



DUSA Clubs Financial Handbook

Updated April 2026

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Introduction

All DUSA clubs are set up with a ledger which sits underneath the one DUSA bank account. These ledgers are managed solely by DUSA. Clubs are approved as unincorporated associations and should refer to the conditions of affiliation in their model constitution.

Clubs do not have their own BSB/account number, they are identified by dimension codes i.e. GE DES for the Deakin Engineering Society (Geelong) or BW DHPS for Deakin Health Promotion Society (Burwood).

All club expenses must be approved by your Clubs Support Coordinator (CSC) prior to purchase/payment being made. This is done by submitting an Expense Request Form through your club Rubric Account.

Expenses not approved by DUSA prior to being made will not be reimbursed.

Club funds must be used to benefit the wider club membership and cannot be used for the sole benefit of Executive members.

This includes a restriction on reimbursing individual Executive expenses such as petrol, parking, or other personal transport costs, unless they are directly supporting and benefiting the broader membership or event participants (for example, pre-approved reimbursements linked to carpooling arrangements for approved hikes or overnight trips endorsed by DUSA).

Club funds must not be used to pay a business owned or operated by a Club Executive, or any arrangement where a real or perceived conflict of interest exists.

Club funds rollover at the end of each year and do not expire.

DUSA operates under a cashless system, meaning that all transactions (i.e. ticketing, merchandise sales) should be done via an online platform. Rubric is the main system that should be used for all club ticket and merchandise sales.

The benefit of being across your club's financials include being able to;

- Successfully plan and budget for events/merchandise
- Ensure your club is financially viable and can continue operating long-term
- Leave some rollover funds in the account for the following year
- Invest back in your members and show them the value of having a membership with your club

Accessing Club Funds

The two main ways to make payments from your club ledger include reimbursement and payment to supplier. Both methods can be done by completing either a **Reimbursement Form** or **Payment to Supplier Form**

Reimbursement Form:

A Reimbursement Form is used to reimburse someone who used their own money on behalf of your Club (i.e. buying snacks to give out during OWeek).

This form is available through your club Rubric account.

Payment to Supplier Form:

A Payment to Supplier Form is used to pay tax invoices from suppliers who have an ABN, and we pay them directly from your club account.

This form is available through your club Rubric account.

A few things to note:

- Once a payment request form has been submitted, DUSA Finance and your Clubs Coordinator will review and enter the payment. We may be in touch if there are any queries or if any additional information is required
- You need to complete a new Reimbursement form or Payment to Supplier form for each different payee
- Payment is through Bank Transfer, BPay or Paypal
- Be clear and descriptive with the details of the expense; make sure it matches the tax invoices you submit and you must mention the event it is for.

All Reimbursement Forms and Payment to Supplier Forms require a tax invoice/tax receipt that includes the following information:

1. Tax Invoice stated on the invoice
2. Company’s identity
3. ABN Number (if no ABN, submission of Statement by Supplier form – see below)
4. Date of issue
5. Description of goods/services
6. GST amount payable (if any)

1 Tax invoice

2 Windows to Fit Pty Ltd
ABN: 32 123 456 789 **3** 15 Burshag Road
Festler NSW 2755

4 Date: 1 August 2018

To: Building Company
254 Burshag Road
Festler NSW 2755

Description of supply	Total
Window frames 5	\$825
TOTAL PRICE INCLUDING GST	\$825 6 + 7

Reference: <https://www.ato.gov.au/business/gst/tax-invoices/>

All payments should be submitted within 14 days of your event finishing. For same week processing, payment request forms must be submitted prior to 12pm on Tuesdays. Payments will then be processed on Thursdays.

Payment requests submitted after 12pm on Tuesdays will be processed the following week.

Please note that all receipts must be in \$AUD.

Statement by Supplier Form:

If you have enlisted the one-off service of someone who doesn't have an ABN, like a performer or musician, you must submit a Statement by Supplier Form with the Payment to Supplier Form and their invoice. This is an ATO form and can be found via <https://www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn/>

Request for Invoice:

This form requests that DUSA sends an invoice for payment to a supplier on your behalf. This is generally used to request payment from a Deakin Faculty or a Sponsor. The payment will be directly deposited into your Club account. This form can be downloaded via <https://www.dusa.org.au/club-resources>.

GST:

DUSA is subject to GST, and as such, this also affects affiliated clubs and their finances.

When your club generates income (i.e. memberships or ticket sales), GST will be included in the total amount. For example, if you deposit \$110 into your DUSA account the club will have an income of \$100, due to the \$10 GST component subtracted from the total amount.

Furthermore, if your club presents an invoice totaling \$110 for payment, after GST is removed the club will show an actual deficit of \$100.

Club Payments Checklist

To help you in ensuring all requirements have been met for payment to be made, please use the below checklists.

Reimbursement Form and Payment to Supplier Form:

Name of person/company money is being paid to	
Description of what the payment is for i.e. venue hire	
Name of the club that is paying the expense	
Total amount to be paid	

Tax Invoice/Receipt attached:

Supplier ABN is provided OR Statement by Supplier form is provided	
Statement if GST has been charged	
Listed in AUD	

Other:

Proof of payment (for reimbursements) attached or it states 'PAID' on invoice/receipt	
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Reasons your Payment Request may not be accepted by DUSA:

- Invoice is not in Australian dollars
- Invoice is not in English
- ABN is quoted on invoice, the company is not registered for GST but they have charged it
- No ABN or statement by supplier
- No proof of payment for reimbursement
- Proper Tax Invoice not provided
- Documentation provided is a proforma invoice, sales order, or order confirmation
- No approval from club or CSC (Clubs Support Coordinator)
- Only proof of payment (i.e. EFTPOS receipt) is submitted – no invoice
- Company is registered for GST but GST amount is not shown on the invoice
- Invoice is not made out to DUSA or club
- Not enough club funds
- No bank details
- Claiming reimbursement for an invoice made out to someone else

Funding

There are several options available to your club to help fund your event or initiative. These include the following;

- Current club funds
- Membership income
- Ticket sales
- DUSA Club Grant
- DUSA Board Grant
- DUSA Sports Grant (available to Sports Clubs)
- Club Sponsorship

Current Club Funds:

Your current Club funds can be utilised to pay for all approved events/initiatives. Clubs receive their weekly finance report on Fridays. Otherwise, contact dusa-clubs@deakin.edu.au to find out your current club balance if you need an interim report.

Membership income:

Memberships can only be purchased online via the DUSA website.

Ticket Sales:

Ticket sales should cover most of your event expenses. If you choose to provide a subsidy, then your budget needs to show where the discrepancy in income will come from. Ticket sales income cannot be completely relied on to fund an event as this puts your club at financial risk.

For ticketing and/or merchandise sales, clubs should use their club Rubric account. Please remember that all online platforms have processing fees, and it is important to factor this into your budget. We recommend that the club does not absorb the transaction fee, but that the ticket purchaser (i.e. the student) covers the cost of the processing fee.

Remember to factor in GST being paid for ticket sales. For example, if you need \$20 in your bank account per person for the event costs, you will need to charge \$22 for the ticket because you will be paying \$2 GST per ticket sale.

It is important to let your DUSA Clubs Coordinators review ticket sales links to ensure all information and linked bank details are correct prior to commencing ticket sales. All Rubric sales will automatically go to the DUSA bank account, and we can access copies of your remittances/settlements, so we know to allocate them to your club ledger when they reach the DUSA bank account. If you would like to use a different platform for club transactions, please seek approval from the DUSA Clubs Coordinators first.

DUSA Club Grant/DUSA Board Grant/Sponsorship:

Please see the relevant section within this handbook.

DUSA Club Grant

To support Clubs in their endeavor to organise a diverse range of activities and events, DUSA provides grants to assist with funding for Clubs where activities/events/items are running at a financial loss. Club grants can assist with partially covering the financial loss of activities/events/items, with club funds also to be contributed towards the cost of the financial loss of the event. Club grants can be applied for to cover up to 50% of the financial loss of events, club grants are not applicable where a profit is being made. If your club funds balance is significantly high, you may be asked to utilise an increased amount to cover event losses and a club grant may not be applicable.

For events/items with variable income/expenses, your club grant should be submitted within 14 days post-event/item purchase once final income/expenses are confirmed. For events/items with set expenses that do not vary, your club grant can be submitted at the time of your Rubric event submission or within 14 days post-event.

Eligibility Requirements include;

- Your Club must be affiliated with DUSA
- Your Club must have participated in T1 Orientation as communicated by your Clubs Coordinators
- Your Club must have a minimum of 20 paid club members (10 for W'Bool)
- Your Club must have held a minimum of two events in T1 and T2 (not including DUSA organised events)
- Your Club Executive team must have attended the mandatory Club Executive training session

The DUSA Club Grant allows clubs to apply for funding that can assist in areas such as;

- Learning and development
- Venue hire
- Equipment
- Promotional activities
- Other expenditure relating to events, activities, initiatives etc.

The amount of money that you can apply for is determined by your club membership numbers at the end of W1 in Trimester 1 and the end of Week 1 in Trimester 2. Your grant tier level may change between T1 and T2, depending on the total number of members in your Club. Your CSC monitors your membership total at the end of Week 1 in T1 and at the end of Week 1 in T2 and allocates your grant tier based on these figures.

T2/3 Club Grant money expires mid-December and cannot be accessed the following year. T2/3 grant money must be applied for and spent prior to 15th December. This is because DUSA's financial year is 1st January – 31st December.

If your club wishes to apply for grant money in January/February, this will come from the T1 Club Grant. As the correct membership number is not determined until the end of Week 1 T1, the maximum a club can apply for is \$500 up until the correct tier is determined and membership figures confirmed.

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	Number of Members	Funding
Tier 1	20 – 70 student members (10 for Warrnambool)	\$1250 in T1 \$1250 in T2/T3
Tier 2	70 – 150 student members	\$1500 in T1 \$1500 in T2/T3
Tier 3	150+ student members	\$1750 in T1 \$1750 in T2/T3

This form is available through your club Rubric account.

Criteria for grant approvals:

Club Grant Applications will be reviewed by your CSC. Grants are designed to help provide a subsidy, but not cover the full expense of an event or initiative. Considerations when reviewing your applications include;

- The financial contribution from the club(s)
- Total income (i.e. ticket sales, sponsorships)
- Total expenses
- Existing club funds (high funds balance clubs may receive a reduce grant approval or be asked to utilise their existing funds)
- Value to the members

Please note, Club Grant Applications can be submitted at the same time as your event approval/expense approval but may not be processed until after the event where the income/expenses are variable.

Note: Club grants can only be applied for relating to events/purchases which directly benefit the club membership and are not available to cover the cost of alcohol or expenses which do not directly benefit your club memberships (e.g. donations to charity).

DUSA Sports Club Grant

The purpose of this grant is to provide DUSA affiliated sports clubs with additional opportunities for club development that support student engagement opportunities.

DUSA Sport Clubs have access to an additional \$500 per calendar year due to the additional expenses relating to sporting club operations. The Sports Grant Application form is available in Rubric and is visible to DUSA Sport Clubs only. This Sports Grant can cover the cost of sporting club operations such as venue hire, sporting equipment, umpire/referee costs, club owned uniforms, competition entry fees (to enter a new tournament)*, coaching fees etc.

*Competition entry fees can be covered only for a new tournament, subsequent registrations for the same competition would only be eligible through the club grant/club funds.

Sport Club Types

Performance

Clubs that compete regularly in structured, often weekly competitions, and are affiliated with an external league, association, or governing body. These sports typically have a large membership base and strong participation across the broader Australian sporting community.

Participation

Clubs that engage in regular, often social or semi-structured competition. These clubs generally have a smaller membership base and a less formal competition structure compared to performance-focused sports.

Instructional

Clubs that focus on developing skills through graded or progressive learning environments, with occasional tournaments or championship-style events rather than regular competition.

Recreational

Clubs that organise trips, activities, or events primarily for leisure, social connection, and participation rather than structured competition.

Criteria for grant approvals:

Club Grant Applications will be reviewed by your CSC. Considerations when reviewing your applications include;

- The financial contribution from the club(s)
- Total income (i.e. ticket sales, sponsorships)
- Total expenses
- Existing club funds (high funds balance clubs may receive a reduce grant approval or be asked to utilise their existing funds)
- Value to the members

Items Not Eligible for Funding

Sports Grant funding cannot be used for the following:

- Repairs or maintenance of fixed infrastructure
- University Nationals participation costs
- Orientation Week activities
- Individual player registration or membership fees
- Individual athlete equipment
- Branding that is not approved by DUSA
- Costs for projects that have already taken place (retrospective funding)

DUSA Board Grant

DUSA Board Grants are designed to help affiliated clubs with ventures that do not fit the criteria of the DUSA Club Grant requirements or that may require more financial assistance.

Applications must show efforts to fundraise or cover some of the cost from existing club funds. Board Grants will not cover the full expense.

All Board Grant applications must be submitted 6 weeks prior to the event/initiative.

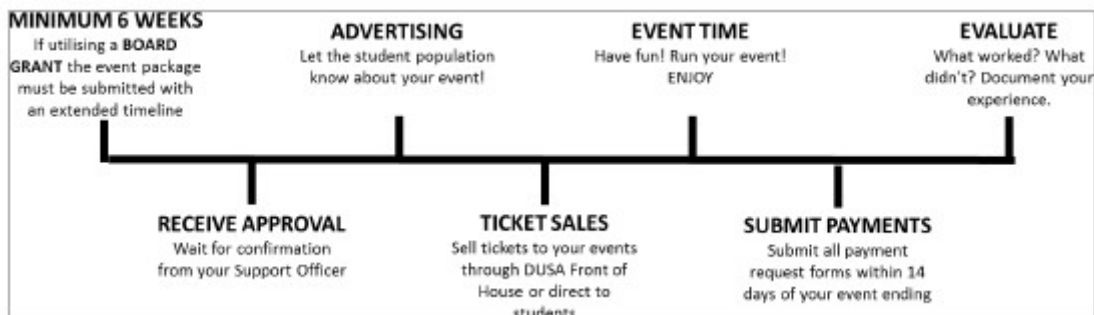
This form is available through your club Rubric account.

Along with your Board Grant Application Form, please also include the following;

- A cover letter that outlines your proposed expenditure (including detailed quotes), an overall summary of your club, an explanation of how the club and DUSA will be promoted, all expected benefits because of the funding and any current or proposed sponsors.
- Extra details on your budget (i.e. information on the proposed expenditure), any previously awarded grants and how the club used those funds, fundraising efforts by the club, sponsorships etc.

- Any applicable designs (i.e. artwork for merchandise), contracts or agreements. All contracts or agreements must be attached and be unsigned.

We advise that you follow the proposed timeline below if you are applying for a DUSA Board Grant to host an event.



Sponsorship

Sponsorship can be a great way to increase your funds; however, you need to ensure that a proper agreement is in place with your sponsors.

All sponsorship arrangements must be discussed and approved by your CSC before you enter and sign any agreements. This is to ensure that there aren't any conflicts with existing DUSA sponsors and that the agreement is fair and beneficial for your club. You must contact your CSC before consultation with any companies to determine if they are deemed an appropriate sponsor.

A sponsorship agreement may include the following;

- Money from a Deakin Faculty
- Money from an outside source
- Free room hire, prizes, discounts, etc.

The best way to start with sponsorship is to brainstorm a list of potential sponsors and discuss with your CSC to see if a relationship with DUSA already exists. Remember to personalise each sponsorship proposal to the business you are pitching.

All sponsorship agreements will incur GST. When negotiating any sponsorship agreements make sure you and your sponsor are clear on the agreed amount (plus GST).

Clubs are unable to enter into sponsorship agreements with companies of the following nature;

1. Migration/Consulting companies – this includes, but is not limited to, companies relating to student VISAs, migration, compliance, study, etc.
2. Education-based companies
3. Law firms/companies that offer legal advice to students
4. Companies which overlap with services or events which Deakin/DUSA already offer

Clubs enter sponsorship contracts at their own financial risk. If a sponsorship agreement is not honoured by the sponsor, then all financial consequences will be funded directly from the club's account.

If your club is looking at receiving sponsorship from an individual/company, you must adhere to the following process:

- Through your club Rubric account, submit a Clubs Proposed Sponsorship Form for your CSC to review, including the details of the individual/company/organisation and request approval to enter into a sponsorship agreement. If you have a copy of a proposed sponsorship agreement, please also attach this to your submission.
- You must include a proposed start and finish date on the form and all sponsorship agreements must start and end within the current calendar year.
- Your CSC will either approve, request amendments or reject the sponsorship proposal.
- If the proposal/sponsorship template is approved, you can now submit the final signed copy of the agreement through the Rubric form titled Clubs DUSA Approved and Signed Sponsorship Form.
- If your club requires payment from the sponsor, you must submit a 'Request for Invoice form' through Rubric. DUSA will then invoice the sponsor accordingly.

All paperwork should be returned to DUSA in a timely manner so that invoices can be processed and sent out prior to the event taking place. In some circumstances this is not possible, but they should be the exception to the rule.

For any questions or guidance, please contact dusa-clubs@deakin.edu.au.

Finance FAQ's

Why can't a club get the GST that was claimed back from ATO?

As most clubs operate as part of DUSA, and DUSA is registered for GST, we **have** to charge GST on most activities we do or supplies we sell and then pay the GST to the ATO (Australian Tax Office), this unfortunately is not by choice; so therefore the club do not get this money, only the net amount (TOTAL less GST).

E.g. if a club charge a member \$5.50 to join, \$5.00 goes to the club and 50c goes to the ATO.

On the other hand....

DUSA (and therefore clubs) also get to claim back the GST charged on any purchases made. So if a club make a purchase and they have a 'proper' tax invoice for the purchase, the club would only have the net expense taken off the club total.

Eg. A club purchases a banner for \$110.00 (club would only be deducted \$100, the other \$10 is paid by DUSA and claimed back from ATO).

The reason the club would not get the \$10 back is because they were not originally charged the full amount to begin with (in above example, the club would only have had \$100 deducted from their overall total rather than \$110)

Why do I need a tax invoice/receipt?

Tax invoices are required to claim back from the tax office any GST paid by club/DUSA to a supplier. No Tax invoice = unable to claim from ATO so the club will be expensed the full amount paid.

What is included on a tax invoice?

Tax invoice	
Windows to Fit Pty Ltd ABN: 32 123 456 789	15 Burshag Road Festler NSW 2755
Date: 1 August 2018	
To: Building Company 254 Burshag Road Festler NSW 2755	
Description of supply	Total
Window frames	\$825
TOTAL PRICE INCLUDING GST	\$825

A **Tax Invoice** must include the following:

- The words 'Tax invoice'
- Company name and details
- Company ABN (or if no ABN – a Statement by supplier)
- Details of purchase
- Total amount to be paid
- It must state if GST is charged

Are order confirmations, proforma invoices considered a tax invoice?

No, these are like quotes/estimate of charges and are negotiable to change.

If I have provided payment confirmation, do I need to provide tax invoice/receipt still?

Yes, a tax invoice is required to be able to claim back any GST paid from ATO (Australian Tax Office)

Why do I need payment confirmation for a reimbursement?

To prove that what is being claimed has actually been paid for

What can I use for proof of payment?

- A screenshot showing the payment from your bank account
or
- EFTPOS receipt or
- Invoice showing as paid/nil balance

What if the invoice is in another language?

It is a requirement from ATO that any financial records must be in English or show evidence of translation.

Can I get an invoice paid that is from another country?

Yes, the following information is required:

- Country money being transferred to
- Description of what purchase is for, amount to be paid, what currency and invoice no
- Beneficiary account number/IBAN (*International Bank Account Number is an internationally recognised format which identifies the account number of a beneficiary*)
- Beneficiary account name
- Beneficiary address
- Bank SWIFT code/BIC (6 letters)
- Bank Branch details
- Branch identifier (*which may also be referred to as the National Clearing Code is a numeric code used to identify the recipient bank. The Branch Identifier is the recipient country's equivalent to Australia's 'BSB'. The code can be between 3 and 23 digits*)

****Payments made to other countries may incur a transaction fee which will be charged to the club.

Can I claim a reimbursement if the invoice is in a foreign currency?

Payment proof will need to be submitted along with evidence of conversion rate (using link below) for day payment was made.

<https://www.rba.gov.au/statistics/frequency/exchange-rates.html>

Can I claim a reimbursement for myself if invoice is made out to another club member?

YES – if an explanation is provided as to why the person being reimbursed is different to the one invoice is made out to.

Why can't we pay invoices from suppliers made out to Deakin University? Who should they be made out to?

DUSA is a separate financial entity to Deakin University and therefore cannot claim the GST on an invoice made out to another company.

Invoices need to be made out Deakin University Student Association (DUSA)

Why does invoice/receipt need to show ABN? What if ABN is incorrect? What if supplier has no ABN?

In order to claim any GST paid from ATO, a 'proper' tax invoice is required.

A "proper" tax invoice requires the supplier to provide their ABN.

When Reimbursement Forms or Payment to Supplier Forms are submitted through Rubric to DUSA's finance department, the company ABN details will be verified; if the ABN provided is incorrect, DUSA finance will either contact the club submitting the request or the company directly asking for correct ABN.

If DUSA is paying a supplier with no ABN, a Statement By Supplier form from ATO will need to be submitted along with the invoice.

Why does invoice/receipt need to show GST?

Not every company is registered to charge GST and not every item sold is GSTable; therefore any GST charged needs to be clearly shown on tax invoices.

What if a company is not registered to charge GST and still does charge GST?

When payments are submitted to DUSA Finance, the company's GST status details will be verified; if GST has been charged incorrectly, DUSA finance will either contact the club submitting the request or the company directly asking for the invoice to be re-issued showing the correct details.

Can a reimbursement claim still be submitted if the receipt/invoice is older than 1 month?

YES but submitting payment requests within a timely manner, ensures that:

- ** students are not out of pocket for too long
- ** the club is keeping within budget
- **any issues can be resolved easier when done straight away

Why do you need to confirm bank details of new suppliers?

It is a practice of DUSA finance department to confirm the bank account details of new suppliers, suppliers not used in last 18 months or suppliers that have changed their bank account details.

Whilst bank account details usually do appear on invoices, there is always a fraud risk that the invoice has been altered before being received by our Finance Department.

What if company refuses to supply an invoice?

It is a legal requirement for businesses to provide proof of transaction to consumers for goods or services valued at \$75 (excluding GST) or more. Businesses are also required to provide a receipt for any transaction under \$75 within 7 days if the consumer asks for one.

What if claim doesn't match receipt?

If the claim is different than what invoice/receipt states, an explanation as to why amount is different will need to be provided and proof may be requested of confirmed payment amount.

What happens if money available in club account is not enough to cover a payment?

Your DUSA Clubs Support Coordinator may deny approval of payment and will contact the club.

There is no invoice provided as club is making a donation?

Payment details and explanation from club as to why payment is being made will need to be provided. In some instances the business the donation is being made to, may provide an email or similar which supports the donation being made.

I have lost my receipt/invoice or it is unreadable, can I still be reimbursed?

In the first instance, the club will need to ask the business who issued the invoice/receipt for a copy or to re-issue it.

If this is not possible then reimbursement can still be made providing proof of payment is supplied and evidence that a request for invoice to be re-issued is also supplied. A stat-dec may also be required.

No tax invoice = no GST can be claimed back from ATO

Can I still claim if only part of receipt is showing?

Yes, but the receipt must still show all information required for a tax invoice and proof of payment has been supplied.

Why does supplier need to show evidence of payment details?

This is to prevent any fraud; the bank details need to show on the official invoice from a supplier, or the supplier can provide their bank details via confirmation from a company email or provide a bank deposit slip.