

# Treasurer Training 2024

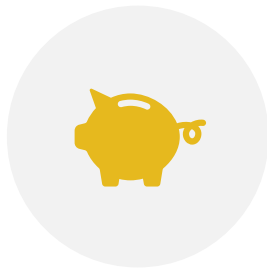
Nic Charnley - SOC Treasurer

[soc-treasurer@guild.uwa.edu.au](mailto:soc-treasurer@guild.uwa.edu.au)

# Treasurer - what's required?



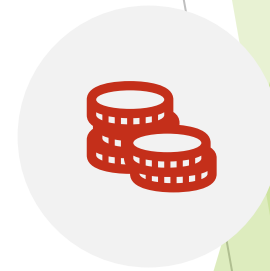
MANAGING CLUB  
FINANCES



BUDGETING AND  
FINANCIAL PLANNING



BANKING



GRANTS

# Basic Information

## ► Guild Finance

- Open from Monday until Friday, 8:30am until 4:45pm
- Club account number is written on the banking books.
- Finance can be contacted at [finance@guild.uwa.edu.au](mailto:finance@guild.uwa.edu.au)

## ► Banking books

- Clubs have 2 banking books

### Deposits (Yellow)

How to put any money (income etc) into the club account

### Withdrawals (Pink)

How to reimburse club expenditures/pay for things

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



# Executive registration form (ERF)

## What is an ERF?

- ▶ A form containing the details and signatures of all current club executives, along with a photocopy of their ID.
  - ▶ 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 signature provided does not match the provided signature on the ID, the club member will be required to come 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 exec of a club.
- ▶ Must be submitted to Guild Finance no later than 2 weeks after the AGM (or any change to a club's exec).
- ▶ 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 wiggle room when submitting their ERF.

# ERF Structure

- ▶ Page 1
  - ▶ For newly elected exec's - allows Guild Finance to verify the details of exec's and grant them access to the club's accounts
- ▶ Page 2
  - ▶ Past Exec members sign to confirm the election of the current executives.
    - ▶ Cannot be continuing/current exec!
  - ▶ Returning Officers sign - they ensure that the election/AGM is procedurally fair
- ▶ ERF should list at least 2 past executive members and at least 2 Returning Officers



UWA STUDENT GUILD  
The University of Western Australia  
M300, 35 Stirling Highway | Crawley, WA 6009  
(08) 6488 2295 | hello@guild.uwa.edu.au  
facebook.com/UWASStudentGuild | @UWASStudentGuild

## 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 (1F, South Wing, Guild Village). This form is required annually by Guild Regulations 10.1.5 and 10.1.9 and will give your club's Executive Office Bearers access to your Guild Banking Account. For more information about clubs and societies, visit the Guild Website at [www.uwastudentguild.com](http://www.uwastudentguild.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, Consumption of Liquor on Campus, Code of Ethics, Code of Conduct, and Work Health and Safety Policy. These policies can be found at <https://uwaguildclubs.com/rules-guidelines>.

Club Name

Account No.

Name

① Position

Student ID

Phone  Signature

Name

② Position

Student ID

Phone  Signature

Name

③ Position

Student ID

Phone  Signature

Name

④ Position

Student ID

Phone  Signature

Name

⑤ 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 photocopies will NOT be accepted.  
Questions? [soc@guild.uwa.edu.au](mailto:soc@guild.uwa.edu.au) or [finance@guild.uwa.edu.au](mailto:finance@guild.uwa.edu.au). This form is published in June 2015.

Entered on:

By:

Data Entry Box (Office Use Only)

Office Use Only



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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 \_\_\_\_\_  
(club name)  
(date dd/mm/yy) 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

The 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

(if applicable) Signature

Phone

### RETURNING OFFICER #2

Name

Student ID

(if applicable) Signature

Phone

ORIGINAL copies of this form must be submitted to Guild Finance. Scans and photocopies will NOT be accepted.

Questions? [soc@guild.uwa.edu.au](mailto:soc@guild.uwa.edu.au) or [finance@guild.uwa.edu.au](mailto:finance@guild.uwa.edu.au). This form is published in June 2015.

Staff please ensure that all signatories are valid.

Office Use Only

# 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 an 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

# Executive replacement form (ERF....2!!!!)

## What is an Executive Replacement Form?

- ▶ A form containing the details and signatures of all current club executives, along with a photocopy of their ID.
  - ▶ 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 signature provided does not match the provided signature on the ID, the club member will be required to come 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 exec of a club.
- ▶ Must be submitted to Guild Finance no later than 2 weeks after the AGM (or any change to a club's exec).
- ▶ 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 wiggle room when submitting their ERF.



# Netsuite

## What is it?

- Netsuite is an online platform that allows all clubs to view their financial statements
- Statements can be generated as .csv or .pdf documents
- Presidents and Treasurers of clubs have access

## Where can I find my access?

- Netsuite login details will be sent to your student email once the ERF has been correctly submitted and processed.
- If you are unable to access it, contact the UWA Student Guild staff at [hello@guild.uwa.edu.au](mailto:hello@guild.uwa.edu.au)

## How do I use it?

- Click 'see all transactions' (under Billing) to view your current statement
- Click the hyperlinked date to view full details of each individual deposit and withdrawal
- NB - 'Deposit Action' refers to Club withdrawals

# Netsuite example

DON'T GO  
HERE

Debtor Centre - Home Links

Billing

See All Transactions

Support

Edit Your Profile

Club Statement - PLEASE USE THIS ONE

Club Statement Results

Go here!!!

# Club banking

- ▶ Withdrawals (PINK SLIPS)
  - ▶ Requirements for a valid withdrawal:
    - ▶ Authorized 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 (cont..)

- ▶ How do I make a withdrawal from my club's Guild 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.

# Club banking (cont...)

## Floats

- Email [finance@guild.uwa.edu.au](mailto:finance@guild.uwa.edu.au) stating the denominations needed and the total amount
- Please give 24 hours notice (don't forget to fill out a pink (withdrawal) slip!

NOTE: Any deposits to a Guild Account must quote either invoice number, club number or club name

## Deposits (YELLOW SLIPS)

- 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 them for more if you're running low!
- Debit/Credit Card
  - Present your card to Guild Finance
- Bank Transfer
  - Email [finance@guild.uwa.edu.au](mailto: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!

A pink calculator is visible on the left side of the slide, partially obscured by a green geometric shape. It has a black display screen and various function buttons like ON/AC, CE, %, ÷, and a numeric keypad.

# Club banking

- ▶ Interest
  - ▶ Clubs with a minimum of \$3000 in their bank account will earn interest over the semester
  - ▶ Interest is calculated in January of the following year upon receiving confirmation of interest rates from UWA
    - ▶ Assuming ending balance is >\$3000, the amount used for calculation will be the balance on the last day of the month
- ▶ Payment of invoices
  - ▶ Internal
    - ▶ Entities that operate within UWA (ie. Guild Catering, Tavern, Guild Venue Hires)
  - ▶ External
    - ▶ Any person/entity that operates outside of UWA and the Guild
- ▶ Printing
  - ▶ Printing vouchers for CCZ can be purchased from Guild Finance (\$5, \$10, and \$20)
  - ▶ Funds can be transferred to a club's prepaid Uniprint account by making a withdrawal payable to 'Uniprint'



# Withdrawal slip example 1

# al slip example 1

Guild of Undergraduates University of Western Australia  
Club and Society Withdrawal

No. 40792

UWA STUDENT GUILD  
ESTABLISHED 1913

Withdraw on behalf of Rock Band Account No. 4020000

the sum of One <sup>Patrick</sup> three hundred and seventy eight dollars  
and Zero <sup>Patrick</sup> forty-five cents

in the names of the following persons/organisations -

Payee	Purpose for which the money is required	\$	¢	Finance Use
PETE WENTZ	New bass strings	250	00	CASH
ANDREW HURLEY	Guitar picks	12	50	CASH
FUELLED BY RAMEN	Lunch catering for 24/02 }	115	95	EFT
BSB: XXX XXX ACC: XXXXXX	Event			
	Total	378	45	

always draw a line down when there are no more entries

Date of withdrawal 27/02/2023 → date is essential!

Authorised by PATRICK STUMP Position TREASURER Sign Patrick  
and JOE TROHMAN Position VICE PRESIDENT Sign Joe

sign/initial when  
changing something  
on the slip

You can have both cash withdrawals & bank transfers on the same slip.

The pagee has to be —  
people / companies other  
than your club ("ROCK  
BAND" in this case  
EXCEPT:  
when the club has another  
account with a commercial  
bank.

↓  
find this on Netsuite  
or on the front of  
this book

make sure to  
write neatly!  
be legibly  
(especially for)  
EFT

- always draw a line down when there are no more entries

### Executives names

Executive's signatures

# Withdrawal slip example 2



# example 2

No. 40792

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	\$	¢	Finance Use
FRONTIER TOURING	Venue Hire (Red Hill)	3800	00	EFT
BSB: xxxxxx				
ACC: xxxxxxxx				
NAME: Frontier				
REF: 050318M				
	Total	3800	00	

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

→ This will appear on your statement :)  
(MAKE SURE IT'S UNDERSTANDABLE!)

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

Date of withdrawal 27/02/2023

Authorised by PATRICK STUMP Position TREASURER Sign Patrick

and PETE WENTZ Position PRESIDENT Sign Pete



# Deposit Slip Example

**UWA STUDENT GUILD**  
ESTABLISHED 1913

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

No. **26583**

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 Signups 2023	1200	00
	Event ticket sales	500	00
		1700	00

Depositor's Signature Phoenix  
Date of deposit 27/02/2023  
Finance office receipt No. \_\_\_\_\_

Only need one  
exec to deposit  
& 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 Grants 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.

# O-Day Grants 2023

- ▶ When is the O-Day Grant due?
  - ▶ Email your grant application to the SOC Treasurer by 11:59pm 9<sup>th</sup> March 2024
- ▶ What gets reimbursed?
  - ▶ The cost of the basic O-Day stall
  - ▶ \$4 per each Guild member signed up, capped at 50 members.
- ▶ What do I submit in my grant application?
  - ▶ A list of paid member sign-ups (with names & student numbers) in csv format
  - ▶ Receipt from the purchase of a 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 of you of the amount that you should be receiving

# Special Project Grants (SPGs)

- ▶ When is the Special Project Grant application due?
  - ▶ 2 due dates:
    - ▶ Semester 1 - 11:59pm 14<sup>th</sup> April 2024
    - ▶ Semester 2 - 11:59pm 4<sup>th</sup> August 2024
  - ▶ Applications will be open for SPGs will be open all year round from the first day of Semester One, but will only be considered following the deadlines.
- ▶ What's covered?
  - ▶ SPGs are used to fund Club events/activities/purchases that pose significant benefit to Club members and the promotion of its objects by means of supplementary financial support.
    - ▶ This involves the funding of initiatives that further campus engagement and club collaboration to the benefit of members
- ▶ How do I submit an SPG application?
  - ▶ Complete an event budget with a breakdown of expenses, profit and loss statement, along with a written rationale for the expenses in a separate document.
  - ▶ Email budget and rationale to the SOC Treasurer by the deadlines above.
  - ▶ If you're intending to apply for Major/Collaborative, you will also need to show that your event is Major (50% member base attendance **OR** 100+ ppl attending) or Collaborative (by showing proof of collaborative effort between clubs)
    - ▶ See the grant policies (37a-37c) for a more in-depth explanation!

# Special Projects Grants (SPGs)

- ▶ How much can I claim?
  - ▶ The SPG maximum per year per club is decided upon by SOC once the number of applicants for SPGs has been determined in Semester One - in order to give clubs the maximum amount possible
    - ▶ This maximum amount will be publicised on the Club Grants page on Guild.
  - ▶ The SPG maximum can be claimed over two SPGs in any division over Sem1 & Sem2.
  - ▶ Remember that to receive the maximum amount possible an application must satisfy all three categories. Fulfilment of one category will result in a 66% reduction to that maximum amount, and fulfilment of two categories will result in a 33% reduction to that maximum amount.
    - ▶ This includes fulfilling all three categories over the whole year over both SPG periods.
- ▶ What happens after the SPG application has been approved?
  - ▶ The club must submit a final expenditure statement with receipts to the SOC Treasurer when the grant funds have been utilised, no less than 10 working days after the event, initiative or purchase takes place, or the SPG is approved.
  - ▶ If the SOC Committee is not satisfied the grant funds have been utilised in the manner prescribed in the application, they may require that the Club in question return a specified portion of the funding to the Guild.



# Example SPG Budget!

	A	B	C	D	E
1	<b>SPECIAL PROJECT GRANT TEMPLATE</b>				
2	<b>INITIATIVE / EVENT</b>				
3					
4					
5	<b>PAST EXPENSES (if applicable)</b>	<b>COST</b>		<b>PAST INCOME (if applicable)</b>	<b>REVENUE</b>
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	<b>SUBTOTAL:</b>	\$242.73		<b>SUBTOTAL:</b>	\$420
14					
15					
16					
17	<b>PROJECTED EXPENSES</b>	<b>COST</b>		<b>PROJECTED INCOME</b>	<b>REVENUE</b>
18	Item 1 (e.g. Equipment)	\$1,119.10		Item 1 (e.g. Ticket Sales)	\$384
19	Item 2	\$55.50		Item 2	\$320
20	Item 3	\$144		Item 3	\$100
21	Item 4	\$144		Item 4	\$45
22	Item 5	\$180		Item 5	\$20
23	Item 6	\$4.00		Item 6	\$10
24					
25	<b>SUBTOTAL:</b>	\$1,646.60		<b>SUBTOTAL:</b>	\$879
26					
27	<b>TOTAL (1); EXPENSES (-)</b>	\$1,889.33			
28				<b>TOTAL (2); INCOME (+)</b>	\$1,299
29					
30					
31	<b>GRAND TOTAL</b>	(\$590.33)			

# Semester Grant

- ▶ When is this grant application due?
  - ▶ 2 due dates
    - ▶ Semester 1 - 11:59pm 18<sup>th</sup> June 2024
    - ▶ Semester 2 - 11:59pm 7<sup>th</sup> November 2024
- ▶ What can be claimed with this grant?
  - ▶ The semester grant gives clubs the opportunity to be reimbursed for expenses incurred throughout the semester.
- ▶ What cannot be claimed with this grant?
  - ▶ 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 Club members (e.g. club t-shirts).
  - ▶ Alcohol, travel expenses (including party busses, etc), online advertising expenses.

The SOC Treasurer will be in correspondence with clubs, following this schedule for grants:

	O-Day Grants	SPG Sem 1	Semester 1 Grants	SPG Sem 2	Semester 2 Grants
Grants Due	9 <sup>th</sup> March 2024 11:59pm	14 <sup>th</sup> April 2024 11:59pm	18 <sup>th</sup> June 2024 11:59pm	4 <sup>th</sup> August 2024 11:59pm	7 <sup>th</sup> November 2024 11:59pm
Initial Results Out Emailed to clubs	16 <sup>th</sup> March 2024	19 <sup>th</sup> April 2024	25 <sup>th</sup> June 2024	9 <sup>th</sup> August 2024	14 <sup>th</sup> November 2024
Appeals Due	22 <sup>nd</sup> March 2024 11:59pm	26 <sup>th</sup> April 2024 11:59pm	2 <sup>nd</sup> July 2024 11:59pm	16 <sup>th</sup> August 2024 11:59pm	21 <sup>st</sup> November 2024 11:59pm
Appeals Processed Finalisation of results, sent to Guild Finance to be paid	27 <sup>th</sup> March 2024	3 <sup>rd</sup> May 2024	9 <sup>th</sup> July 2024	23 <sup>rd</sup> August 2024	28 <sup>th</sup> November 2024

- I'll be doing my absolute best to keep in touch with all of you throughout the whole grant process!



# Penalties affecting all grants

Issue	Penalty
Failure to send a delegate to any Societies Council General Meetings throughout the year	Lapsing (not eligible for SOC grants/benefits)
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

The above penalties do not apply to clubs who send apologies to the SOC Secretary at least 24 hours prior to the relevant Societies Council General Meeting with a reasonable explanation for the unattendance.

# Treasurer Advice

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

# Questions? Email me!

- ▶ If you have any queries or questions about 2024 Treasurer Training, please feel free to contact me at [soc-treasurer@guild.uwa.edu.au](mailto:soc-treasurer@guild.uwa.edu.au).
- ▶ Additionally, if you have any question at all about being a Treasurer, feel free to contact me at the above email too! I can't give club-specific advice, but I have a great team here on SOC that I can also talk to and I can help you with general treasurer things!
- ▶ Best of luck for the year ahead! You've got a fun role its not just numbers and dollar signs, you'll do great!!
- ▶ And thank you to Jackie (2023) for the PowerPoint help :)

# Quiz Time

- ▶ Below is a link to the 2024 Treasurer Training Quiz. You have to get 100% on the quiz to pass.
- ▶ If the quiz is not passed or treasurer training isn't completed, your club could receive a 40% reduction in their grant money.
- ▶ <https://forms.office.com/r/eT0n3Nudvz>