

TREASURER TRAINING 2026

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WHAT'S REQUIRED AS A TREASURER?

MANAGING CLUB FINANCES



BUDGET & FINANCIAL PLANS



BANKING



GRANTS



BASIC INFORMATION

GUILD FINANCES

- Open from Monday - Friday, 8:30am - 4:30pm
- Club account number is written on the banking books.
- Finance can be contacted at: finance@guild.uwa.edu.au

BANKING BOOKS

WITHDRAWALS (Pink)

For reimbursement of club expenditures and to pay for things!

DEPOSITS (Yellow)

To put money (income, etc.) into the club account

Books that are misplaced or not given to new treasurers will incur a \$20 charge for each new book.

EXECUTIVE REGISTRATION FORM (ERF)

ERF FORM LINK

WHAT IS AN ERF?

- A form containing the details and signatures of all current club executives, along with a photocopy of their ID's.
 - Either photocopy everyone's IDs and staple it together with the ERF, or ask Guild Finance when handing in the ERF if you're able to email it to them later.
 - If any signatures do not match the signatures on the corresponding IDs, the club member will be required to go into Guild Finance for proof of ID.
- The ERF is how the Guild knows who can be given access to your club's account, along with who is on the executive of a club.
- Must be submitted to Guild Finance no later than 2 weeks after the AGM (or any change to a club's execs).
- Guild Finance can only accept the original hard copy of the ERF.
- Clubs who DO NOT submit an ERF may be DISAFFILIATED.
- ERFs last 13 months from when they've been submitted - to allow next year's committee a bit of cross over time when submitting their ERF.

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Executive Registration Form PART 1

Be sure to sign and complete both parts of this form before submitting to Guild Finance.

Please print, sign and submit to Guild Finance (15 South Wing, Guild Village). This form is required annually by Guild Regulations 10.1.8 and 10.1.9 and will give your club's Executive Officers access to your Guild Banking Account. For more information about clubs and societies, visit the Guild Website at www.uwstudentguild.com.

By signing this form, you agree to abide by all UWA Policies and UWA Student Guild Policies including the Charter of Student Rights and Responsibilities, Policy on Alcohol and Drugs, Code of Conduct, Code of Ethics, Code of Conduct, and Work Health and Safety Policy. These policies can be found at <http://www.uwstudentguild.com/clubresources>.

Club Name: _____
 Account No.: _____
 Name: _____
 Position: _____
 Student ID: _____
 Phone: _____ Signature: _____

Name: _____
 Position: _____
 Student ID: _____
 Phone: _____ Signature: _____

Name: _____
 Position: _____
 Student ID: _____
 Phone: _____ Signature: _____

Name: _____
 Position: _____
 Student ID: _____
 Phone: _____ Signature: _____

All executives MUST be enrolled students and members of the UWA Student Guild throughout their term.
 ORIGINAL copies of this form must be submitted to Guild Finance. Scans and photographs will NOT be accepted.
 Questions? Email finance@uwstudentguild.com. This form is published to June 2015.

Entered on: _____
 By: _____ Data Entry Box (Office Use Only) _____ Office Use Only

For newly elected exec's - allows Guild Finance to verify the details of exec's and grant them access to the club's account.

ERF FORM LINK

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Executive Registration Form PART 2

Be sure to sign and complete both parts of this form before submitting to Guild Finance.

This form is to be completed at your club's Annual General Meeting by two previous club executive members and at least one Returning Officer who conducted the election of your club's new committee.

By signing this form, you declare that _____ held its Annual General Meeting on the _____ and conducted a free and fair election, in accordance with the club's constitution and the Guild Regulations, and that the new club executive who have signed this form were duly elected at that meeting.

Club Name: _____

PAST EXECUTIVE CLUB MEMBER #1

Name: _____
 Previous Position: _____
 Student ID: _____
 Phone: _____ Signature: _____

PAST EXECUTIVE CLUB MEMBER #2

Name: _____
 Previous Position: _____
 Student ID: _____
 Phone: _____ Signature: _____

This role of the Returning Officer is to ensure a fair election. Returning Officers must not be signatories to any other part of this form.

RETURNING OFFICER #1

Name: _____
 Student ID: _____
 Phone: _____ Signature: _____

RETURNING OFFICER #2

Name: _____
 Student ID: _____
 Phone: _____ Signature: _____

ORIGINAL copies of this form must be submitted to Guild Finance. Scans and photographs will NOT be accepted.
 Questions? Email finance@uwstudentguild.com. This form is published to June 2015.
 Staff please ensure that all signatures are valid.

Office Use Only

Past exec members sign to confirm the election of the current executives.

Returning Officers sign - they ensure that the election/AGM is procedurally fair.

Cannot be continuing/current exec!

ERF should list at least 2 Past Executive members and at least 2 Returning Officers

RETURNING OFFICERS (ROS)



- ROs ensure that elections are procedurally fair.
- ROs must **NOT**:
 - Have been on the club's committee in the last year.
 - Currently be on the club's committee
 - Run in the same election in which they are a RO
- ROs **can**:
 - Be a Guild staff member
 - Be a UWA staff member
 - Be a previous committee member from more than a year ago
 - Be a financial member of the club

UWA STUDENT CLUB PORTAL

PREVIOUSLY KNOWN AS NETSUITE

WHAT IS IT?

- UWA SCP is an online platform that allows all clubs to view their financial statements.
- Presidents and Treasurers of clubs have access.

WHERE CAN I FIND MY ACCESS?

- UWA SCP login details will be sent to your student email once the ERF has been correctly submitted and processed.

HOW DO I USE IT?

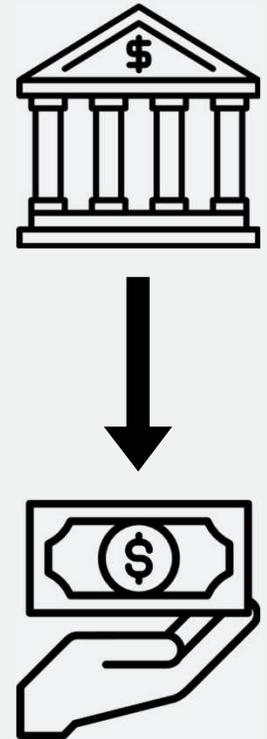
- https://drive.google.com/file/d/1Yg_SxYQfICG7HgnR6N17bKZcLc-OB7PO/view?usp=sharing

CLUB BANKING WITHDRAWALS

PINK SLIP

REQUIREMENTS FOR WITHDRAWALS:

- Authorised by at least 2 EXEC MEMBERS (Name, Signature, Position).
 - These 2 Execs cannot be one of the payees / people getting reimbursed on the sheet.
- Signatures must match ERF.
- Payee is a person OR external entity.
- Payee on withdrawal slip for cash is the person picking up the money.
- Must be dated.



CLUB BANKING WITHDRAWALS

PINK SLIP

WITHDRAWALS FROM CLUB ACCOUNT:

CASH

- \$500 Maximum

BANK TRANSFER

- Minimum of \$50 per bank transfer withdrawal.
- State BSB, Account Number, and Account Name in “Payee” column.
- NB bank transfers are carried out EVERY THURSDAY - If payment is urgent, you must make the Finance Department aware of this.
 - Label the payment as “URGENT”, and let the people at Guild Finance know when you hand it in.



EXAMPLE 2

Guild of Undergraduates, University of Western Australia No. **14800**
Club and Society Withdrawal Slip

Withdraw on behalf of ROCK BAND Account No. 4020000
 the sum of three thousand eight hundred dollars
 and — cents

in the names of the following persons/organisations –

Payee	Purpose for which the money is required	\$	c	Cheque No. Finance Dept. use
<u>FRONTIER TOURING</u>	<u>Venue hire (Red Hill)</u>	<u>3800</u>	<u>00</u>	<u>EFT</u>
BSB: xxx xxx				
ACC: xxxxxxxx				
Name: Frontier				
REF: <u>050318 M</u>				
Total <u>3800 00</u>				

Date of withdrawal 27/02/2025
 Authorised by PATRICK STUMP Patrick Position TREASURER
 and PETE WENTZ Pete Position PRESIDENT

Another option of paying invoices to external parties (Instead of signing on the invoice itself).

The reference you want for the third-party to identify your payment.

This will appear on your statement :) (MAKE SURE IT'S UNDERSTANABLE)

MAKE SURE TO WRITE NEATLY AND LEGIBLY! (Especially for EFT)

CLUB BANKING FLOATS

PINK SLIP

WHAT IS A FLOAT?

A Float is used when a club requires a money box with cash at one of their events to sell items.

REQUIREMENTS FOR FLOAT WITHDRAWALS:

- Email finance@guild.uwa.edu.au stating the denominations needed and the total amount.
- Please give 48 hours notice.
- NOTE: Don't forget to fill out a pink (withdrawal) slip!

CLUB BANKING DEPOSITS

YELLOW SLIP

CASH

- Count your cash prior to depositing!
- Cash is best done in bundles of 10 notes, with coins in individual bags separated by denomination.
- Money bags for coins are available at Guild Finance, ask the for more if you're running low!

DEBIT/CREDIT CARD

- Present your card to Guild Finance.

BANK TRANSFER

- Email finance@guild.uwa.edu.au to provide details for transfer (club name, account number, transfer amount, etc.)

QPAY

- Inform Guild Finance and ensure the club number and/or name has been added in so the money doesn't get lost!



GUILD FINANCES

EXAMPLE

UWA STUDENT GUILD
ESTABLISHED 1917

Guild of Undergraduates, University of Western Australia
Club and Society Deposit Slip

No. **30301**

Deposit on behalf of **WRIGHT ANYTHING AGENCY** Account No. **4020999**
the sum of **one thousand seven hundred** dollars
and _____ cents

Name	Particulars	\$	¢
PHOENIX WRIGHT	O-Day Sign-ups 2025	1200	00
	Event Ticket Sales	500	00
		1700	00

Depositor's Signature **PHOENIX**
Date of deposit **27/02/2025**
Finance office receipt No. _____

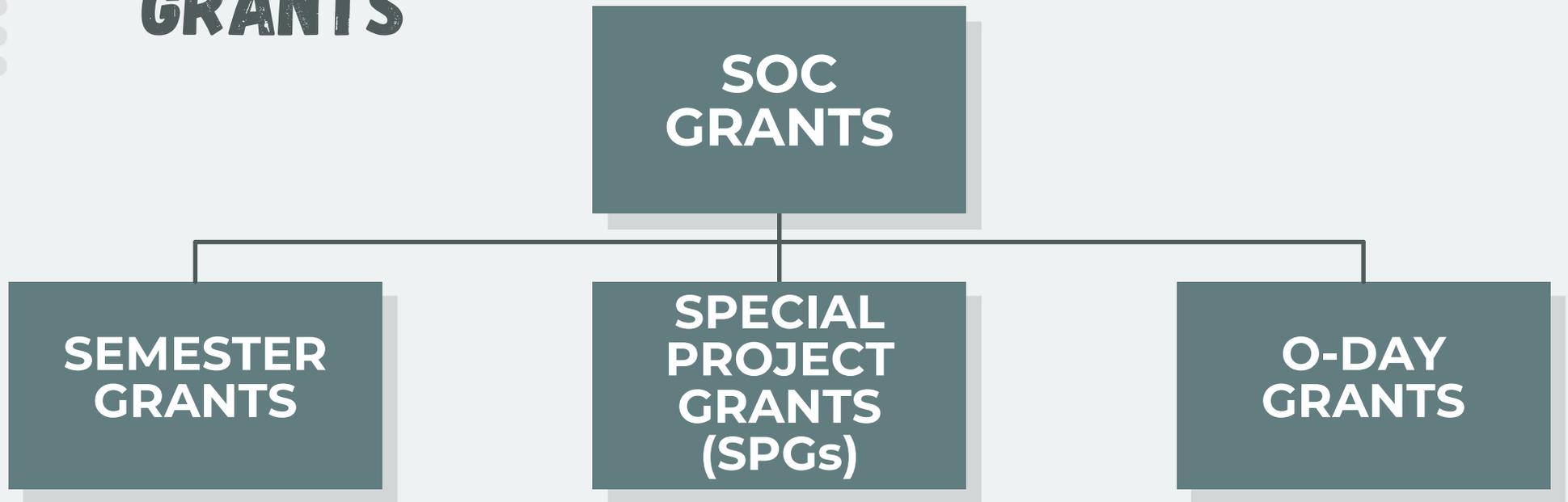
Only need one executive member to deposit and sign off.

This is what appears on your club's statement.

No limit on how much you can deposit.

Date is Essential!
FINANCE will fill this on for you!

GRANTS



- Grants are governed by the Societies Council's *Club Grant Policy*.
- Articles 17-21 outline the factors taken into consideration by SOC in the review of grant applications.
- The *Club Grant Policy* can be found on the bottom of the SOC page or at the top of the Club Grants page of the Guild website.

[Club Grant Policy Link](#)

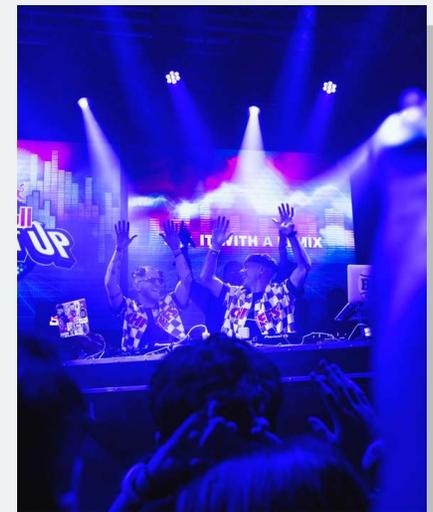
O-DAY GRANTS 2026

- When is the O-Day Grant due?
 - Email your grant application to the SOC Treasurer by 11:59pm Friday 7th March.
- What gets reimbursed?
 - The cost of the basic O-Day Stall.
 - \$4 per each Guild member sign up, capped at 50 members.
- What do I submit in my grant applications?
 - A list of paid member sign-ups (with names & student numbers) in csv format.
 - Receipt from the purchase of an O-Day stall.
- How will I know how much money I've been reimbursed?
 - The SOC Treasurer will be in contact with you when your grant has been fully processed, and will inform you of the amount that you should be receiving.



SPECIAL PROJECT GRANTS (SPG) 2026

- When is the Semester 1 and Semester 2 SPG's due?
 - Semester 1: 11:59pm Friday 18th April
 - Semester 2: 11:59pm Friday 29th August
- What is covered in the SPG?
 - SPG's are used to fund club events, projects or purchases that bring significant benefits the club and its members. Exclusions can be found in the Club Grants Policy.
- How do I submit an SPG application?
 - Complete the google form and attached an event/purchase budget with a breakdown of expenses, profit and loss statement along with a written rational for the expenses in a separate document.



SPECIAL PROJECT GRANTS (SPG) 2026

- How much can I claim?
 - The cap is calculated once we have received all applications and applications have closed. The budgeted amount for the grant will be divided by the amount of applicants which will give us the cap.
- What happens after the SPG application has been approved?
 - The club must submit a final expenditure statement with receipts to the SOC Treasurer once the grant funds have been utilised no more than 10 working days after the event or expenditure takes place or the SPG is approved.
 - If the SOC Committee is not satisfied that the grant funds have been utilised in the manner prescribed in the application they may require that the club return a specified portion or all funding to the Guild.



EXAMPLE SPG BUDGET!

	A	B	C	D	E
1	SPECIAL PROJECT GRANT TEMPLATE				
2	INITIATIVE / EVENT				
3					
4					
5	PAST EXPENSES (if applicable)	COST	PAST INCOME (if applicable)	REVENUE	
6	Item 1 (e.g. T-Shirts)	\$79.90	Item 1 (e.g. Ticket Sales)	\$120	
7	Item 2	\$6.00	Item 2	\$100	
8	Item 3	\$9.50	Item 3	\$140	
9	Item 4	\$29.90	Item 4	\$20	
10	Item 5	\$19.00	Item 5	\$10	
11	Item 6	\$98.43	Item 6	\$30	
12					
13	SUBTOTAL:	\$242.73	SUBTOTAL:	\$420	
14					
15					
16	PROJECTED EXPENSES	COST	PROJECTED INCOME	REVENUE	
17	Item 1 (e.g. Equipment)	\$1,119.10	Item 1 (e.g. Ticket Sales)	\$384	
18	Item 2	\$55.50	Item 2	\$320	
19	Item 3	\$144	Item 3	\$100	
20	Item 4	\$144	Item 4	\$45	
21	Item 5	\$180	Item 5	\$20	
22	Item 6	\$4.00	Item 6	\$10	
23					
24	SUBTOTAL:	\$1,646.60	SUBTOTAL:	\$879	
25					
26					
27	TOTAL (1) ; EXPENSES (-)	\$1,889.33	TOTAL (2) ; INCOME (+)	\$1,299	
28	*Sum of Expenses*		*Sum of Incomes*		
29					
30	GRAND TOTAL:	(\$590.33)			

SEMESTER GRANTS

APPLICATION DUE DATES: Semester 1: Friday 13th June 11:59pm
Semester 2: Friday 31st October 11:59pm

WHAT CAN BE CLAIMED

- The Semester Grant gives clubs the opportunity to be reimbursed for expenses that were incurred throughout the semester.



WHAT CANNOT BE CLAIMED

- Clubs cannot claim expenses incurred for the purpose of **events/activities funded by SPGs.**
- Clubs can only claim expenses incurred for the purpose of O-Day where they can prove such expenses have a continuing benefit for the Club Members (e.g. Club T-Shirts).
- Alcohol, Travel Expenses (including Party Buses, etc.), Online Advertising expenses.



SEMESTER GRANTS SCHEDULE

	O-Day 1 Grants	SPG Semester 1	Semester 1 Grants	O-Day 2 Grants	SPG Semester 2	Semester 2 Grants
Grants Due	Friday 7 th March 11:59pm	Friday 18 th April 11:59pm	Friday 13 th June 11:59pm	TBA	Friday 29 th August 11:59pm	Friday 31 st October 11:59pm
Initial Results Out <small>*Emailed to Clubs*</small>	Monday 17 th March	Monday 28 th April	Monday 23 rd June	TBA	Monday 8 th September	Monday 10 th November
Appeals Due	Monday 24 th March 11:59pm	Monday 5 th May 11:59pm	Monday 30 th June 11:59pm	TBA	Monday 15 th September 11:59pm	Monday 17 th November 11:59pm
Appeals Processed <small>*Finalisation of results, sent to Guild Finance to be paid*</small>	Tuesday 1 st April	Tuesday 13 th May	Tuesday 8 th July	TBA	Monday 23 rd September	Tuesday 25 th November

You will receive an email from the SOC Treasurer with the initial and final results rather than having it pop up in your club statement one day!

GRANT PENALTIES

ISSUE	PENALTY	EXCEPTION
Failure to send a delegate to any Societies Council General Meeting throughout the year.	Lapsing (not eligible for SOC grants/benefits).	Penalties DO NOT apply if Clubs were to send apologies to the SOC Secretary at least 24hrs prior to the relevant Societies Council Meeting.
Failure to send a delegate to 3 or more Societies Council General Meetings throughout the year.	40% cut in Semester Grants for the remainder of the Guild Year	
Failure to send a delegate to 2 Societies Council General Meetings throughout the year.	25% cut in Semester Grants for the remainder of the Guild Year	
Failure to send a delegate to 1 Societies Council General Meeting throughout the year.	15% cut in Semester Grants for the remainder of the Guild Year	
Failure to submit Treasurer Training before applying for Grants.	40% cut in Semester Grants for the remainder of the Guild Year	
Semester Grant application received after the deadline but before the Societies Council Committee meeting as set out in article 23 of this Policy.	30% cut in that specific Semester Grant	

More information/guidance on penalties can be found in the “Club Grant Policies” on Page 17 Titled “End of Year Surplus Distribution”.

[Club Grant Policy Link](#)

ADVICE :)



- Read your constitution - Understand the objectives and how your club's purchases relate to/further these objectives.
- Stay Organized!
 - Keep on top of emails, expenditures, budgeting, archiving documents (i.e. receipts, etc.)
- The best source of club income are profitable events/services, and applying for sponsorship.
- Apply for PRIZES!
- Communicate clearly with other clubs.



& QUESTIONS?

QUESTIONS... QUERIES... CONCERNS

If you have any questions/queries/concerns about the 2026 Treasurer Training, PLEASE contact me through:

SOC:

soc-treasurer@guild.uwa.edu.au

PAC:

pac-treasurer@guild.uwa.edu.au

CONTINUING...

Additionally, if you have any questions at all about being a Treasurer, feel free to contact me at the treasurer email too!

I cannot give club-specific advice :(BUT this will be my second year as the Societies Council Treasurer so I'll be happy to help you with general treasurer things!

Good Luck for the treasure-y year ahead!!!

PLEASE COMPLETE THE QUIZ ON THE NEXT SLIDE TO FINISH TREASURER TRAINING

<https://www.uwastudentguild.com/clubs/club-resources>



TREASURER TRAINING QUIZ

<https://forms.office.com/r/C9V0fXDBVj>

You will only get a message from me if you FAIL.
If you get 100% congrats :)