



# **DUSA Club Financial Handbook**

Updated January 2023

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

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.

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 to 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 a Payment Request Form.

### **Payment Request Form:**

A Payment Request Form is used to pay tax invoices from suppliers who have an ABN, or to reimburse someone who used their own money on behalf of your Club (i.e. buying lollies to give out during OWeek).

This form is available on the Club Resources page of the DUSA website via

<https://www.dusa.org.au/club-resources>

### **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 payment request form for each different payee
- Payment is through Bank Transfer, BPay or Paypal

- Be 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
- If including multiple receipts, please number them to reflect which receipt is linked to which line on the Payment Request Form

All Payment Request 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**

**4 Date:** 1 August 2018

**To:** Building Company  
254 Burshag Road  
Festler NSW 2755

15 Burshag Road  
Festler NSW 2755

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

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 Request 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. Include the Purchase Order number on the form and submit to your CSC via email. The payment will be directly deposited into your Club account. This form can also 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 totalling \$110 for payment, after GST is removed the club will show an actual deficit of \$100.

## Payment Request Checklist

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

### Payment Request 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
- Only proof of payment (i.e. EFTPOS receipt) is submitted – no invoice
- Company is registered for GST but GST amount is not showing 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
- Deakin Community Bank Grants
- Sponsorship

### **Current Club Funds:**

Your current Club funds can be utilised to pay for all approved events/initiatives. Contact your CSC to find out your current club ledger balance.

### **Membership income:**

Memberships can only be purchased online via the DUSA website or in-person via DUSA Reception.

### **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 of 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, we recommend using an online platform such as 'Humanitix', 'Trybooking' or 'QPay'. Please remember that online platforms have transaction 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 on 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 CSC know which ticket sales platform you are using and have this linked up to the DUSA bank account. We also require copies of your remittances/settlements so we know to allocate them to your club ledger when they reach the DUSA bank account

**DUSA Club Grant:**

Please see the relevant section within this handbook.

**DUSA Board Grant:**

Please see the relevant section within this handbook.

**Deakin Community Bank Grants:**

The Community Strengthening Fund can be applied for via <https://www.deakin.edu.au/business-and-community/community-engagement/bendigo/deakin-university-community-bank/community-strengthening-fund>.

**Sponsorship:**

Please see the relevant section within this handbook.

## DUSA Club Grant

To support clubs in their endeavour to organise a diverse range of events and initiatives, DUSA provides grants to assist with **partially** funding the cost of club related expenses where there is no profit being made. The main grant that clubs will access is the DUSA Club Grant.

Eligibility Requirements include;

- Your Club must be affiliated with DUSA
- Your Club must have participated in T1 OWeek activities
- 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)

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 a set date. 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.

T2/3 Club Grant money expires in 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.

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

The Club Grant Application form can be found via the Club Resources page of the DUSA website and must be submitted prior to your event or initiative. If it is intended to be used for an event, please submit it as part of your event package.

#### **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
- Value to the members

Please note, Club Grant Applications will not be approved in retrospect.

## **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.

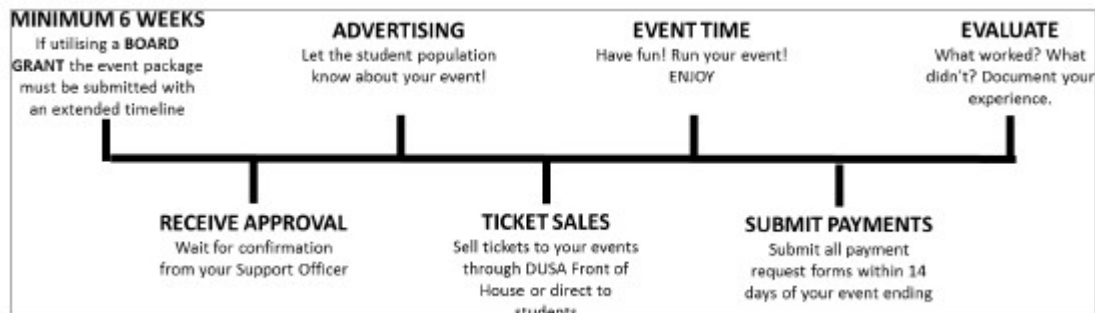
The Board Grant Application form can be found via the Club Resources page of the DUSA website. Along with your application, please also include the following;

- 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 as a result 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 into 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

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:

- Email your CSC with the details of the individual/company/organisation and request approval to enter into a sponsorship agreement
- After receiving approval from DUSA, fill out a sponsorship agreement form including specific details of what the club is expected to provide to the sponsor (i.e. using the company logo on promotional items for six months) and what the club will be receiving from the sponsor (i.e. \$300 to host an event in T2). You must include a start and finish date on the form and all sponsorship agreements must start and end within the current year (i.e. March 2023 – December 2023). Once this has been done, you must send the form to your CSC for approval prior to the Club and Sponsor signing the finalised agreement.
- Once the proposed sponsorship agreement has been approved by DUSA, you can ask your sponsor to sign and return it to you.
- Submit a signed copy of the sponsorship agreement to your CSC for your club records
- If your club requires payment from the sponsor, you must submit a 'Request for Invoice form' with the sponsorship agreement. 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.

## Contact

Each campus has a Clubs Support Coordinator (CSC) that you can contact directly using the following details:

### **Geelong & Warrnambool:**

James Pountney

Phone: (03) 5227 8420

Email: [james.pountney@deakin.edu.au](mailto:james.pountney@deakin.edu.au)

### **Burwood:**

Sophie Elizabeth

Phone: (03) 9244 6952

Email: [sophie.elizabeth@deakin.edu.au](mailto:sophie.elizabeth@deakin.edu.au)