



Treasurer's Handbook

C+S

The Role

Congratulations on your position as club Treasurer. The role of Treasurer is a significant and critical role within each club. While some elected Treasurers have an advantage of studying finance, accounting or similar, many students do a great job in the Treasurer role.

This handbook has been designed to help support and equip you with the information, skills and knowledge required to succeed. It can be used in conjunction with the 'Executive handbook' which can be found on the UQU website.

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Duties

The Treasurer is responsible for monitoring the finances of the club/society, documents and collecting income and expenditure and delivering updates to the committee about the clubs' financial state. A great treasurer will:

- Keep accurate records of income and expenditure and record in the general ledger throughout the year (for the period 1st September to 31st August for the relevant year).
- Ensure all payments made are legitimate and have been authorised by the club management committee, not one individual.
- Keep the club informed of its financial position.
- Ensure that Club/Society funds are not used for personal investment or gain.
- Use Xero to collect financial information if earning over 60k in income annually or if receipt keeping is becoming difficult due to the number of transactions.
- Submit a financial audit (September) and have it approved prior to the AGM. Audits can take up to two weeks to process if everything is in order. You should allow extra three to four weeks if additional information is requested. An AGM cannot be held before receiving the approved audit paperwork.
- Present a financial report at the Annual General Meeting.
- Pay invoices and manage grant funding.
- Attend Treasurer's workshop (recommended).
- Attend committee meetings and report on financials.
- Prepare budgets for income and projected spending.
- Keep a current list of all financial members.
- Prepare a financial statement of all major transactions for the annual audit.
- Conduct a thorough Treasurers handover for the new incoming Treasurer (see UQ Union website).

Remember: The club's money is the members' money, and the club is a non-profit. You should not be afraid to end the year with less money than you started. If you are spending the money for the benefit of your members. This of course should not be the goal every year, but your society should not be collecting money year after year because the Treasurer does not want to spend it.

Of all the committee positions, the Treasurer is unintentionally the one most likely to get their club disaffiliated, by failing to keep accurate records, losing receipts, or failing to submit a financial audit.

Grants

Each year, affiliated clubs are eligible for a Start Up grant and additional grant funding throughout the year.

Start Up Grant

All clubs are eligible to receive the start-up grant, which is deposited into each club's bank account approximately 2-4 weeks before Market Day in Semester 1. The intention of the grant is to assist with each club's Market Day costs, however, if the club does not spend the full amount, the surplus remains in the club's bank account for us at another time.

Clubs affiliated throughout the year will receive a start-up grant but will not receive a Membership grant until the following year.

Membership Grant

To be eligible for the membership grant, clubs must submit their membership list following Semester 1 Market Day via the website link, within the timeframe advised by the C&S department (usually 10 days after Market Day). Club treasurers can access their membership grants via QPAY using the club's society portal. Grant funds can be spent either internally (using a digital grant card) or externally (reimbursement after the event by submitting an invoice). Grant funds must be spent on club activities that benefit a good proportion of club members.

To use the funds **internally** (at Union outlets), treasurers should apply for funds BEFORE they spend, allowing a few days for the C&S team to process the request. The Digital card will be loaded with funds (Day). Clubs receive different amounts of funding, depending on their membership numbers. Keep an eye on the Facebook page and emails for specific details.

Club treasurers can access their membership grant via QPAY using the club's society portal. Grant funds can be spent either internally (using a digital grant card) or externally (reimbursement after the event by submitting an invoice). Grant funds must be spent on club activities that benefit a good proportion of club members.

- To use the funds internally (at Union outlets), treasurers should apply for funds BEFORE they spend, allowing a few days for the C&S team to process the request. The digital card will be loaded with funds and a barcode is emailed to the treasurer's email address. This digital card can then be used for purchases at all UQU outlets, including RedRoom, Pizza Caffe, Darwin's Lolly Shop, and the Second-Hand Texts and Stationery store.
- Grant funds can also be used **internally** to obtain \$5 or \$10 Union gift vouchers and to pay for Schonell Catering invoices.
- To use the funds **externally**, clubs need to provide the documentation listed below. Note that we do not pay suppliers and venues directly, but rather reimburse clubs. To be reimbursed you need to provide:
 - An invoice addressed to the Union from the club, with the club's bank account details.
 - A copy of the invoice(s) and/or receipts as a proof of purchase.
 - The external club grant form that the finance department requires for their auditors.
- Up to 100% of membership grant funds can be used internally, and/or up to 50% of membership grant money may be used externally.

Please be aware that we only pay one invoice per club per semester. If you have multiple receipts, you can list them in one invoice from the club, using a separate line for each item, and attach multiple proof of payments.

Grant funds are intended for use on events throughout the year and do not roll over from year to year. Access to the membership grant funding is frozen mid-November.

Grants By Application

This discretionary grant supports clubs & societies that are delivering high quality activities and events which are in line with the club's functions and objectives and will benefit a large proportion of the club's membership. It is only applied if clubs have acquitted all previous grant funding and is decided by the C&S Committee. This grant will be determined by the incoming VP-Campus Culture at the start of each year.

Budgeting

As a Treasurer, it is your responsibility to ensure that your Club doesn't become insolvent. The bank account of the Club should never become overdrawn, and you should budget carefully to ensure that the Club can successfully hold events throughout the year for its members without experiencing financial problems.

The following steps can help you budget efficiently:

- Plan all the likely events that your Club will have for the year with your executive.
- For each event, determine what the likely expenses might be and what income might be generated.
- Consider any risks for each event, e.g. the impact of low attendance, sponsors cancelling etc.
- What cash flow is required for each event- Will you have enough to cover the event?

It is acceptable to make a profit on the event, provided it is within the limits detailed in the C&S Regulations. As a Treasurer, it's important to keep sufficient funds in the balance for the coming financial year. If you are concerned over the financial performance of the Club at any stage, please contact us at clubs@uqu.com.au.

We recommend creating a Profit and Loss account to keep track of the available funds you have left to prevent overspending, Use the example below as a template.

| Club Non-Profit | | |
|---------------------------------------|----------------|-------------------|
| Profit and Loss Statement | | |
| 1st September 2019 - 31st August 2020 | | |
| Income | | Comments: |
| Membership Fees | \$700 | 70 Members |
| UQU Grant | \$350 | Start-up Grant |
| BBQ Fundraiser | \$200 | |
| Sponsorship | \$200 | |
| Ticket Sales | \$1,000 | Sold 100 Tickets |
| Total Income: | \$2,450 | |
| Expenses | | Comments: |
| Venue Rental | \$300 | Schonell Theatre |
| Event preparation | \$400 | End of Year event |
| Expense for BBQ | \$50 | Coles and Kmart |
| Vouchers and Gifts | \$50 | 10 x \$5 vouchers |
| Merchandise | \$500 | 10 Hoodies |
| Total Expense: | \$1,300 | |
| Net Profit (Loss): | \$1,150 | |

Fundraising and Sponsorship

As a club, you can apply for external sponsorship and organise fundraising activities and do not need permission from the Union to do so. You must however include this income in your audit information. Some other suggestions for good financial practice when fundraising:

- Be clear about what you are fundraising for, as people are more likely to donate for a worthwhile goal.
- Gather up a small group/sub-committee to look after the fundraising for the year. They may need to liaise with the social committee if planning fundraising events.
- Plan a fundraising calendar of activities to promote to members.
- Think of ways to attract external funds from the broader community.
- Keep a copy of your application for further reference.

Donations

Clubs and Societies are governed by their constitutions, but certain clubs may be associated with charities. These clubs may hold events to raise funds with the intention of remitting the funds to the relevant external charity. The accounting of these funds is no different. All money or income collected should be banked into the Club bank account and supported by appropriate cash collection systems and documentation.

Similarly, the funds paid to the external charity should be supported by appropriate documentation. This could be in the form of a formal letter or receipt from the external charity with the amount and purpose clearly documented. The formal letter or receipt will also support the income tax deductibility of the amount paid.

Joint Events

Joint events are a great way for Clubs to benefit from potentially larger crowds, greater exposure, higher income, and larger-sized events that may not be possible when organising alone. When organising joint events some things to consider are:

- Does everyone know what their responsibilities are?
- Is there a coordinator of the subcommittee?
- Does the club have enough money for the deposit?
- Has everyone agreed (in writing) to what costs they are paying?
- If the support/assistance of the Union is needed, has enough time been allowed?
- Has everyone agreed to what has been discussed?

The Union will provide assistance where possible, by providing public liability certificate and letters of support.

By far, the biggest issue with joint events relates to payments. Often, clubs have verbally agreed but when the bill arrives, the group disagrees about payment. The easiest way of managing this is to get three quotes for items over \$1000 and putting all discussions in writing and circulating to the group. Once written confirmation is received, all parties need to confirm in writing what has been agreed.

EFTPOS

The Clubs & Societies department has one EFTPOS machine, which clubs can request to borrow. As clubs usually use the EFTPOS for BBQs, it must be returned in time for the next group to use.

After using the EFTPOS machine, you must print two reconciliation reports, one for club records (and for the general ledger, which will be required during the audit), and the other copy goes to Clubs & Societies in order for them to organise payment to the club bank account.



The EFTPOS machine resets at midnight so make sure you print the report each day before then. If you use the machine over the weekend, you must print a report each day (before midnight if used on multiple days). Full instructions are supplied in the EFTPOS bag, but for your information:

Printing reconciliation report instructions:

- Step 1 Press **Menu**
- Step 2 Press **Settlement Reports**
- Step 3 Press **Reconciliation Reports**
- Step 4 Press **Current**
- Step 5 Press **Summary**
- Step 6 Press **All Cards**
- Step 7 Press **OK**

Note that the EFTPOS machine, charger, printer rolls and dockets must be returned to Clubs & Societies and signed back in by the agreed time period. The C&S Department is open between 8:00am to 4:00pm. Please text, call or email us if there are any problems with returning them on time, as delays may result in ban from future usage.

There is a 2% bank fee charge on transactions that total \$500 or more each day. UQU will deduct this amount before funds are transferred to the club's bank account.

Financial Audit

Each year in September, clubs are required to submit a financial audit for the year prior to the clubs Annual General Meeting (AGM). As the AGM can't be held without an approved financial audit, we recommend you keep on top of your finances throughout the year and submit the audit well in advance of your AGM in case we need any follow up documentation.

Audits can take up to two weeks to review and be approved. Approximately 25% of audits are returned with a request for additional information, so this can take an additional three to four weeks. Clubs that hold their AGM before having their audit approved will be ineligible for full funding the following year.

During the audit we look at your income and expenditure in your general ledger and cross reference it to the bank statements. If statements and the ledger are identical, we then look at your receipts and invoices and ensure all is accounted for. An example of a good audit is later in this guide.

Financial audit checklist:

- **General Ledger** – Containing all incoming and outgoing expenses
- **Receipts** – Electronic copy of all income and expenditure (numbered on general ledger).
- **Bank Statements** – From 1 September – 31 August for the relevant year.
- **Cash books** (only if cash payments are taken). Can be in hard copy.

Files should be sent to clubs@uqu.com.au via a Zip File or google link. Some of the most common reasons audits are returned are:

- Receipts not being numbered electronically and on the ledger. The best option is to number your receipts from 1-100.
- Incomplete documentation. The cover page that you'll supply with your audit has a checklist to ensure you capture and supply everything.
- Missing receipts or invoices, particularly expenses and reimbursements. If you are reimbursing someone, they should supply you with a receipt, otherwise you'll not have a proof of payment come audit time. Signed statutory declaration forms are required for any missing receipts.

Once you have conducted your general ledger, matched the bank statements to the ledger and numbered all the receipts/invoices, you can submit your audit documentation via QPAY using the links on the Union website. Further information can be found on the website, and will also be sent in C&S communications by email and on the Facebook page leading up to the audit. Some key definitions to remember:

- **Start of audit period balance** – This is the exact balance your club's bank account has at the start of the auditing period, e.g. midnight on the 1 of September. This will be shown as the balance of the final transaction of the previous audit period.
- **Yearly Income** – Throughout the year, you will have had to keep track of all income in your general ledger. This is the sum of all your income throughout the year.
- **Yearly Expenses** – Throughout the year, you will have had to keep track of all expenses in your general ledger. This is the sum of all your expenses throughout the year.
- **Balance at end of period** – Closing bank balance at the end of auditing period, on the 31st of August. All transactions before and during this date must be accounted for.
- The equation below is a good way to proof-check whether your figures are accurate.

Yearly Income – Yearly Expenses + start of audit balance = Balance at the end of the period

Documenting Transactions

All incoming and outgoing transactions must be kept and recorded during your time as Treasurer. This includes membership income, sponsorship, receipts for reimbursements, invoices and receipts for purchases.

Cash

If you collect cash payments (e.g. memberships or BBQ fundraisers), it is important to document these transactions using a receipt book or similar, which can then be presented at the financial audit. Monies should be deposited into the bank within a timely period e.g. seven days.

Bank Withdrawals and Deposits

Whenever you make a withdrawal or deposit from your club account, you must record this transaction in your general ledger and keep a receipt. You should also make a note in your general ledger to explain what the transaction was for. If you are withdrawing cash e.g. float for Market Day, this should also reappear in the bank statement when you redeposit the money.

Reimbursements

If you need to reimburse a member for an item, you must obtain a receipt, otherwise you'll be missing receipt/s for your audit documents. If you don't have receipts, you'll need to obtain a statutory declaration (see below) for each missing receipt.

Banking

As the Treasurer, you should have access and authority over the bank account. We require a minimum of two signatories on the account to deter theft and fraudulent transactions within clubs. Both the C&S Manager and Finance Manager can view accounts. If you choose to give out your password, and misconduct occurs, both parties will be liable to return any funds. Parties will not only need to repay the money but face disciplinary action from the University and/or criminal charges.

If you require a cash float for Market Day, barbeque, or another event, you and a second signatory can make a withdrawal from your club's account in whichever denominations you choose. The float should be returned within a reasonable period of time (seven days) following such an event.

Business Authority Form - Banking

All clubs must open a Commonwealth Bank account at the St Lucia branch (opposite UQ Union building). For new clubs or those changing executive signatories, you need to complete the Commonwealth Bank 'Authority for Business Accounts' form. Details on how to complete the form below:

Once completed, drop the form and **minutes** (from the meeting where new executives were voted in) to the UQ Union office. Once both have been signed, they will be returned to you to take to bank. Once approved by the bank, you will need approval and oversight by at least 2 of the account signatories at any given time. Two signatories on the account are required to avoid any fraudulent transaction. Your club will not be distributed a debit card.

Note: If the new signatory already has a Commonwealth Bank account, it is recommended but not essential they attend the bank. If they do not already have a Commonwealth Bank profile, they will need to take 100 points form of ID with them to the bank when submitting forms.

General Ledger

An example ledger you can use, using Google Sheets, can be found [via this link](#). The example entries are shown below.

| | A | B | C | D | E | F | G |
|---|--------|-----------------|-------------|------------|-------------|---|------------------|
| 1 | Date | Category | Description | Amount | Balance | Receipt | Comments |
| 2 | 01 Sep | Opening Balance | | | \$ 1,000.00 | | |
| 3 | 02 Sep | Float | Withdrawal | -\$ 300.00 | \$ 700.00 | | Returned 04 Sep |
| 4 | 03 Sep | Equipment | Things | -\$ 19.88 | \$ 680.12 | https://drive.google.c | |
| 5 | 04 Sep | Float | Return | \$ 300.00 | \$ 980.12 | | |
| 6 | 04 Sep | Membership | Cash | \$ 250.00 | \$ 1,230.12 | | Withdrawn 04 Sep |
| 7 | 08 Sep | Membership | Online | \$ 100.00 | \$ 1,330.12 | QPay | TRUE |
| 8 | | | | | | | FALSE |
| 9 | | | | | | | TRUE |

Using your general ledger:

Make sure your general ledger includes: Date, category, description, amount, balance, receipt number, comments e.g. 'missing receipt – see statutory declaration' or 'reimbursement to xyz'. Make sure that you also state the starting date and balance.

Date – State the date of your transaction in the order of the transactions (1st September to 31st August). This should be identical to your bank statement.

Category – This is a broad category for the transaction. This can be used for tracking where your money is going to and coming from. See “Categories”, “Spending” and “Income” in the other sheets section below.

Description – This is a specific description for the transaction e.g. 'catering – gala dinner' or 'reimbursement for xyz'.

Amount – Record whether the transaction was an income (credit) or expense (debit) so that you can accurately calculate your annual income and expenditure.

Balance – Should reflect the balance in your bank statements after your transaction is made.

Receipt – Couple the transaction to a receipt/invoice/proof of reimbursement/sponsorship etc.

Some tips for receipt keeping:

- If you're reimbursing someone in cash or into their bank account, you need to get the receipt from them to include in your audit paperwork.
- If you have a receipt from membership, marking it as 'membership' or 'Stripe/QPay' on the general ledger is fine.
- If using a receipt/cash book, this will not appear on the bank statement, but should be included in the general ledger and noted in the comments (numbered if required). We will ask you to provide us with the books should we wish to see them.
- For receipts not in Australian dollars, do the conversion based on the exchange rate on the day of transaction, and make a note in the comments section.
- Digital receipts can be uploaded to a Google Drive (or similar). Then you can share the link during audit submission. Please make sure its set to 'Anyone with the link can view'. Naming receipts in their own folder such as 'yyyy-mm-dd' description" means that they are sorted chronologically when the folder is sorted by name. This makes it easy to locate a particular receipt.
- If a physical individual receipt, you should scan it (preferably with a scanner rather than a camera, for readability), then follow the procedure for a digital file above.

- For a transaction for which the receipt is lost, use a statutory declaration in its place.
- Some transactions will not require a receipt e.g. you don't need to write a receipt for every single sausage you sell at a barbeque fundraiser, however once you deposit the days' takings, this should be noted in the general ledger.
- There is no limit on description should you need to provide a more thorough explanation in some areas of the ledger to justify your transaction/s. e.g. BBQ takings on 4th April but not deposited until 9th April or if you make a mistake when transferring money. The money will appear to leave the account in one transaction, then return in another transaction a few days later (usually with a rejection fee in a third transaction). Make a note in the comment section about this.

Note: In the example ledger (link above), the column is populated with a sanity check to ensure that the new balance and transaction amount agree with each other. If they don't match and the cell says "FALSE", you've made an error. You can delete these and replace them with comments once you're satisfied the transaction details are accurate.

Using the other sheets:

The example ledger also comes with several useful sheets for you as treasurer

Balance – This graph will show the balance of the account over the financial year.

Categories – This sheet will automatically calculate the totals for each category listed. If you want, you can manually add grant spending. On the right, the total income, spending and net change are shown. If there are any transactions that don't fall into one of the listed categories, their total will be shown in one of the two "uncategorised" cells. You can add a new category by adding it into the appropriate column ("A" or "F"). NB: a common mistake is using e.g. "Memberships" instead of "Membership" and similar, which would be counted as a separate category, and thus appear in the "uncategorised" cell.

Spending & Income

Though not recommended, if your club keeps a petty cash supply, then you will need a second ledger for that, including receipts. Any withdrawals and deposits should be reflected on both the petty cash and bank ledgers.

Statutory Declaration form

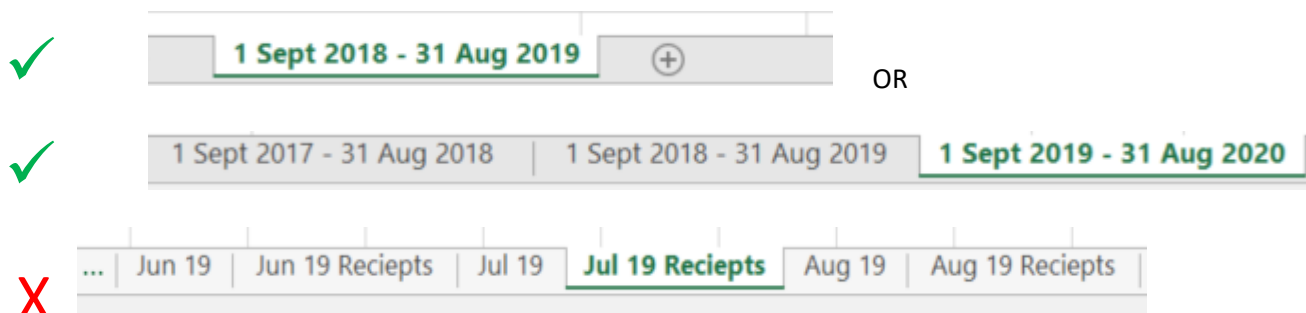
If you cannot find a receipt for a transaction, you can substitute in a [Statutory Declaration](#), which must be declared before a [Justice of the Peace](#). Statutory Declarations are enacted by the Oaths Act 1867, and false declarations can result in fines and/or imprisonment.

Ensure that your Statutory Declaration includes:

- The date of the transaction;
- The recipient;
- The amount;
- The reason for the transaction;
- If possible, any evidence to support the declaration, as an annexure, referred to in the body of the declaration.

Example Audit

The period (1st September – 31st August is captured on one Excel sheet, not multiple, and has a running total.



Note: If you have so many items and receipts that you need to break the general ledger up into months, you should be using Xero. The Union pays for membership for clubs that are interested.

BANK STATEMENT

The bank statements (dates, income, expenditure and balance) are identical to the general ledger.

| Date | Transaction details | Amount | Balance |
|-------------|--|-----------|----------|
| 23 Nov 2018 | Wdl Branch Uni of Qld | -\$109.45 | \$378.73 |
| 23 Nov 2018 | Wdl Branch Uni of Qld | -\$231.77 | \$146.96 |
| 19 Feb 2019 | Direct Credit 302416 UQ STUDENT UNION UQU Grant | \$350.00 | \$496.96 |






GENERAL LEDGER

| | A | B | C | D | E |
|---|-----------|-----------------------------|-----------|-----------|----------|
| 1 | Date | Description | Credit | Debit | Balance |
| 2 | 23-Nov-18 | Withdrawal for (event name) | | \$ 109.45 | \$378.73 |
| 3 | 23-Nov-18 | Withdrawal for (event name) | | \$ 231.77 | \$146.96 |
| 4 | 19-Feb-19 | UQ Union Grant | \$ 350.00 | | \$496.96 |

The general ledger should be presented in order of receipt number, numbered simply and the same as the receipts numbered in the file.











| | A | B | C | D | E | F |
|---|------------|--------|--------|----------------------|----------|--|
| 1 | Date | Credit | Debit | Description | Balance | Folder Name, Invoice/Reciept Number and/ or link |
| 2 | 2/09/2018 | | -32.87 | Facebook Boost | 11349.63 | 1 |
| 3 | 10/09/2018 | 350 | | QPay | 11699.63 | |
| 4 | 11/09/2018 | 100 | | Networking Tickets | 11024.63 | 2 |
| 5 | 11/09/2018 | | -775 | Ball Photobooth Hire | 10924.63 | 3 |
| 6 | 13/09/2018 | 100 | | Networking Tickets | 10644.63 | 4 |
| 7 | 13/09/2018 | | -480 | Ball MC Payment | 10544.63 | 5 |

Keeping receipts in one folder is fine if they are marked like this.









| Name | Date modified | Type |
|---|--------------------|----------|
|  1 | 25/09/2019 9:41 AM | JPG File |
|  2 | 25/09/2019 9:41 AM | JPG File |
|  3 | 25/09/2019 9:41 AM | JPG File |
|  4 | 25/09/2019 9:41 AM | JPG File |
|  5 | 25/09/2019 9:41 AM | JPG File |

Some clubs copy and scan all their receipts/invoices to one Word or PDF document, then number the receipts (in line with the general ledger). This works really well. Links can be used instead of receipt numbers if you'd prefer, though links often don't work causing hold ups in processing.

If keeping receipts in separate folders, you must reference the folder name e.g. 'JointIt' or 'invoices'. If for example, we want to find receipt 16, it should be very clear which folder this is located in. If you feel you have so many receipts, that you need to break them up like this, perhaps consider whether you should be using financial software such as Xero.

-  Bank Statements
-  CBA Digital Receipts
-  Invoices Post Handover
-  Invoices Pre Handover
-  Jointit Payouts
-  Physical Receipts Post Handover
-  Physical Receipts Pre Handover
-  Qpay settlements
-  Trybooking Transfers
-  Union Card receipts

Naming receipts as indicated below, is extremely time consuming and it's likely your audit will be returned to you.

| Name | Date modified |
|--|---------------------|
|  band payment | 4/03/2019 3:53 PM |
|  invoice for launch | 20/11/2018 7:49 AM |
|  invoice for venue hire | 6/11/2018 10:00 AM |
|  invoice | 8/11/2018 5:02 PM |
|  receipt for networking event | 20/11/2018 7:50 AM |
|  receipt for O week | 6/11/2018 9:56 AM |
|  reimbursement A Carr (1) | 11/12/2018 10:03 AM |
|  reimbursement A Carr (2) | 10/09/2019 2:19 PM |

Duties at AGM

Treasurer's Report during AGM

During your AGM, you will have to present your financial or treasurer's report to your club members so that they are informed about the club's transactions and activities.

- Make a statement about your processed financial audit of that year.
- Present a summary of how money was spent and received, e.g. by category.
- If the closing balance was vastly different from the opening balance (in either direction), you may want to explain why.
- You can make report any outstanding or significant transactions throughout the year and provide your general ledger as evidence of these transactions. You may also provide explanations and descriptions for these transactions. Be prepared for your members to question you about certain expenses.
- Be able to submit your treasurer's report along with your club's other AGM documents.

Handover of Treasurer

It is important that you can transfer all documents and recordings to the next treasurer. For a smooth handover, ensure that all documents are up to date, and all transactions that were under your supervision have been processed or explained to the next treasurer. All records and documentation should be accessible to the new incoming treasurer.

As financial documents must be kept for seven years, make sure you keep a copy for yourself/club. It is to be kept in case of audit from Australian Taxation Office.

Make sure your new executives complete a CBA 'Business of Authority' form if any signatories are changing.

Membership fees

As club treasurer, you need to keep track of membership fees and who is a financial member. Make sure to collect membership fees according to the amount stated in your Club's constitution.

Grants are based on membership numbers after-market day. The C&S Department may verify the membership list sent in by checking for membership fees deposited in your club bank account.

Regulation R190.1 (I) states: a club which fails to be audited annually may attract disciplinary action.

Disciplinary action may occur due to:

- Submission of financial documents after the deadline.
- Documents submitted are incomplete
- Audit failed due to inaccurate records and book keeping
- AGM not held before 31st October

For any concerns regarding the audit request form or process please check the UQ Union website.

Relevant Financial Documents

All general and finance-related documents can be located on the UQU website: www.uqu.com.au.

Available documents include:

- **ABN / Statement by Supplier form:** A PDF of a 'Statement by Supplier' form. This form is used in conjunction with an invoice but in the circumstance that a supplier does not have an ABN.
- **'Authority for Business Accounts' Commonwealth Bank form:** Use this when you are changing over executives for your club. Always use the version on the website, not the version in your own club files if you have one, as CBA updates the form regularly and won't accept older forms.
 - For a change of executive, you must supply the Banking Authority form and official meeting minutes.
 - Both forms must be signed by UQU's Finance and C&S Managers.
 - All (Union and student) signatures must be original (not scanned).
 - At least two signatures are required to maintain your club bank account at all times.
 - If only adding a signature, you can use the 'Additional signature' form found at the bank.
 - By resubmitting this form, all existing names on the form will be removed, therefore all executive wanting to remain on the authority must resign the form also.

Clubs & Societies Contacts

The UQ Union website provides comprehensive further information, including the Executive Handbook: www.uqu.com.au.

The C&S Office is located at Level 4, Union Building 21A, Union complex – opposite the Lolly Shop. Walk-In hours **are** Monday, Wednesday and Friday from 9am – 1pm.

Outside walk-in hours, you can schedule an appointment by email at clubs@uqu.com.au. If your matter is urgent, please phone 3377 2200. If the matter is of a confidential nature please contact the C&S Manager, Emily Ryan at emily.ryan@uqu.com.au.