



## FACT SHEET

# Role of the Treasurer

## Guidelines for Treasurers

The treasurer is one of the most important positions in the Club or Society. It is you who has the ultimate financial responsibility and thus an extreme element of diligence and honesty is essential. This is a job that can see anything up to \$50,000 going through the books in one year.

This guide is to provide some extra guidance and details of a few tasks you might come across during the year. As always if you need any extra help please don't hesitate to reach out to the Club and Societies Officer who will be happy to assist.

This guide is going to look at:

- Money going in and out of the account
- Petty cash
- Invoices, receipts, quotes and keeping financial documents
- TUSA Finance Template (Income, Expenditure and Reconciliation)
- Bank Account
- Grants

# Role of the Treasurer

## Two Golden Rules:

### 1. Account for Money Going In (income) and Out (expenditure)

All money going into and out of the Club/Society, must be receipted and recorded. The TUSA provides a **Club/Society Finance Income and Expenditure Template** to help you record all of this information and making your job super simple.

In the case of expenditure (money going out), this involves a reasonable and genuine receipt plus an entry in the Club/Society Finance Template. On the other side, any money received must also be recorded in the Club/Society Finance Template.

The TUSA Finance Income and Expenditure Template is very simple use and all you have to do is enter the figures of the money you have paid into your account and any money you have spent. It has been set up so it will calculate all the totals, etc for you and so should make your role as treasurer very simple.

The image shows a spreadsheet template for recording club/society finances. It is divided into two main sections: 'Income' and 'Expenditure'. The 'Income' section lists items like MEMBERSHIP FEES, SPONSORSHIP, GRANT FUNDING, and BANK INTEREST, with a total income of 1905. The 'Expenditure' section lists items like BBQ EXPENSES, TSHIRTS, and EQUIPMENT, with a total expenditure of 650. A net balance of 1255 is shown at the bottom. Red callout boxes highlight: 'Income - Money coming in' pointing to the income section; 'Add in the amount' pointing to the numerical values; 'Description' pointing to the text descriptions; 'Expenditure - Money going out' pointing to the expenditure section; and 'It will add up automatically' pointing to the total income cell.

BANK ACCOUNT		
CLUB/SOCIETY NAME:		
Date Period:	JAN 1st 202Y - DEC 31st 202Y	
Income	\$	Additional Comments
MEMBERSHIP FEES	400	
SPONSORSHIP	1000	
GRANT FUNDING	500	
BANK INTEREST	5	
Total Income		
	1905	
Expenditure		
	\$	Additional Comments
BBQ EXPENSES	100	
TSHIRTS	250	
EQUIPMENT	300	
Total Expenditure		
	650	
-		

### 2. Bank Money as Soon as Possible

ALWAYS bank any money received from the Club/Society as soon as possible into the club/society bank account.

# Role of the Treasurer

## Basic Principles for Treasurers:

1. No Lending - Do not lend money, under any circumstances, to other clubs/societies or individuals within the club. The club owes its existence to its members and should only ever look after their valid interests.
2. Personal Use - Do not use the club/society funds as a personal expense account.
3. Justification of Spend - It is vital to justify any spending on behalf of the club/society. It is necessary to attempt to match income with expenditure and prevent the club/society from falling into a serious and unnecessary financial position. All spending needs to be minuted as approved by the committee in meeting minutes. TUSA can and will audit your records.
4. Get and Keep Receipts - Always obtain a receipt, to justify spending on behalf of the club/society.
5. Provide Receipts - Always provide receipts to those who give the club/society money, for whatever reason, as a further validation of how much income the club has (against how much it should have).
6. Stay Up to Date - The books of the club/society should be kept up to date at regular intervals and not just at the end of the audit period, as typically playing "catch up" with the accounts is not practicable and tends to be a fruitless and inaccurate exercise.
7. Financial Report to AGM - At the end of the financial year at the AGM you must present a financial report. The best way to do this is to use the TUSA Finance Template to produce a financial statement describing income and expenditure, indexed into category types (i.e., memberships, social takings, and so on) for your members. You can present the income and expenditure tables and the reconciliation tab from the document. (If you keep updating them through the year this will make this job very simple)
8. End of Year Reconciliation – After the AGM you will be required to provide reconciliation of the club/society accounts to the Club and Society Office (this was previously known as an audit). You can use the TUSA Finance Template 'reconciliation' tab to present this information. If the Clubs and Society Office has any concerns about the club/society finances, they have the right to freeze the account.
9. Most importantly, never, ever use a personal bank account to bank club/society funds as this could be seen as embezzlement and can land you in serious trouble!

# Role of the Treasurer

## Financial Sustainability

Ensure your club/society's future through good financial management!

Running your club/society is like running a mini business. Good financial management is essential if you want your club/society to survive!

### Simple steps to help your club/society achieve financial sustainability:

- Have a financial plan - create a budget showing all expected income and expenses for the year to help your club/society manage your money and plan for a strong future. Start by looking at last years' actual income and costs and see how the club/society managed on that.
- It can be good to have a short-term budget which looks at income and costs for the coming year, and a long-term budget which looks at your income and costs over the next few years so you can plan for larger capital items that may be required.
- Think about different ways you can generate income.
- When looking at holding events make sure you will have sufficient funds to cover all expenses and aim to cover your expenses by charging an entry fee - this is easy enough as you can look at all expenses and divide this by the expected number of attendees to arrive at a suitable ticket price.
- Charge a membership joining fee that is appropriate for the type of activities your club/society offers. If you are a ski club, then you should be charging more than a reading club as your activity costs are going to be so much higher.
- If you only want to charge a small joining fee, then think about your activities and the costs associated with them and make sure you can cover any reoccurring weekly running expenses such as venue hire or shuttles and tennis balls by charging members a small fee each session they rock up to.
  - **Note:** TUSA does not cover costs for coaches/teachers/trainers - as these costs should be factored into your membership fees or class/session attendance fees.
- It's not unreasonable to ask for a gold coin donation to attend an event where food and drinks are being supplied or some great bands are performing. In some instances, there are members who may be able to pay a little more than others, so consider asking for an entry donation such as 'pay what you can afford'.

This responsibility usually falls to the Treasurer as it is their job to manage the club/society's income and expenses.

# Role of the Treasurer

## Petty Cash System:

Some Clubs/Society keep a petty cash system in addition to the main account. This has the advantages of allowing the Club/Society to avoid bank costs when all that is needed is something of small value (e.g., less than \$50).

In order to establish a petty cash system, we suggest the following:

### Step 1: Using your Club/Society Finance Template

The TUSA Finance Template has a section where you can include all the debits and credits for petty cash.

### Step 2: When cash is needed

People will either want money before they purchase good(s) or will require reimbursement for incurred expenditure. These should be set out in the petty cash account as either advances or reimbursements and relevant receipts should always be obtained, as the petty cash account will be audited. Thus you should try to limit the use of the petty system and make sure the use is known to yourself.

### Step 3: Reimbursing Petty Cash

Whenever funds are running low you can transfer money from the main account into the petty cash account. Normal practice is to draw as much money into petty cash as is required to bring it to a set amount. For example, when the set amount is \$50, and the petty cash is at \$2.35, you would draw \$47.65 from your main account to bring petty cash back up to \$50.

# Role of the Treasurer

## Invoices

An invoice is a document issued by supplier for money owing for goods or service. In some instances, you will be required to pay the invoice up front and for some services the invoice will be sent after the activity.

You should ensure that the invoice:

- Lists the suppliers ABN number
- Details of what is being supplied
- Totals up and shows any tax included

If you are making a purchase and the supplier does not have an ABN number, you will need to ask them to complete an [ATO Statement by Supplier](#) form. You are obligated by the Australian Taxation Office to withhold payment until the supplier presents with the 'Statement by Supplier' form. This form discharges the club/society of the responsibility to withhold tax on behalf of the supplier where they don't have an ABN.

The club/society must keep a copy of this form for their club/society's records for 5 years. Information regarding the need for a supplier to fill in the form is available [here](#).

## Receipts

Once your club/society has paid for goods or a service, you should receive a receipt from the supplier. This document formally recognises that there has been a transaction of money from the club/society to the supplier. It is important that you get and keep the receipts for all your payments (these can be paper or electronic), especially where an invoice is not supplied.

You should ensure that the receipt: includes the same information as required for an invoice.

**Please note:** A receipt from an eftpos machine is not adequate proof of purchase as it does not state all the required details as above.

All financial documents (invoices and receipts) must be kept for 5 years. These can be kept electronically and saved in your Google drive.

# Role of the Treasurer

## Quotes

A quote is a legally binding written agreement for a supplier to provide goods or a service for the stated price. Getting a quote should be the first step in purchasing goods/equipment or obtaining prices for services.

Quotes are only valid for a limited time due to price fluctuations of goods and services; beyond this they are no-longer legally binding.

Requesting a quote can be as simple as asking a supplier for the cost to purchase an item or provide a service or looking up prices online. When requesting a quote including multiple items and shipping, it can be useful to request the supplier send you a single written quote for the whole package.

If you are planning to apply for a grant for any item purchases over \$500, such as equipment, the Grant Committee requires you to supply 2 quotes for each item.

## Keeping Financial Documents

Clubs/societies should keep copies of these documents (invoices, receipts, quotes) for the following reasons:

<b>Clubs and Societies Grants</b>	Clubs and Societies grants will not be paid to clubs/societies until a copy of the invoice/receipt showing evidence of expense has been provided
<b>Auditing and Tax Records</b>	Audits of club/society's finances require copies of all club/society invoices/receipts received and issued by the club/society throughout the period to be kept.
<b>Legal Reasons</b>	Receipts of financial transactions are vital evidence during financial disputes with suppliers and customers.

When running events always keep your invoices, purchase orders and receipts in a safe place and preferably all together – you may need them if you apply for a clubs/societies grant! Make sure you also find out the supplier's terms of payment. If paying for goods using cash, also remember to get a tax invoice. If you are paying a band or a DJ they also have to provide an invoice (if they don't have an ABN then they will be required to provide you with a copy of an ATO's Statement by a Supplier) [Statement by Supplier form](#).

# Role of the Treasurer

## TUSA Finance Template

The TUSA have an excel spreadsheet template for all clubs and societies to use to help keep track of income (money in) and expenditure (money out). The spreadsheet is broken down into 4 tabs:

1. Overview

This gives you all the balances for income and expenditure for both your bank account and petty cash. The totals automatically formulate from the other tabs. It should give you a quick overview of your finances.

2. Income and expenditure bank account

You can use this tab to input everything you are spending money on and to log all the money you have received and paid into your account.

3. Income and expenditure petty cash

This records the money you are spending from petty cash and money paid into petty cash.

	A	B	C	D
1	<b>PETTY CASH</b>			
2	<b>CLUB/SOCIETY NAME:</b>			
3	<b>Date Period:</b> January 1st YY - December 31st YY			
4	<b>Income</b>	<b>\$</b>	<b>Additional Comments</b>	
5	MEMBERSHIP FEES	400		
6	SOCIAL EVENT TAKINGS	10		
19				
20				
21				
22	<b>Total Income</b>	<b>410</b>		
23				
24				
25	<b>Expenditure</b>	<b>\$</b>	<b>Additional Comments</b>	
26	BBQ FOOD	100		
27	SOFT DRINKS	50		
28	COFFEE AND TEA	30		
29				
30				
41				
42				
43	<b>Total Expenditure</b>	<b>180</b>		
44				
45				
46				
47				

4. Reconciliation

This tab will be used at the end of the year to provide the Club and Societies Officer an overview of your spending for the year and the club or societies current financial situation.

It is very important you regularly update this spread sheet. The spreadsheet is only useful if you keep inputting the data. You can access the financial spreadsheet [here](#).



# Role of the Treasurer

## Bank Accounts

Every club and society have their own bank account with the Commonwealth Bank (or a bank of your choice based on ethical reasons). Each year when the new executive committee is elected as part of the handover, you'll need to change your signatories on your bank account. Make sure you list who the new signatories will be on your AGM minutes.

You are required to have three executive committee members as signatories on the bank account including your President and Treasurer. Any withdrawals/transfers require 2 signatories for accountability and transparency.

No bank accounts are to be opened in a club/society name without prior approval from the CSO.

As a TUSA affiliated club/society the money in your club/society's account belongs to the TUSA.

### Steps to open a bank account:

- For the Clubs and Societies Officer to authorise access to the bank account go to Rubric (QPay) and fill in the '[Request to Change Bank Signatories Form](#)'. You must attach a copy of your AGM minutes (signed by the outgoing president). For new clubs/societies, attach the IGM minutes (signed by the new president).
- The Clubs and Societies Officer will send you some information to assist you.
- Complete the [A153](#) bank form. The Clubs and Societies Officer will also need to sign this form as an authorised person (not signatory) for transparency purposes only.
- Your signatories will need to meet up at the Commonwealth Bank to submit the completed A153 form and show ID to identify themselves on the account.

*The address used for the bank account must be the TUSA address and not a personal address,*

- **Hobart based;**  
TUSA Club/Society name,  
Tasmanian University Student Association  
P.O. Box 5055, University of Tasmania LPO  
SANDY BAY, TAS 7005
- **Launceston/Cradle Coast/Rozelle based;**  
TUSA Club/Society name  
Tasmanian University Student Association  
Locked Bag 1333, LAUNCESTON, TAS 7250

# Role of the Treasurer

## GRANTS

Prior to applying for a grant, you need to have submitted and have approved by TUSA, the following documentation:

- Event Application
- Risk Assessment

*Both the Event Application and Risk Assessment must be approved before applying for an event grant*

- 1 grant per event
- 1 claim per approved grant
- Invoices/receipts must be provided for all expenses to be claimed. Amounts will not be paid where invoices/receipts are not provided. See Invoicing and Receipts for requirements of these documents.

## Overview of Grants

The TUSA has grants available from the Student Service and Amenities Fee (SSAF) and the TUSA Board of Management (BoM) to develop and promote a vibrant, fun and inclusive student experience at the University of Tasmania by providing quality events, services, initiatives and programs.

Events/activities should be student led and are designed to benefit groups of students, not individuals. Grants are available under the following categories which align with the TUSA student promises. The committee will consider grants received from TUSA State Council, TUSA affiliated Clubs and Societies and other student groups.

## Making a Difference Grants

- Initiatives which support the Economic Development Sustainability Goals including (but not limited to) Equity & Inclusion, Zero Hunger, Good Health & Wellbeing, Gender Equality, Climate Action
- Initiatives which relate to key student issues around Accommodation, Diversity & Inclusion, Employability

## Giving Students a Voice Grants

- Initiatives which support the production and dissemination of communications to students whose content is created by students

# Role of the Treasurer

## Helping Students Connect & Activate Grants

- Events, activities, and initiatives which support activation on campus and creating connections

## Helping Students Develop & Grow Grants

- Conferences relating to objectives of a club/society or other TUSA community members including student representatives
- Training such as 1st Aid Training, SASS Training, Health and Wellness Training, etc. that supports events, activities and initiatives relating to items above
- Club development and training

## Eligibility to Apply:

To be eligible to apply for a SSAF funded grant a club or society must satisfy the following:

- Be affiliated with TUSA – affiliations are due by the first of April each year
- Have a minimum of 10 current UTAS students in the club/society
- Meet our minimum requirement of 51% current UTAS student membership

If the grant application is for an event/activity or an adventure club gear purchase the following is also required:

- Lodged and received approval for the Event Application relevant to the grant you are applying for
- Lodged and received approval for their Risk Assessment relevant to the grant you are applying for

Note – without approval of both documents the club/society members will not be covered for that event/ activity.

# Role of the Treasurer

## Grant Applications

What can be applied for \*\*:

- Capital\* – Capital/gear grants are available for one-off large purchases of equipment or replacement of equipment that is integral for the running of a club/society or to benefit the wider student population on our campuses. This grant covers items that are available for ongoing use up to 3 years. It does not apply to items that would not be considered assets, such as running expense supplies. These grants aren't capped due to the nature of what they support. The item/s must be available for the benefit of all members.
- Activity/Events – These grants support the delivery of activities and events and must align with TUSA values and promises. Clubs and Societies events/activities must align with the aims and objectives of their club/society e.g. a cultural society holding a Mid-Autumn Festival.
  - Balls/End of year formal dinner invitation etiquette: as a courtesy and in recognition of financial support received from their school/college and TUSA, academic societies planning to hold balls and annual dinners should extend an invitation to their Head of School and any other notable key stakeholders from within TUSA and/or the University, by way of complimentary or discounted ticket/s.
- Maintenance – Helping to support the upkeep of equipment that is integral for a club or society to remain active.
- WHS – Work health and safety grants are there to support UTAS students and to make sure a club/society is being run safely & ensuring they meet and comply with WHS regulations.
- Conference Travel – TUSA recognises the value conferences can have in upskilling and supporting the growth of clubs and societies and student representatives. Grants are available for local and domestic travel.
- Start Up – Only available for brand new clubs/societies to help them run their first meeting/membership drive event and/or to get basic items to help run the club/society.
- C&S Signature Events – Discretionary funding may be sought to support a significant event (Engi Laneway, MSS Night Market) on campus that caters to a large number of uni students. Applications for these events require prior conversation with TUSA.

\*\*Refer to Grant Limits table for details on limits/caps on grants.

# Role of the Treasurer

## Grants Specific to Sporting and Adventure Clubs

Sporting and Adventure Clubs may apply for assistance to purchase equipment that they require for their sporting or adventure activities. At their discretion, the Grant Committee may agree to fund up to 75% of the purchase cost, or 100% of the equipment purchase cost for new clubs. This generally does not include personal items (i.e., items that will become the personal possession of an individual club member) or items such as uniforms.

### 1. Objectives/Purpose

This grant shall be provided to assist clubs with undertaking large projects that advance their club's strategic aims and objectives. Projects can include, but are not limited to, any of the following:

- a. Equipment purchases, repairs, and replacement; or
- b. Skills training aimed at improving long-term sporting performance, umpiring, and/or administration within the club.

### 2. In relation to equipment, allowable expenses shall mean:

- a. Equipment used in the pursuit of that club's sport or adventure activity; or
- b. Equipment and capital expenditure to further the interests of the club; or
- c. Administration costs related to the purchase and/or planning of equipment and capital expenditure; or
- d. Funding for the repairs caused by accident or general wear and tear, but not where such repair is required due to the negligence or wilful actions of a particular party.

### 3. All equipment purchased through a capital project grant shall remain the sole property of the TUSA unless subsequently purchased from the TUSA. This equipment is to be held in trust by the Club, who shall have exclusive management and control of the equipment, and be responsible for ongoing costs including, but not limited to, registration or maintenance.

### 4. Application Requirements

The application form for a large capital project grant must detail:

- a. An outline of the proposal for which the grant is sought.
- b. Number of current UTAS students and non-student members
- c. Membership fee charged for current UTAS students and non-student members
- d. Two quotes are required for items over \$500

# Role of the Treasurer

## Applying for a Grant

To apply for a grant Clubs & Societies must complete the Grant Application Form on Rubric (QPay).

Grant applications must be received for review before an event/activity or capital purchase takes place. Funding will not be provided for activities/events that have already taken place.

An event application, with a risk assessment attached, must be submitted via Rubric (QPay) and approved by the TUSA Clubs & Societies Team before holding the event/activity.

Clubs & Societies are required to provide the following information:

- Type of grant you are applying for
- For capital/gear purchases over \$500 two quotes are required
- If applying for funding for an event/initiative –
  - the description of event/initiative,
  - the purpose of event/initiative including
    - name of event,
    - date,
    - time,
    - venue,
    - location,
  - expected number of attendees
  - the purpose/proposal for which funding is sought and how it will benefit your members.
  - are you receiving any external funding? Are you selling tickets for the event or asking for a for gold coin donation?
  - provide a budget for the grant showing expected income & expenses
  - any other information to support your application

Only one grant application per event/activity will be considered.

Events should ideally take place before 30th November to allow paperwork to be completed in time for TUSA auditing requirements unless a special arrangement has been discussed and

# Role of the Treasurer

approved by the Clubs and Societies Officer or the Student Experience & Events Officer.

## Grant Limits

Grant Type	Item/Activity	Limit/Cap	Details
Capital		Not capped	No cap due to the nature of what these grants support – at the discretion of the Grant Committee.
Capital	Banners	\$150	<p>TUSA branded banner used primarily for the purpose of promoting the club/society and not for a one-off event.</p> <p>Only applicable if a Banner Grant* hasn't been allocated for the year by the Grant Committee</p> <p>*The Banner Grant is funding set aside specifically to purchase TUSA branded banners for individual clubs/societies, organised by TUSA as required. <b>Please email the <a href="#">Clubs &amp; Societies Team</a> if you require a new banner.</b></p>
WHS/Safety	Items	100% covered	Provided they are necessary for C&S to meet risk assessment requirements
Activity		\$1,500	<p>The capped amount includes any funds granted towards food.</p> <p>Only one grant application will be accepted per activity.</p> <p>Events held on campus and open to all students. Majority of attendees must be students.</p> <p>Ticketed events must demonstrate financial sustainability.</p>
Activity/Events	Food supplied	\$5 per head capped at \$250 for lunch/breakfast activities. \$7 per head capped at	The Committee will support bulk purchases of food for the initial purchase of breakfast items for regular breakfast events. Items purchased

# Role of the Treasurer

		<p>\$350 where the event is held at dinner time.</p> <p>Snacks \$3 per head capped at \$150</p>	<p>must be healthy breakfast foods.</p> <p>Clubs and societies must be able to show the benefit gained by having food at the event.</p> <p>Please note food is not granted for Balls, Cocktail Parties and Formal Dinners as these must be factored into your ticket prices.</p> <p>Snacks/food at AGMs are also not supported.</p>
Activity/Events	Single Use Plastics	Not funded	<p>Provided by TUSA.</p> <p>Please apply for free event catering supplies which include biodegradable cutlery, plates &amp; cups through our TUSA hire store.</p>
Activity/Events	Decorations	<p>Up to:</p> <p>\$50 per event</p> <p>\$100 per ball</p>	<p>The committee will evaluate this on a case-by-case basis noting that we do have some decorations available through our TUSA <a href="#">hire store</a></p>
Activity/Events	Printing/Advertising	\$30	Includes posters, certificates, promotional brochures
Events	DJ	At discretion of Committee	The committee will evaluate this on a case-by-case dependent on size of event and expected attendance.
Events	Security	Up to 75% of costs	Reimbursed where security is required
Activity/Events	Live Music/Bands	\$400 capped	It is expected that the rest of this expense is covered in ticket prices.
Events	Balls & Annual Dinners	\$1,500	<p>Towards venue hire, up to 75% of security costs, AV equipment, decorations.</p> <p>Food grants not funded for balls/annual dinners/cocktail parties.</p> <p>Have they extended an invite to TUSA/UTAS to</p>



# Role of the Treasurer

			attend their ball?
Conference Travel & Sporting Representation	Travel & accommodation	\$350	Domestic travel per current UTAS student
		\$1,400	Total domestic travel grant capped at
		\$600	International travel per current UTAS student
		\$1,200	Total international travel grant capped at Includes conference registration cost
Start Up	New clubs/societies just starting	\$250	One off grant. Can be used towards first meeting/event expenses and/or any start-up expenses

*\*\*Please note: the Grant Committee may at their discretion from time-to-time set/raise limits based on a case-by-case basis -e.g., if the event is aimed at showcasing student work and additional assistance is justified.*

# Role of the Treasurer

## What the TUSA Cannot Support Through SSAF Funded Grants

- Money to purchase alcohol via SSAF funding
- Supplying food & beverages at AGMs
- Prizes for individual club/society events
- Gambling
- Gifts
- Tobacco in any form whatsoever
- The payment of any fines imposed on a club/society.
- Brewing equipment or equipment related to brewing.
- Single use plastics
- TUSA funds being directly sent to support fundraising donations, although we can support an event/activity to enable you to fundraise.
- Trophies for individual club/society events or sports
- Normal operations of a club/society, such as personal transport costs
- Any items that become the personal property of members, including uniforms
- The payment to any member of the club as a player, teacher, coach, trainer or otherwise
- Court, sports or venue hire, or other costs associated with the normal day-to-day running expenses of the club/society, e.g. for weekly classes or training sessions.
- Running expenses – these items are to be funded from club/society membership fees and other club/society income, keep this in mind when setting the price of your fees. Costs considered running expenses are:
  - proof of membership items such as membership card, key chains, badges etc
  - stationery etc
  - promotional items such as stickers
  - normal operational costs
- Any other areas that arise as determined by the Grant Committee

# Role of the Treasurer

## How the Grant Committee Assess a Grant Application

- Make sure you have provided details on what you are applying for. The committee will want to know in detail about what the money will be used for and how it will benefit your club/society and/or the UTAS student community.
- Are you being realistic with your funding request expectations? When assessing the request, the Grant Committee will consider how many students the money will benefit. Realistically, you won't get \$500 if there are only going to be 10 students at your event/activity.
- What is the club/society/applicant contributing? The TUSA may not always fully fund an activity/purchase. Clubs and societies need to try to be self-sufficient, so consider how much the club/society will be contributing. We will look more favourably on an application knowing that the attendees will be contributing an entry fee (even a gold coin donation).
- We understand that your activity/event can't always be held on campus, and some events are more suited to a particular venue, however we encourage you to check out locations on campus to enhance vibrancy around Uni. We will also look favourably at grant requests where events/activities are held on our campuses.
- We won't fund events/activities held in private homes.

## Claiming Your Grant

The club/society will be informed by the Clubs and Societies Officer or Student Experience & Events Officer via Rubric (QPay) if your grant application was successful and how much the club/society/applicant is to receive.

Grants can only be claimed once the event/activity has taken place or item has been purchased using the [Grant Claim Form](#) on the Rubric (QPay) portal. Payment will only be made upon provision of the following:

- all relevant invoices/receipts of the items the grant is covering.
- a brief report of the event/activity
- updated budget showing actual income and expenses.
- an attendance list showing all attendees broken down into current UTAS students (must include student ID numbers) and associate members (non-current UTAS students & community members).

Only one claim per approved grant will be accepted.

# Role of the Treasurer

Claims must be finalised by 30th November to allow paperwork to be completed in time for TUSA auditing requirements unless a special arrangement has been discussed and approved by the Clubs and Societies Officer or Student Experience & Events Officer.

## Who Approves Grant Applications

All grants are approved by a Grant Committee comprising of:

- TUSA State Council President
- Southern Campus President
- Northern Campus President
- Cradle Coast Campus President
- Sydney Campus President
- Clubs and Societies Officer
- General Manager (Chair)
- Student Engagement & Development Manager
- Student Experience & Events Officer
- Community Development Officer (Cradle Coast)
- Student Experience Administrator

The Student Experience & Events Officer is the committee secretary and is authorised to approve grants up to \$1,000.

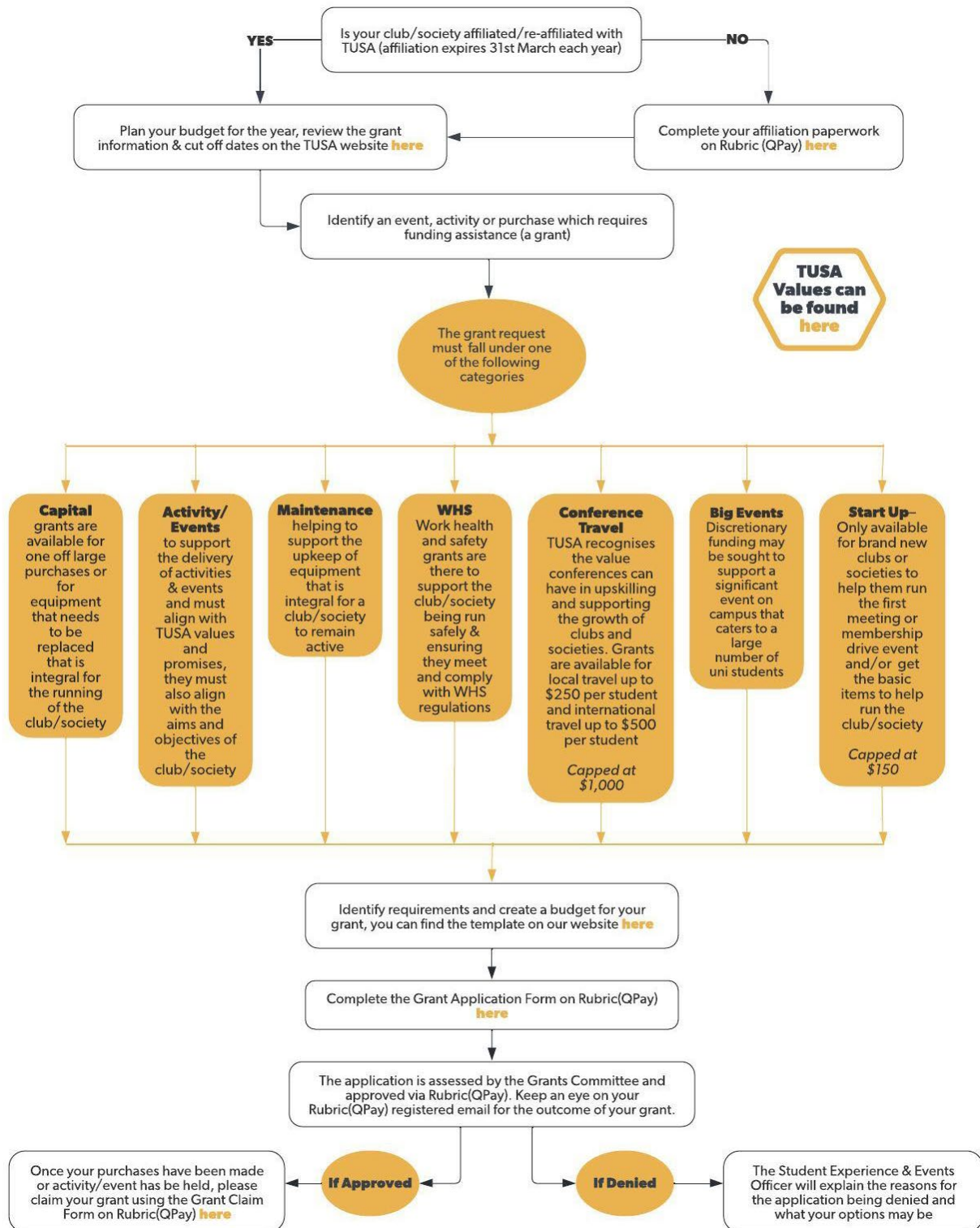
Advice around media grants is sought from the Marketing & Communications Officer as required.

The Grants Committee meet several times a year to review applications. The grant submission cut off dates & meeting dates can be found on our [website](#) under “Grants”.

As our grant rounds don't fall between November of current year and March of following year, the grant Committee may consider grant applications submitted through Rubric (QPay) for activities planned through summer, prior to event taking place. You can email the [Clubs & Societies Team](#) and let us know what you have planned, and we can advise best way to proceed.

# Role of the Treasurer

Applying for a Grant Flowchart (access flowchart on the website [here](#))



# Role of the Treasurer

## Student Services and Amenities Fee (SSAF)

SSAF legislation provides a list of services on which the University is permitted to spend the funds. Importantly, these can only be:

- Non-academic; and
- Non-political

The fees collected cannot be spent on the provision of academic services or be used to support political parties or the election of a person to Parliament or a local Government body.

### Applicants must ensure that their initiative relates to one of the following SSAF guidelines:

- providing food or drink to students on a campus of the higher education provider
- supporting a sporting or other recreational activity by students
- supporting the administration of a club most of whose members are students.
- promoting the health or welfare of students
- supporting debating by students
- supporting an artistic activity by students
- supporting the production and dissemination to students of media whose content is provided by students.

SSAF states a higher education provider must not spend an amount paid to the provider as a student services and amenities fee to support:

- a. a political party; or
- b. the election of a person as a member of:
  - i. the legislature of the Commonwealth, a State, or a Territory; or
  - ii. a local government body.

Please refer to the [C&S Political Attendance at TUSA SSAF Funded Events](#) for further details.

# Role of the Treasurer

## Need Some Help

If your club or society has any problem maintaining their books in the appropriate manner, please contact the Clubs and Societies Team via email [Clubs@tusa.utas.edu.au](mailto:Clubs@tusa.utas.edu.au) .