handbook. This document is a guide to all of the services the Guild provides clubs, from overdrafts to grants.

This year we have also compiled some online resources on ‘How to be a Treasurer’, including templates of budgets, grants forms and internal claims forms. These will be available on the clubs dashboard. Simply log in with your student number and password here: https://clubs.guild.uwa.edu.au/club/forms

Remember:
• Attend treasury training or risk penalties;
• Hand in your office bearer form;
• Keep a good record of your financial activities;
• Hand in budgets and claims on time;
• Preferably bank with the Guild or at least provide Guild Finance with details of your other bank accounts; and
• Follow this handbook and use the resources available online!

If you have any further questions or have a suggestion for Guild Finance feel free to contact the Guild Treasurer Rob Purdew.

Phone:  6488 7089
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YOUR CLUB’S MONEY AND THE GUILD

CHECKLIST FOR CLUBS AND SOCIETIES
As a Guild affiliated club you must remember the following:
• Office bearer forms need to be submitted online via the dashboard at the beginning of every year (or after any committee changeovers), and signed finance forms should be submitted to Guild Finance.
• The signatures of two different club executive members (e.g. President and Secretary, etc) are needed to withdraw money from your Guild bank account.
• To withdraw money you must fill out a withdrawal slip. Each club should have a withdrawal and deposit book. If you do not have these books please contact your club’s past office bearers.
• Guild Finance is open from 8am to 4.45pm Monday to Friday.

TREASURY TRAINING
All clubs and faculty societies are required to attend treasury training, regardless of whether they bank with the Guild. Treasurers will be notified of the training dates and times by the Societies Council and Education Council Treasurers.

Note: If treasury training is not attended without a good explanation the Guild reserves the right to refuse Guild Grants.

BENEFITS OF BANKING WITH THE GUILD
The UWA Guild has a banking system that operates to service all student clubs and societies. This system offers a range of benefits, including:
• A record of all financial activity. You can trace your previous committee’s spending, and a readily available financial history will help your club when applying for grants and overdrafts.
• The drawing up of cheques on a daily basis for clubs to pay for costs like venue hire, etc.
• No bank fees!
• When booking events to be held at Guild Function catering, the amount can be taken directly from your Guild account.
• The same goes for photocopying. When photocopying posters, flyers, tickets etc. at Uni Print you can pick up a photocopying card from Guild Finance to use for your printing needs and the cost will be transferred from your Guild account.
• Your club will also earn interest if a minimum balance is maintained.

*Please note that technically Guild Finance reserves the right to request all Guild affiliated clubs or societies to either bank with them or at least submit the full details of other available accounts. This is in the interests of accountability and is to avoid the unlikely event of misappropriation of funds. If money is misappropriated the Guild Executive reserves the right to implement any penalties or restrictions as it sees fit.
OPENING YOUR GUILD ACCOUNT

When opening a new Guild Account you will receive:

- **An Account Number**: An ID number that the Guild uses to identify your club’s account.
- **Deposit Book**: A yellow book with detachable slips used to deposit money into the club’s bank account. The form should be filled in to note the amount of money the club is depositing, where the money came from and a signatory to sign the slip. The description provided is what will appear on your bank activity statement.
- **Withdrawal Book**: A pink book with detachable slips. To withdraw money, **two signatories** must sign a slip stating the amount to be withdrawn and what it will be used for.

**Note**: There is a limit of $500 cash being withdrawn daily. If you know that more money is required please contact Guild Finance in advance. Any amount more than $500 will be issued via cash cheque.

FLOATS FOR EVENTS

If a float (change) is needed for an event, please contact Guild Finance at least 24 hours before the event to organise the float.

Please note that Guild Finance does not provide money boxes for the float, your club must bring these. As good practice, you should always note down your float amount before taking any money for memberships or ticket sales - this makes it easier to calculate your revenue!

CHEQUES

Guild Finance can draw up cheques for your club. This is useful when paying for external services or venues. To obtain a cheque you must:

1. Fill out the withdrawal slip (including the **two signatures** from the authorised account signatories). Details about the person/company to be paid must also be supplied.
2. Submit the withdrawal slip to Guild Finance by 10am on the day the cheque is required. Any requests received after 10am will only be ready for collection from 12pm the next day.
3. The cheque will be available for collection from 12pm the same day.

OVERDRAFT POLICY

As a club with a Guild account, the club can go into overdraft of up to $200 without requiring Executive approval. An overdraft of over $200 must be approved by the Guild Executive.

**The Overdraft Application Process:**

1. Contact the Guild Treasurer at least two weeks before the overdraft is required.
2. You should provide the Guild Treasurer with:
   a. A cover letter detailing the amount required, its intended use, and why the Guild should grant the overdraft.
   b. A copy of the club’s budget for the item the overdraft was requested for (usually an event).
c. The club actual budget from the previous year and the projected budget for the current year.

3. Once the Guild Treasurer has met with the Guild Executive to discuss the overdraft and it has been approved, a meeting shall be coordinated between the treasurer of the club and the Guild Treasurer to draft a repayment plan.

4. When the details of the overdraft have been agreed on a meeting will be held between the Guild President and treasurer and the Club/Society President and Treasurer to sign the overdraft contract.

*Please note that all decisions of the Guild Executive are final. The Executive reserves the right to refuse the application. If an application is refused and the club is unhappy with the outcome it may appeal the decision to Guild Council.

**Please also note that the Guild Executive reserves the right to alter the overdraft contract in any manner it sees fit.

***See the standard overdraft agreement below.

**SHORT TERM INVESTMENT ACCOUNTS**

If your club has over $1,000 and would like to invest it for a number of months, Guild Finance can arrange for a short-term investment account to be established. The account will accrue the same rate of interest as that of the Guild’s short-term investment pool. If the money has not been withdrawn from that account in a given quarter, interest will be accrued.

**Note:** If a withdrawal is made during a quarter, no interest will accrue.

For further information on short term investment accounts contact Guild Finance.

**BANK CHARGES AND INTEREST**

There are no bank charges at all. Bank interest is paid at 6 monthly intervals provided a club maintains a minimum balance of $3,000.

**GST AND YOUR CLUB**

Registering for the GST

As a general rule, most clubs and societies at UWA will not need to register for the GST. You will only be required to register for the GST is your club has a yearly turnover of $150,000 or more. It is strongly recommended that if your club will have a turnover of less than $150,000, do NOT register for the GST. This is because accounting procedures are extremely complex and time consuming. If you have registered for the GST, or believe you need to, please contact Guild Finance for more information.

Non-Registered GST Clubs

If your club has not registered for the GST you cannot charge the GST on any of your products or services. You also cannot reclaim any GST credits from the Australian Tax Office for the GST you pay on products and services that your purchase. You can raise your prices to cover the cost of the GST you have paid. However you must not include the words “includes GST” on any of your products or services.
Australian Business Number (ABN)
As a side issue from the GST, you may have heard of the Australian Business Number (ABN). We recommend that if your club does not already have an ABN you should approach the Guild Finance officer about applying for one. An ABN is often essential for conducting business with other organisations or firms and should be displayed on all of your correspondence, receipts, etc.

BANKRUPTCY
A club will be declared ‘bankrupt’ if it cannot repay debt owed to the Guild or any other organisation.

Note: The implications of ‘bankruptcy’ will not have an effect outside the UWA Student Guild and will not invoke any Bankruptcy Legislation

Penalties for Bankruptcy
If your club is declared bankrupt the following penalties apply:

• The club executive will be prohibited from sitting on the executive of any other Guild affiliated club for 24 months;
• A member of the club executive shall not be permitted to be a founding member of a new club;
• The club executive will be prohibited from voting at any Education Council or Societies Council meeting for a period of 12 months from the date of bankruptcy unless express permission to do is given by Guild Executive;
• The Guild will keep a public record of members of the executive of a club/society which has been declared ‘bankrupt’ by Guild Banking for a period of 36 months;
• The club may be disaffiliated at the discretion of the Guild Council; and
• The Guild reserves the right to pursue members of the club’s executive for the amount owed.

INFORMATION ON GRANTS

What Types of Grants are Available?
There are three grants offered to SOC and PAC affiliated clubs:

1. O-Day Grants (for membership);
2. Semester Grants (one per semester);

There are also collaboration grants that PAC clubs can apply for, which is a new initiative for 2013.
O-DAY GRANTS

What is an O-Day Grant?
O-Day Grants reimburse clubs for the membership discount afforded to Guild members on O-Day. They do not cover expenses incurred in hiring or setting up O-Day stalls. There will be a maximum amount granted to each club as determined by SOC, taking into consideration the funding available for such grants, the number of clubs that apply, and the number of Guild members signed up by clubs.

Deadline
Applications are due online by 5:00pm on Wednesday 6 March 2013.

How to Apply
1. On O-Day, you must collect a list of the UWA Student Numbers of people who join your club.

2. Log in at https://clubs.guild.uwa.edu.au/club/forms to submit your O-Day Grant Claim and paste in your list of student numbers.

Relevant Club Grant Policy Clauses
Clauses 6-14.

Note
O-Day Grant membership lists will also be the basis for selecting the winner of the Golden Ticket in 2013. Therefore it is imperative for students as well as for yourselves that you get your grant application in on time!

SEMESTER GRANTS

What is a Semester Grant?
Semester Grants reimburse clubs for the expenses incurred in carrying out the activities and functions run by the club during the semester. The intention behind these grants is to provide sustainable financial support to all clubs, and to provide funding for the growth of fledgling clubs. They do not relate to:

• Expenses without a receipt;
• Expenses incurred for events or activities funded by Club Event Support Grants (Lion Nathan Grants);
• Expenses incurred for the purposes of O-Day, unless such expenses have a continuing benefit for club members; and
• Expenses such as alcohol, fuel, parking and flights (this is not an exhaustive list - SOC has discretion).

Deadline for Semester Grants
Applications are due by 5pm on the last Friday of each semester. You can now now download and use the fillable “Budget and Claims Form” PDF. Download this from the clubs dashboard, and then email your completed form, along with a copy of your scanned receipts, to soc-treasurer@guild.uwa.edu.au.
Be sure to submit these by:
• 5pm on Friday 31 May 2013 for Semester 1;
• 5pm on Friday 30 October 2012 for Semester 2.

How to Apply
1. Complete the ‘Budget and Claims Form’ (available on your club’s dashboard, under grants) which has several components:

   **Cover Sheet**
   • Include your full club name (with applicable acronyms in brackets)
   • When writing the contact person’s details (mobile number preferable), please ensure this person will be available directly after exams in case the SOC Treasurer needs to obtain further information from your club.

   **Master Sheet**
   • Fill in the ‘Budgeted Amount’ column – it is essential that clubs maintain reasonable expectations of their expenses through budgeting
   • The master sheet has three ‘Function’ lines. Any further functions should be listed under the ‘Miscellaneous’ line
   • The ‘Claimed Amount’ column should represent the actual amount spent on the event or category.

   **Individual Sheets**
   • Each line on the master sheet must correspond to a completed individual sheet
   • Individual sheets provide a detailed record of expenditure, in which every item description corresponds to a numbered receipt
   - All receipts must be photocopies printed on white A4 paper – no original receipts please
   - Every receipt must be numbered, and listed in the corresponding ‘Receipt/Reference’ column
   - Attach all receipts, in number order, to the application
   - Where the same receipt is referenced for two or more separate items, use only one numbered copy of the receipt (i.e. do not make another copy of the receipt with a different number, though if the same receipt is used for a different individual sheet, copy the receipt again and label it with the same number)
   - NB: It would be good practice for clubs to keep receipts in one place, e.g. a scrapbook.

   • Sum the numbers in the ‘Budgeted Amount’ column and write in the ‘Sub Total’ at the bottom of the sheet. Do the same for the ‘Claimed Amount’ column
   • These ‘Sub Totals’ must be copied into the master sheet into their respective columns, corresponding to the individual sheet’s line on the master sheet.

2. Proof, copy and submit

   • Read thoroughly through your submission, ensuring that the amounts and sub totals are added up correctly
• Scan your receipts and ensure you save a copy of this, and your completed Budget and Claims form for your own club records
• Email your application to soc-treasurer@guild.uwa.edu.au, and make sure you attach both the Budget and Claims Form, and your photocopied receipts.
• Please address these applications to the SOC Treasurer.

Relevant Club Grant Policy Clauses
Clauses 15-29.

Club Event Support Grants (Lion Nathan Grants)
What is a Club Event Support Grant?
These grants are awarded to clubs who run a new or significantly improved event or activity. This is one of two prospective grants offered by SOC (i.e. they can be given to clubs before the event has occurred). Please note that submitting an application will not guarantee funding.

Deadline
Applications are due by the last Soc meeting in the month BEFORE the date of the event or activity being held, as they require detailed consideration and discussion by SOC and the Public Affairs Council (“PAC”).

How to Apply
1. Fill out the ‘Club Event Support Grants’ form (available on the clubs dashboard under ‘Grants’)
   • The more information you are able to provide, the better. Evidence of sound organisation and management from club representatives is likely to encourage SOC and PAC to approve funding
   • Clubs that provide an Event Management Plan and a budget will be viewed favourably.

2. Submit your application to via email to SOC President Laura Smith (soc@guild.uwa.edu.au) and electronically attach any other relevant documents. Only electronically submitted documents will be considered. Laura will then reply to your email confirming his receipt of the application, and may include some questions.

3. After SOC and PAC have met to discuss your application, Laura will contact your club regarding the application. She will outline any conditions related to the funding (if approved) which your club will need to agree to. If your club’s application has failed to gain funding, Laura will explain the reasons why.

4. If the application is successful, your club must email a final ledger to the SOC Treasurer (soc-treasurer@guild.uwa.edu.au). If the SOC Treasurer is not satisfied that the relevant funds have been spent entirely or appropriately, SOC and PAC will discuss the matter and may ask for the return of some funds.

Relevant Club Grant Policy Clauses
Clauses 30-38 and 44-45.
**Guild Grant Penalties**

Penalties may apply to:

**All SOC Grants**
- Where a club breaches any written or oral agreement with the Guild; and/or
- Where a club breaches the Guild’s insurance policies.
- Where a club’s affiliation has lapsed through failure to hold an AGM or submit their OBF.

**Semester Grants**
- Where a club fails to send delegates to SOC meetings; and/or
- Where a club fails to send their Treasurer or an Executive Member to Treasurer Training.

**Relevant Club Grant Policy Clauses**
Clauses 29 and 56, Societies Council Rules 1 and 16, Guild Regulations 9.7 and 10.1.

**PAC COLLABORATION GRANTS**

The Public Affairs Council Collaboration Grant was created in order to provide Social Justice Clubs with extra funding when they collaborate with other clubs. The amount of $3000 was given for this grant, and subsequently has allowed for 4 grants in first semester and 3 grants in second semester. There will be 4 x $250, 2 x $500 and 1 x $1000 grants.

Clubs will be given two weeks to apply for the grants both in first semester and second semester. The goal of the grant is to encourage social justice clubs to work with other social justice clubs to put on an event. Clubs can only apply if they are organizing an event with 1 or more clubs, no club can apply individually.

Clubs will also have to specify what grant they are applying for and what they intend to use the money for. If a club has applied for a particular amount, say a $500 grant, and it is decided that they were not successful, we may decide that they can receive a $250 grant because they are deserving of an amount, however were unsuccessful at the larger amount.

The decision as to which applications are successful will be made by Valentina Barron (PAC President), Ben McAllister (PAC Treasurer) and Cameron Barnes (Guild President).
STUDENT LEADERSHIP TRAINING WORKSHOPS

At least one executive member of each club needs to attend Student Leadership Training workshops, organised in conjunction with UWA Health Promotions Unit. There are four sessions, held over three days in total. The programme includes responsible service of alcohol (RSA certificate), event management and mental health awareness. You receive a certificate for completing the training – which also looks great for your CV!

You can sign up online here: www.student.uwa.edu.au/life/health/fit/tap/leadership-training-program-registration

There are three sessions left in 2013, those dates are:

- Tuesday 2 April (9am – 12pm, 1pm – 3pm) & Wednesday 3 April (9am – 12pm, 1pm – 4pm)
- Wednesday 24 July (9am – 12pm) & Thursday 25 July (9am – 12pm, 1pm – 4:30pm)
- Wednesday 27 November (9am – 12pm) & Thursday 28 November (9am – 12pm, 1pm – 4:30pm).