

**Edith Cowan University (ECU) Student Guild**

Building 34 ECU Joondalup Campus

Tel (61) 08 6304 5915

[www.ecuguild.org.au](http://www.ecuguild.org.au)

# FEES ALLOCATION DEED REPORT

## 3<sup>ND</sup> QUARTER 2016

*This report is submitted in accordance with Guild reporting obligations and, as such, aligns first quarter activities and events, across all campuses, with the 2016 Fees Allocation Deed (FAD) and the expenditure categories nominated therein.*

# TABLE OF CONTENTS

## Contents

President Report	1
CEO Report	4
General Secretary Report	6
Vice President – Academic Report	7
Vice President – Equity & Diversity Report	8
Vice President – Social Activity Report	10
Financial Controller Report	11
Financial Statements	12
Operational Activities	19
Senate Department Services	30
Student Guild Contact Information	32

# PRESIDENT REPORT

## President Report

### Inter-Semester Break

This past quarter was immensely busy and tumultuous for the Guild. Over the inter-semester break, several Office Bearers took leave to attend conferences, given most conferences for student representation occur during that break. It is an opportune time for them to take place, but also hinders the ability of the organisation to catch up on a back-log of work adequately, resulting in Semester 2 inheriting the hangover of Semester 1.

### ECU Jets

On a more positive and activity-focused note; a large portion of the elected student representatives attended a game of the ECU Jets' AFL team, where the Vice-Chancellor and his partner also attended. The team lost, but the atmosphere was positive, despite the miserable weather. The student players were immensely grateful for the turnout of support and the culture within the student body surrounding the ECU Jets has been growing exponentially. The Jets have since formally incorporated and become an affiliated body with the Guild, with significant support being given to them both in-kind and financially (through direct grants/sponsorship and paid labour). This arrangement will need to be reviewed before the next Senate's tenure.

### Orientation

Semester 2 Orientation (O'Days) preparation required less effort than Sem 1, which is fairly standard. Additional membership packs needed to be assembled, which the Activities Officer took the lead with, and the Joondalup day went off without a hitch. The Mt Lawley day was unfortunately canceled due to poor weather.

### Academic Societies' Issues

A new issue arose within the list of affiliated bodies was with the various clubs surrounding engineering. As part of a new model on trial by the Guild this year; clubs of an academic nature (considered Academic Societies) were given a different type of support, including a different allocation within the Budget and a different medium of accessing funds to remove a level of bureaucracy. For the most part – it has been a success, with standard teething problems. The issue arose, however, with the desire by the Guild representatives to restructure the existing clubs and merge them into “peak representative bodies” for each of the 8 Schools, rather than a different organisation for each different discipline. This was met with a lot of resistance, for a myriad of reasons, by some stakeholders – including concerns about autonomy and the structure of such an organisation. Concerns were hard and largely responded to, but nothing eventuated due to other concerns taking precedence. This is potentially something the Senate will formalise before its tenure is up – otherwise, it will be the responsibility of the next Senate to either abandon the project or see it through.

# PRESIDENT REPORT

## QARC Presentation

I gave the President's annual presentation to ECU's Quality, Audit & Risk Committee which was met with a positive response about the Guild's increased level of professionalism and standard of service – including its quality of reporting.

## Conference Week

Following on from that, significant time was put into the Guild's annual Conference Week event; its flagship program for the year which had significant investment and support by the Vice-Chancellor and other sections within the University. This included securing guest speakers, given many pulled out from the commitment last minute, adapting to problems arising from missteps e.g. space booking issues, and the promotion itself. All in all, it was a successful event, with a lot of positive feedback received by the students that attended (the data of which is still being calculated and will be reported to the University in the oncoming weeks).

## University Council – Student Elections

Nominations opened for University Council. As someone that has been attending Council meetings for nearly two years – my first as an Accredited Observer from the Guild, and my second as a voting member of the body given I was elected as one of the two students – I opted to make myself available to anyone that wished to nominate in the interests of a “handover” and also explaining what it entailed given I believe students need to be involved more in the decision making process. Three of the candidates got in contact with me; one was a Senator with a pre-existing working relationship with me (who also expressed desire to run for the role of President in the Guild elections, who I subsequently ran with) – and two other students I hadn't previously met. Both were unable to meet with me, but asked several questions via email which I was happy to help with. A question was then asked by a Senator – was the Guild allowed to endorse candidates?”. I queried this with the Office of Governance Services within ECU, and whilst there is no formal regulation stating it isn't allowed – I made the decision to not push for an endorsement from the Senate to avoid a potential *perceived* intervention in that electoral process.

## Clubs Carnivale

To make up for a lack-lustre O'Day turnout, and by popular demand from the affiliated clubs/societies/collectives – the Vice-President (Social Activity) and his “2IC” created the “Clubs Carnivale” event, where clubs were given a stall at the JO campus in the B9/B10 courtyard. The tav's license was extended to the courtyard, and it was a very social and fun atmosphere. Whilst not as many students attended as desired – those that did attend got quality time with the clubs and there was a much higher quality of engagement.

## National Union of Students (NUS) Accreditation & Political-Party Clubs

The issue of accreditation with the National Union of Students arose again for the Senate, with myself ultimately moving the motion so that it was formally considered by the Senate rather than discussions with no follow through from those allegedly passionate about the issue. The Senate voted by secret ballot to not give accreditation fees to the NUS this year. This, for some reason, was conflated with the issue of the Guild

# PRESIDENT REPORT

not being able to provide political-party clubs with SSAF money, as per the legislation, which I gave an interview about to an ECU student journalist. The broadcasted interview was unfortunately skewed to make out like there were partisan issues at play, despite a majority of the current elected representatives abhorring factional/partisan student politics and simply just wanting to adhere to the legislation as it blatantly reads.

## **Annual Guild Elections**

Lastly, the Guild elections presented an issue this year, with a strong desire to make them coincide with the other Guilds in WA to make a “student election week” in the state, to increase voter turnout (reinforced by the reports that there were more students on campus the week before the mid-semester break, rather than after). This was met with apprehension by the WAEC (along with our new Election Procedures stipulating there must be at least three days of polling across all three campuses) resulting in Ron Camp being engaged, again, to facilitate the elections. From my perspective; the election itself was riddled with problems arising from non-adherence to various rules by several parties, including the University’s, but that is a matter for the Election Tribunal to determine and not mine as President of the Guild – although it has reinforced how important it is for the Election Procedures to include many of the clauses I initially recommended as endorsed by the Senate.

**Lewis Price**  
**President**

## CEO Report

A very busy Quarter with the operations team further progressing a transparent, accountable administrative framework to enhance best practice governance policy and procedure.

### Grievance Procedures

The start of Semester 2 was marked with common informal internal grievances that naturally arise in any organisation that put the organisation's procedures to the test – making it clear that there needs to be a clear flow, from start to finish, about how to resolve an issue and when to correctly escalate it to a formal one. Later in the Semester, there was also the issue of an Office Bearer formally going through the disciplinary proceedings of the Guild as per Schedule 1 of the Constitution which is ultimately virgin territory for the organisation given the current Constitution is quite a young document.

### Standing Orders

Something that has plagued the Senate and its various bodies has been its lack of Standing Orders. For the past few years, decision making bodies have relied on common sense standard practices, and informal agreements at the start of their respective tenures about how to do things but seldom formalised in writing. Much of the practice has been based on precedence, which hasn't been much of an issue given I have served for two terms, and my predecessor gave me a very strong handover and mentored me for months leading up to my election. Thankfully, the Standing Orders were next up on the agenda of work for the Guild and significant work was put into their construction, including previous attempts at implementing them within the Guild which failed, and also adopting a large portion of what was already available by the University Council's Standing Orders.

### Mid-Year Budget Review

The Guild's CEO and finance team conducted the mid-year budget review of the Guild's finances. This was first implemented last year upon my request to the Financial Controller, and it yielded a lot of positive results for the organisation. This year – it was much more thorough given the standard of the infrastructure created by the staff and it immensely helpful at analysing where we were at in terms of delivering what we said we would, and understanding what went wrong. I think once the budgeting process becomes even more seamless – it would be good practice to move them to quarterly reviews to ensure agility in responding to students' needs and adapting to the inevitable "spanners" that are thrown into the Senate's plans by various arising issues (ideally without varying the Fees Allocation Deed, of course).

### Constitutional Amendment (& Special General Meeting)

The Constitutional review process continued, with the finishing touches done in this quarter. Many of the changes were a result of encountering governance issues and noting them down – but going through each clause individually with various stakeholders including the CEO was immensely helpful. We noted very basic problems like grammatical errors and the lack of gender neutral pronouns (which is important for the Guild's ethos about gender and queer inclusivity). This resulted in the document eventually passing at a Special General Meeting, called for such a purpose (despite there being opposition from a small cohort of students

# CEO REPORT

who unfortunately incorrectly perceived the changes as undemocratic, despite valid explanations otherwise and the membership approving them as per the agreed upon process).

**Brett Callender**  
CEO

# GENERAL SECRETARY REPORT

## General Secretary Report

The last quarter has been particularly exciting with several of the Guilds major projects for 2016 coming to fruition including Conference Week and Mental Health Week.

Conference Week was the highlight of the year with dozens of speakers presenting to hundreds of students, sharing their experiences and empowering students for their futures. What I found particularly inspiring was the way that students such as Caitlin Gibbs, Lalliëtte Janse van Vuuren and Liam Dans had really stepped up to the mark, acting as MC on their school's day and serving their community.

The ECU Jets, another major initiative for 2016 has proven particularly successful with close to 300 students playing and representing ECU at an Amateur and Social level. The most important contributor to this has been the high level of commitment by student volunteers who have risen to the challenges that leadership presents.

I am leaving ECU at the end of this semester but am excited to see what the future holds.

**Dominic Lindsay**  
**General Secretary**



# VICE PRESIDENT - ACADEMIC REPORT

## Vice President – Academic Report

Over the last quarter the majority of time was spent organising and executing conference week 2016. The event ran between the 27th of September and the 30th of September. Over all the student lead event was very successful, our main objective was to allow industry professionals present to students and give them insights into school specific industries.

We had more than 65 local and national presenters throughout the week and held 7 conferences, one of which operated from Mount Lawley.

This event provided undergraduate students with the opportunity to gain advice from professionals and attain clearer understanding of services offered at ECU such as Career Hub and Alumni who presented at each conference. Post Graduates and PHD students that attended the event also had the opportunity to share their research with the speakers and share resources.

We displayed the conference week banners across the Mount Lawley and Joondalup campuses advertising the week. We also emailed every student inviting them to attend the conference. Attendance roughly across the week was 60 percent of registrations. This is an area of improvement for next year. Event sponsors included ECU, UniBank, CPA, CA and Teachers Mutual Bank.

Overall we have had very positive feedback from the students regarding the keynote speakers, catering and the overall logistics of this event. Recommendations for future event would be selling tickets for the Conference, this will increase the number of registered students that attend on the day.

**Kumbirai Zvorwadza**  
**VC - Academic**

## Vice President – Equity & Diversity Report

The Equity and Diversity department's objective is to encourage, support and promote the needs and rights of student groups dealing with equity and diversity issues in their daily lives. This semester collective's regularly attended monthly Equity and Diversity Department meetings, and abided by the Equity and Diversity Handbook which was developed and implemented at the start of the year. This resulted in the collectives contributing to the campus culture by holding many successful events throughout the semester.

### **General Equity:**

The 'Racism, it stops with me Campaign' pledge video has been completed and various students and staff appear in the video. It is in the final editing stage and will be published before my term ends; and

The Equity and Diversity Department and the ECU Wellbeing Department worked together to bring staff and students a weeklong of free events for Mental Health Week.

### **ECU Aboriginal Community nee ECU Aboriginal Student Union**

Changed their name from ECU Aboriginal Student Union to ECU Aboriginal Community;

Held regular Student Lunches in conjunction with Kurongkurl Katitjin; and

In the process of organising their Annual General Meeting so that their collective can vote new committee members in for 2017.

### **Mature Age Student Network (MASN)**

Held weekly events at Joondalup and Mt Lawley Campuses;

In the process of organising their Annual General Meeting so that their collective can vote new committee members in for 2017; and

Recruited a MASN rep at Bunbury.

### **ECU Queer Collective**

Active Office Bearer in place;

Hosted "Queer Beers events" at Joondalup and Mt Lawley; and

In the process of organising their Annual General Meeting so that their collective can vote new committee members in for 2017.

### **ECU Wellbeing Community**

Mental Health Week was held in week 11. There were weeklong free events for staff and students on both Joondalup and Mt Lawley campuses. The week was a huge success;

R U OK day was another event held at JO campus and was attended by staff and students; and

# VICE PRESIDENT – EQUITY & DIVERSITY REPORT

In the process of organising their Annual General Meeting so that their collective can vote new committee members in for 2017.

## **ECU Women's Community**

Regular events such as Girls night in and makeup tutorials; and

In the process of organising their Annual General Meeting so that their collective can vote new committee members in for 2017.

**Kymberlee Finn**

**VP – Equity & Diversity**

## Vice President – Social Activity Report

This quarter has been a huge success in the amount of students reached by our events and the quality of events. We have experienced record sales at our Halloween which is a function of the ECU Parties and Events team together with the guild providing diverse events with internationally renowned Australian artist Nina Las Vegas heading the event.

Events at ECU have matured to provide a larger scale experience for students and the development of skills in the Guild and ECU Parties and Events have meant we have been able to safely execute these events.

The ECU Jets completed their winter seasons in AFL, Netball and Futsal and have continued into the summer for Touch Rugby, Netball, Futsal and social sports.

Below is a summary of major events.

### **ECU Jets Awards Night**

The ECU Jets Awards Night was held at ECU on Oct 7. The event was a chance to recognize key performers and acknowledge our volunteer's contributions throughout the year. It was well attended and included federal and state MPs in Ian Goodenough and Jan Norberger.

### **Oktoberfest**

Despite the weather Oktoberfest@ECU 2016 was a huge success with live German music and food. It was attended by over 300 guests and provided a unique cultural experience.

### **Halloween**

This has been the largest event hosted to date by the Guild. We had over 850 attendees come to the grassed area between building 1 and 2 for our annual Halloween event. As mentioned previously we had with internationally renowned Australian artist Nina Las Vegas headlining. This provided a great atmosphere for students to unwind and celebrate Halloween and the end of another semester.

**Trent Barron**

**VP – Social Activity**

# FINANCIAL CONTROLLER REPORT

## Financial Controller Report

The Guild finance department continues to improve our procedures, processing and reporting to ensure stakeholders have timely access to information to assist in decision making.

We have undertaken a mid-year budget review which is in the process of being finalized. The review originally included data only to 30 June 2016, however with events and activities ongoing throughout July and August, we also included those months to have the most up to date information available for the budget review.

I sat with each Guild VP and the CEO to review 'budget versus actual' for the year to date for their departments and assess any requested changes and available funds for the remainder of the year for planned events and activities. The result was only minor changes within the SSAF categories, reallocating small budget amounts between events within the same SSAF area, where spending was slightly higher or lower than originally estimated (within the 10% permitted). We will finalize the revised budget document and provide to the university for review, in due course.

We have now received new corporate credit card facility with Bendigo Bank as previous plans to move banking facilities were overturned due to poor service. Bendigo Bank has been providing excellent service and we are in the process of cancelling our other banking facilities to centralize with the one provider.

We have commenced planning for 2017, drafting budget templates ready for completion, with columns to be pre-filled with 2016 budgets and actuals, to provide guidelines for 2017 estimates.

We are continuing to increase utilization of Xero functionality and have been reviewing options for add-ons to provide increased features and meet growing and changing stakeholder requirements.

Please note there are small changes to figures reported in previous periods as a result of reallocations and some late presented invoices. We are in the process of implementing a cut-off date where the quarterly, then monthly accounts will be closed to lock periods, to ensure continuity of reported figures.

**Melissa Johnston**  
**Financial Controller**

# FINANCIAL STATEMENTS

## Financial Statements

### SUMMARISED BALANCE SHEET

#### ASSETS

##### Current Assets

##### Bank/Cash on Hand

Bookshop Funds

Petty Cash

Term Deposits

Bank Accounts

**Total Bank/Cash on Hand**

##### Other Current Assets

Coles Vouchers

Debtors

Inventory

Other Assets

Prepayments

**Total Other Current Assets**

**Total Current Assets**

##### Non-Current Assets

Plant & Equipment

Intangibles

Investments

**Total Non-Current Assets**

#### **TOTAL ASSETS**

#### LIABILITIES

##### Current Liabilities

Corporate Credit Cards

Creditors & Accruals

GST Liabilities

Payroll Liabilities

**Total Current Liabilities**

**30 SEP 2016**

**31 DEC 2015**

1,148

1,261

410,372

1,099,355

**1,512,136**

1,000

8,982

18,676

6,651

48,919

**84,227**

**1,596,387**

77,025

19,587

401,637

**498,249**

**2,094,612**

1,462

1,924

232,694

908,041

**1,144,120**

120

7,684

10,672

202,161

62,949

**283,586**

**1,427,707**

64,382

24,448

386,000

**474,830**

**1,902,538**

16,832

68,223

43,444

46,477

**174,977**

15,776

34,400

35,998

43,241

**129,415**

# FINANCIAL STATEMENTS

## SUMMARISED BALANCE SHEET

30 SEP 2016

31 DEC 2015

### Non-Current Liabilities

Payroll Provisions

116,510

118,470

Total Non-Current Liabilities

116,510

118,470

### TOTAL LIABILITIES

290,739

247,885

### NET ASSESTS

1,803,125

1,654,652

### EQUITY

Current Year Earnings

148,473

-

Retained Earnings

1,655,402

1,654,652

Retained Earnings – prior year adj

(750)

-

### TOTAL EQUITY

1,803,125

1,654,652

Please refer to Appendix 1 - Detailed Balance Sheet for more detailed report lines

# FINANCIAL STATEMENTS

SUMMARISED STATEMENT	PROFIT AND LOSS	MAR QTR-1	JUN QTR-2	SEPT QTR-3	DEC QTR-4	TOTAL 2016
<b>INCOME</b>						
SSAF Income		475,000	475,000	475,000		1,425,000
<b>TOTAL SSAF INCOME</b>		<b>475,000</b>	<b>475,000</b>	<b>475,000</b>		<b>1,425,000</b>
<b>LESS DIRECT EXPENSES – SSAF Expenditure</b>						
<b>SSAF01 Food &amp; Drink</b>						
Provision of Food & Drink		3,847	4,629	4,293		12,769
<b>TOTAL SSAF01 FOOD &amp; DRINK</b>		<b>3,847</b>	<b>4,629</b>	<b>4,293</b>		<b>12,769</b>
<b>SSAF02 Sporting &amp; Recreational Activity</b>						
Sporting Events		21,643	31,468	27,297		80,408
Recreational Events		20,431	33,965	46,304		100,700
Equipment Purchases		282	312	-		594
Professional Development & Training		-	-	-		-
<b>TOTAL SSAF02 SPORT &amp; REC</b>		<b>42,355</b>	<b>65,745</b>	<b>73,601</b>		<b>181,701</b>
<b>SSAF03 Club Administration Support</b>						
Club Shared Costs		-	-	774		774
Club Grants		9,600	8,624	12,163		30,387
Professional Development & Training		-	3,701	927		4,628
<b>TOTAL SSAF03 CLUB ADMIN SUPRT</b>		<b>9,600</b>	<b>12,325</b>	<b>13,864</b>		<b>35,790</b>
<b>SSAF06 Health &amp; Welfare of Students</b>						
Equity & Diversity Dept		3,221	802	4,640		8,663
<b>TOTAL SSAF06 HEALTH &amp; WELFARE</b>		<b>3,221</b>	<b>802</b>	<b>4,640</b>		<b>8,663</b>
<b>SSAF09 Students Financial Affairs</b>						
Student Finance Support		15,495	84	7,048		22,627
<b>TOTAL SSAF09 STUDENTS FINANCE</b>		<b>15,495</b>	<b>84</b>	<b>7,048</b>		<b>22,627</b>
<b>SSAF12 Library/Reading Rooms</b>						
2 <sup>nd</sup> Hand Bookshop		9,843	(6,607)	5,663		8,899
<b>TOTAL SSAF12 LIBRARY/READING ROOMS</b>		<b>9,843</b>	<b>(6,607)</b>	<b>5,663</b>		<b>8,899</b>



# FINANCIAL STATEMENTS

SUMMARISED STATEMENT	PROFIT AND LOSS	MAR QTR-1	JUN QTR-2	SEPT QTR-3	DEC QTR-4	TOTAL 2016
<b>SSAF13 Support Student Artistic Activity</b>						
Environmental Jobs		372	188	-		560
<b>TOTAL SSAF13 ARTISTIC ACTIVITY</b>		<b>372</b>	<b>188</b>	<b>-</b>		<b>560</b>
<b>SSAF14 Support Student Media</b>						
Student Magazine		5,372	2,546	3,465		11,383
Student Diaries		14,576	-	-		14,576
<b>TOTAL SSAF14 STUDENT MEDIA</b>		<b>19,948</b>	<b>2,546</b>	<b>3,465</b>		<b>25,959</b>
<b>SSAF15 Help Develop Study Skills</b>						
Academic		795	3,519	34,288		38,602
Undergraduate		289	1,238	-		1,526
Postgraduate		-	3,636	200		3,837
Professional Development & Training		-	862	3,602		4,464
<b>TOTAL SSAF15 HELP DEVELOP STUDY SKILLS</b>		<b>1,084</b>	<b>9,255</b>	<b>38,089</b>		<b>48,429</b>
<b>SSAF17 Student Advocacy Under in matters arising under the University Rules</b>						
Professional Development & Training		-	2,041	-		2,041
<b>TOTAL SSAF17 STUDENT ADVOCACY</b>		<b>-</b>	<b>2,041</b>	<b>-</b>		<b>2,041</b>
<b>SSAF18 STUDENT ORIENTATION</b>						
Semester One O-Day		48,543	-	-		48,543
Semester Two O-Day		-	-	8,761		8,761
<b>TOTAL SSAF18 STUDENT ORIENTATION</b>		<b>48,543</b>	<b>-</b>	<b>8,761</b>		<b>57,304</b>
<b>SSAF19 Help Overseas Students</b>						
International Department		542	250	485		1,277
Professional Development & Training		-	746	-		746
<b>TOTAL SSAF19 OVERSEAS STUDENT</b>		<b>542</b>	<b>996</b>			
<b>TOTAL DIRECT EXPENSES</b>		<b>154,851</b>	<b>92,005</b>	<b>159,909</b>		<b>406,794</b>
<b>GROSS SSAF SUPRLUS/(DEFICIT)</b>		<b>320,149</b>	<b>382,995</b>	<b>315,091</b>		<b>1,018,236</b>

# FINANCIAL STATEMENTS

## SUMMARISED PROFIT AND LOSS STATEMENT

	MAR QTR-1	JUN QTR-2	SEPT QTR-3	DEC QTR-4	TOTAL 2016
<b>LESS INDIRECT EXPENSE</b>					
<b>Salaries &amp; On-Costs</b>					
Salaries & Wages	192,568	223,524	248,516		664,608
Salaries On-Costs	57,579	27,199	21,287		106,065
<b>TOTAL SALARIES &amp; ON-COSTS</b>	<b>250,147</b>	<b>250,724</b>	<b>269,803</b>		<b>770,673</b>
<b>Other Indirect Costs</b>					
Admin Overheads	14,286	8,791	10,573		33,650
Consumables	3,814	3,424	4,857		12,095
Election expenditure	-	7			7
Infrastructure O/Heads	52,566	34,853	39,983		127,402
<b>TOTAL OTHER INDIRECT COSTS</b>	<b>70,666</b>	<b>47,083</b>	<b>55,413</b>		<b>173,154</b>
<b>TOTAL SALARIES &amp; ON-COSTS &amp; OTHER INDIRECT COSTS</b>	<b>320,813</b>	<b>297,800</b>	<b>325,215</b>		<b>943,828</b>
<b>NET SSAF SURPLUS/(DEFICIT)</b>	<b>(663)</b>	<b>85,195</b>	<b>(10,124)</b>		<b>74,408</b>
<b>ADD OTHER INCOME</b>					
<b>TOTAL OTHER INCOME</b>	<b>34,561</b>	<b>45,481</b>	<b>41,672</b>		<b>121,714</b>
<b>LESS OTHER EXPENSES</b>					
<b>TOTAL OTHER EXPENSES</b>	<b>9,725</b>	<b>19,119</b>	<b>18,805</b>		<b>47,649</b>
<b>NET PROFIT</b>	<b>(10,839)</b>	<b>76,585</b>	<b>(7,647)</b>		<b>148,473</b>

Please refer to Appendix 2 - Detailed Profit & Loss for more detailed report lines

# FINANCIAL STATEMENTS

## STATEMENT OF CASH FLOWS

	SEPT 2016	DEC 2015
<b>Cash Flows from Operating Activities</b>		
Receipts from Payees	1,759,278	1,943,527
Payments to Vendors and Employees	(1,374,315)	(1,274,132)
Increase in Inventory	5,976	(10,673)
<b>Total Cash Flows from Operating Activities</b>	<b>390,940</b>	<b>658,722</b>
<b>Cash Flows from Investing Activities</b>		
Interest received	12,111	14,572
Payment for Property Plant & Equipment	(35,212)	25,358
Payment for Investments		100
Plan B/100F Distribution		(25,623)
Funds transferred to Plan B		(25,358)
<b>Total Cash Flows from Investing Activities</b>	<b>(23,100)</b>	<b>(10,951)</b>
<b>NET CASH FLOWS</b>	<b>367,839</b>	<b>647,770</b>
<b>CASH BALANCES</b>		
Cash and cash equivalents at beginning of period	1,128,464	480,694
Cash and cash equivalents at end of period	1,496,303	1,128,464
<b>NET CHANGE IN CASH FOR PERIOD</b>	<b>367,839</b>	<b>647,770</b>

(Note: cash includes cash and cash equivalents, including bank accounts, term deposits, credit cards, petty cash, bookshop cash and vouchers on hand. Previous year updated to align credit card as not previously included.)

# FINANCIAL STATEMENTS

## SSAF CATEGORY BUDGET ANALYSIS

SSAF CATEGORY	BUDGET 2016	QTR-1 2016	QTR-2 2016	QTR-3 2016	QTR-4 2016	2016 TOTAL	LESS NON-SSAF OPERATING INCOME	NET SSAF SPENDING 2016 TOTAL	DIFF \$ UNDER/ (OVER)	DIFF % U/O
<b>TOTAL SSAF FUNDING</b>	<b>1,900,000</b>	475,000	475,000	475,000	475,000	<b>1,900,000</b>	-	<b>1,425,000</b>	<b>475,000</b>	<b>25%</b>
SSAF01 Food & Drink	16,534	4,505	5,068	4,809	-	14,382	4,398	9,984	6,550	40%
SSAF02 Sport & Rec	375,591	78,947	97,792	109,013	-	285,752	36,601	249,151	126,440	34%
SSAF03 Support Clubs	314,843	43,920	42,862	47,498	-	134,279	11,000	123,279	191,564	61%
SSAF06 Health & Welfare	297,279	85,755	79,818	90,411	-	255,984	1,753	254,231	43,048	14%
SSAF09 Financial Help	56,544	17,609	1,492	8,705	-	27,806	-	27,806	28,738	51%
SSAF12 Lib. & Reading	21,178	10,964	(5,695)	6,687	-	11,956	18,754	(6,798)	27,976	132%
SSAF13 Artistic Activity	17,715	2,644	2,272	2,281	-	7,198	-	7,198	10,517	59%
SSAF14 Media Support	217,466	75,994	55,829	61,381	-	193,205	2,125	191,080	26,386	12%
SSAF15 Study Skills	253,314	44,487	49,552	82,094	-	176,133	12,800	163,333	89,981	36%
SSAF17 Student Advocacy	190,712	54,852	54,624	57,063	-	166,539	-	166,539	24,173	13%
SSAF187 Orientat.. Support	116,237	52,887	2,894	12,167	-	67,949	-	67,949	48,288	42%
SSAF19 Overseas Students	22,588	3,100	3,296	3,013	-	9,410	-	9,410	13,178	58%
<b>TOTAL</b>	<b>1,900,000</b>	<b>475,664</b>	<b>389,804</b>	<b>485,124</b>	-	<b>1,350,592</b>	<b>87,431</b>	<b>1,263,161</b>	<b>636,839</b>	<b>34%</b>
<b>ADD Non-SSAF/Non-Operating Income</b>								<b>34,283</b>		
<b>LESS Non-SSAF/Non-Operating Expenses</b>								<b>(47,649)</b>		
<b>NET PROFIT (reconciled to P &amp; L)</b>								<b>148,473</b>		

# OPERATIONAL ACTIVITIES

## Operational Activities

### GUILD STUDENT ASSIST (GSA)

#### Overview

As the representative body for all students at ECU, support and advocacy services are essential in demonstrating the core representational rights provided to those students. GSA's specialise in assessing and helping students within a scope covering health and welfare, financial assistance and support advocacy, including referrals to other support groups and/or professionals where necessary.

The Guild actively supports and promotes continuous training practices and this is particularly the case with GSA's to ensure services provided cater to the varied needs of all students.

### CASELOAD REGISTER

			GSA & Guild Office			
			R Dale ML	C Reed JO & ML	<i>vacant</i> JO & ML	D Webster BUN
Support Type	Student Assist	Referral	Number of support instances			
<b>Financial assistance:</b>						
General enquiry		LSL	13			15
Food vouchers		LSL	6			
Study supplies		LSL	1			
Emergency loan		LSL	6			
Ad-Hoc / Finance issues		LSL	6			2
			<b>32</b>			<b>17</b>
<b>Appeals:</b>						
Result Appeal		LSL	19			2
Unit Failure		LSL				2
Exclusion appeal		LSL	17			
Withdrawal / Extension		LSL	4			
Misconduct / Other		LSL	3			1
			<b>43</b>			<b>5</b>
<b>Welfare &amp; Education:</b>						
Grievances / complaints		LSL	4			12
Equity & Diversity		LSL	2			2

# OPERATIONAL ACTIVITIES

			GSA & Guild Office			
Support Type	Student Assist	Referral	R Dale ML	C Reed JO & ML	<i>vacant</i> JO & ML	D Webster BUN
			Number of support instances			
Equal Opportunity			LSL	1		
Sexual harassment			LSL	2		
Anxiety / Stress			LSL	2		10
Health / wellbeing			LSL	4		1
Academic / study concerns			LSL	9		12
Course / exam extensions			LSL			2
Scholarships			LSL			2
				<b>24</b>		<b>41</b>
<b>Other Support / Queries:</b>						
Centrelink / Medicare			LSL			1
Course Fees			LSL	5		
Accommodation / Housing			LSL			1
Legal			LSL			
Visas / immigration			LSL	1		
Support / Reference letters			LSL			2
Careers / Employment			LSL	2		1
Clubs / Activities / General			LSL			13
Second Hand Books			LSL			3
Guild membership			LSL			6
Child Support			LSL			4
Volunteering			LSL			3
				<b>8</b>		<b>34</b>

# OPERATIONAL ACTIVITIES

## RELATED MEETINGS

Associated Meetings	GSA			
	R Dale	C Reed	<i>vacant</i>	D Webster
Department of Education Services WA	LSL			
Equal Opportunities Commission WA	LSL			
Student Appeals Committee (SAC)	LSL	2		
Guild Staff/GSA meetings	LSL	2		4
General University meetings as GSA	LSL	1		9
Vice Chancellor's Student Advisory Forum	LSL			
		<b>5</b>		<b>13</b>

# OPERATIONAL ACTIVITIES

## GUILD ACTIVITIES MANAGEMENT & SUPPORT

### Overview

Activities has the responsibility of facilitating all activities including planning, equipment hire, catering, staging, and interaction with internal and external stakeholders for all Guild events ranging from a club BBQ to a major event such as Orientation day. Officers are integral in building and maintaining effective relationships with responsible officers in the Guild Senate, ECU University departments as well as a wide range of external service providers in ensuring Guild events and activities are presented in a professional light with an emphasis on safe environments.

They are also responsible for identifying resource needs and managing the procurement, recording and maintenance of the Guild's equipment assets. The full range of services, and equipment, is available to all Guild departments, affiliated clubs and the broader ECU University community to encourage and support initiatives that result in extended student services.

### EVENTS OF NOTE

Event / Activity name	Campus		
	JO	ML	BUN
Octoberfest Friday 23 <sup>rd</sup> September 2016	X		

### EVENTS REGISTER:

#### ATTENDEES LEGEND:

Equip/O

Affiliated Club event – Guild provided equipment only

ECU/Equip

ECU event - Guild provided equipment only

>number

Guild / Club event – figure represents number catered for

Number (+ -)

Guild / Club event – figure reflects ticket sales and/or door count

FT / Only

Guild / Club event – Foot Traffic attendance count not kept

Date	Event	Campus				Event Support		
		JO	ML	BUN	EXT	Staff	Senate	Attendees
20/7	Orientation			X		2		120
21/7	Unistart Lunch			X		2		60



# OPERATIONAL ACTIVITIES

<b>26/7</b>	Uni-choice BBQ			<b>X</b>		<b>1</b>		<b>30</b>
<b>28/7</b>	Soup Day			<b>X</b>		<b>1</b>		<b>35</b>
<b>3/8</b>	BBQ			<b>X</b>		<b>2</b>		<b>110</b>
<b>4/8</b>	Soup Day			<b>X</b>		<b>1</b>		<b>34</b>
<b>9/8</b>	Purple Bra Day			<b>X</b>		<b>1</b>		<b>20</b>
<b>11/8</b>	Soup Day			<b>X</b>		<b>1</b>		<b>36</b>
<b>26/8</b>	Wear it Purple Day			<b>X</b>		<b>1</b>		<b>32</b>
<b>28/8</b>	ECU Open Day			<b>X</b>		<b>2</b>		<b>1200</b>
<b>28/8</b>	9 X 5 Art Auction			<b>X</b>		<b>1</b>		<b>128</b>
<b>1/9</b>	Spring Breakfast			<b>X</b>		<b>1</b>		<b>21</b>
<b>8/9</b>	RUOK Day			<b>X</b>		<b>1</b>		<b>46</b>
<b>13/9</b>	Carers Lunch			<b>X</b>		<b>1</b>		<b>&gt;25</b>

Date	Event	CAMPUS				EVENT SUPPORT		
		JO	ML	BUN	EXT	Staff	Senate	Attendees
<b>8<sup>th</sup> July</b>	NAIDOC Week BBQ	<b>X</b>				<b>1</b>		ECU/Equip
<b>17<sup>th</sup> July</b>	ECU Open Day	<b>X</b>				<b>1</b>	<b>5</b>	Equip/O
<b>18<sup>th</sup> July</b>	O' Day JO	<b>X</b>				<b>3</b>	<b>5</b>	Equip/O
<b>20<sup>th</sup> July</b>	O' Day BU			<b>X</b>				Equip/O
<b>21<sup>st</sup> July</b>	O' Day ML		<b>X</b>					Equip/O
<b>23<sup>rd</sup> July</b>	POWA LAN Event	<b>X</b>				<b>1</b>		<b>30</b>
<b>27<sup>th</sup> July</b>	School of Education		<b>X</b>			<b>1/2</b>		ECU/Equip 300
<b>27<sup>th</sup> July</b>	ENGenius BBQ	<b>X</b>				<b>1</b>		Equip/O
<b>29<sup>th</sup> July</b>	Women in Engineering	<b>X</b>				<b>1</b>		Equip/O
<b>3<sup>rd</sup> August</b>	ENGenius BBQ	<b>X</b>				<b>1</b>		Equip/O
<b>8<sup>th</sup> August</b>	Women's Community	<b>X</b>				<b>1</b>		Equip/O
<b>10<sup>th</sup> August</b>	Speech Pathology Students	<b>X</b>				<b>1</b>		ECU/Equip
<b>12<sup>th</sup> August</b>	Clubs Carnival	<b>X</b>				<b>1</b>	<b>3</b>	Equip/O
<b>13<sup>th</sup> august</b>	ECU Open Day ML		<b>X</b>			<b>1</b>	<b>5</b>	Equip/O
<b>18<sup>th</sup> August</b>	Conference Week (marquee)	<b>X</b>				<b>1</b>		Equip/O
<b>24<sup>th</sup> August</b>	ECU Aviators BBQ	<b>X</b>				<b>1</b>		Equip/O
<b>26<sup>th</sup> August</b>	Wear It Purple Day / BBQ	<b>X</b>				<b>1</b>		Equip/O
<b>28<sup>th</sup> August</b>	ECU Open Day BU			<b>X</b>				Equip/O

# OPERATIONAL ACTIVITIES

<b>2<sup>nd</sup> Sept</b>	ECU international – Tokyo City		<b>X</b>			1	2	Equip/O
<b>2<sup>nd</sup> Sept</b>	FitClub BBQ Tav	<b>X</b>				1	2	Equip/O
<b>5<sup>th</sup> Sept</b>	Conference Week (marquee)	<b>X</b>				1		Equip/O
<b>8<sup>th</sup> Sept</b>	Equity BBQ	<b>X</b>				1		Equip/O
<b>12<sup>th</sup> Sept</b>	Conference Week (marquee)	<b>X</b>				1		Equip/O
<b>13<sup>th</sup> Sept</b>	Nursing Students	<b>X</b>				1		Equip/O
<b>14<sup>th</sup> Sept</b>	Special General Meeting BBQ	<b>X</b>				1	2	Equip/O
<b>16<sup>th</sup> Sept</b>	FitClub BBQ Tav	<b>X</b>				1	2	Equip/O
<b>19<sup>th</sup> Sept</b>	MESH BBQ	<b>X</b>				1		Equip/O
<b>19<sup>th</sup> Sept</b>	Conference Week (marquee)	<b>X</b>				1		Equip/O
<b>20<sup>th</sup> – 21<sup>st</sup> Sept</b>	Guild Elections / marquee	<b>X</b>	<b>X</b>			1		Equip/O
<b>20<sup>th</sup> Sept</b>	Teachers BBQ		<b>X</b>			1/2		Equip/O
<b>21<sup>st</sup> Sept</b>	Conference Week (marquee)	<b>X</b>				1		Equip/O
<b>21<sup>st</sup> Sept</b>	FitClub BBQ	<b>X</b>				1	2	Equip/O
<b>23<sup>rd</sup> Sept</b>	Conference Week BBQ	<b>X</b>				1		Equip/O
<b>23<sup>rd</sup> Sept</b>	Octoberfest	<b>X</b>				1/4	2	Equip/O
<b>27<sup>th</sup> – 30<sup>th</sup> Sept</b>	<b>Conference Week</b>	<b>X</b>	<b>X</b>			1	4	Equip/O

## RELATED MEETINGS

Health & Wellness  
 University Staff & Committees  
 SW Campus Activities Group  
 Guild Network Community Group  
 Bunbury Student Activities  
 ECU Sport Committees  
 Guild Clubs & Committees  
 Network & Community  
 Student Connect Activities

CAMPUS	
JO & ML	BUN
	1
6	3
	3
2	2
	1
	2

# OPERATIONAL ACTIVITIES

Student Villages

Tavern Events Management

Guild Staff meetings

2	3

# OPERATIONAL ACTIVITIES

## MARKETING AND PROMOTIONS

### Overview

Continuous engagement with ECU Students is integral to building the Guild's membership base and enhancing the services and support network we provide. Central to the ongoing achievement of these goals is to maintain perpetual lines of communication to inform and empower students to utilize what their Guild has to offer.

Marketing and Promotions is responsible for the support and development for Guild activities and events covering publications/magazine and electronic media including the Guild's website(s) and social media and produce a diverse range of marketing materials for target audiences. Additionally, this area develops and maintains brand identity and secures advertising and sponsorship opportunities to facilitate Guild growth and keeps the Guild abreast of ever changing best practices and, through consultation, implements new initiatives for promotional delivery mediums.

Developing and maintaining vendor relationships for the supply of Guild merchandise and the development and publication of the annual student diary, also fall under this role.

# OPERATIONAL ACTIVITIES

## GUILD SECONDHAND BOOKSHOP

### Overview

The bookshop provides members with a valuable resource in respect to course textbook costs by offering a service to:

- Buy back textbooks for cash, at the highest rate available, from students who no longer require.
- Sell these books back to students for units they are starting, at significantly lower prices than they would have to pay for new books.

The Guild operates its own online, eStore through Shopify to open this service up to all ECU students who are members of the Guild.

A minimum mark-up is applied to the purchased books; that is, just enough to cover eStore and PayPal fees and to ensure we offer the book for sale at the lowest sell price possible.

There are some conditions that apply e.g. for the Guild to buy a book back it must appear on the current semester (*or immediate past semester*) Course Booklists; these are the official University approved lists.

The Secondhand bookshop is very successful and utilized by a large number of students each semester and the Guild heavily promotes the service through its website as well as starting to target nominated dates within the University academic calendar e.g. Orientation days, exam times and open days.

## BOOKSHOP ACTIVITY

### Stock take

Opening Stock: 1 July 2016  
Closing Stock: 30 September 2016

Book Count	Book Value (net)
170	8,118.50
197	8,493.00

### Transactions

#### Book Buy Backs

Number of transactions  
Number of books  
Buy back value

Campus		
JO	ML	BUN
103	-	-
153	-	-
6372.50	-	-
JO	ML	BUN
124	-	-
143	-	-
<b>7,973.00</b>	-	-
2,786.00	-	-
4,286.00	-	-

#### Book Sales

Total number of transactions  
Number of books  
Sales value  
Cash sales  
PayPal sales

# OPERATIONAL ACTIVITIES

## GENERAL OPERATIONAL ADMINISTRATION

### INITIATIVES / ACTIVITIES

ITEM - ACTIVITY	OBJECTIVE	ACTION
Finance procedures	To meet governance compliance obligations. Ensure consistency of application by all stakeholders.	Mid-year review was undertaken and appropriate adjustment made through consultation with Senate team.
IT Infrastructure review	To ensure the system capable of meeting the Guild's evolving needs moving forward. Ensure all campus offices are accessing and using the same standard operating environment (SOE).	Moved our Outlook services to MS Exchange Server 2016
Policy and Procedure	To meet broader governance obligations Define Senate and Operational delineation in management controls. Ensure consistency of application by all stakeholders.	Work continued on a broad range of business policies
Change Management	Recruit a replacement GSA officer	Appointment of new full-time GSA Claudia Reed
Records Management	Meet governance obligations. Minimise user overhead; maximize functionality and reporting capability.	Discussions undertaken with provider to establish re-installation of RecFind System at a point where the new IT Infrastructure has been completed.

# OPERATIONAL ACTIVITIES

## Bookshop

Provide ECU students with an online resource to seamlessly sell their textbooks to the Guild for 'quick cash' and to be able to purchase secondhand ones at best value.

Buy-backs and sales continued throughout the quarter and is still a highly valued service as provided by feedback from students

# SENATE DEPARTMENT SERVICES

## Senate Department Services

### AFFILIATED CLUBS SERVICES

#### Overview

In accordance with the prescribed intent of: **SSAF Expenditure Category (c):** *Supporting the administration of a club, most of whose members are students*, affiliated student clubs receive monetary grants. This support also extends to providing development and training opportunities to advance professional practices that assist in building the clubs profile and standing.

All Guild departments collaborate in developing initiatives to market the benefits of Guild affiliation to prospective clubs and continually seek input from stakeholders that will improve and grow this critical service to clubs.

### AFFILIATED CLUBS REGISTER

<b>SOCIAL CLUBS:</b>	
AIME Reconciliation Club	The Sound
Arts Management Student Organisation (AMSO)	WASP
Boomerang	Collective Hope
CASSA	Intelligence & Counter-terrorism Student Association (ICSA)
Chinese Students & Scholars Association	ECU Buddhist Youth Club
Club Fred	
ECU Badminton Club	
ECU Cheerleaders	
ECU French Club	
ECU Parties & Events	<b>EDUCATION CLUBS:</b>
ECU Quidditch	ECU Student Law Society
WASTV ECU	Network Teach
Enactus ECU	Engineering Club
ENGenius	Performing Arts Union
Jack of Arts	West Australian Student Paramedics
Nerdspace	Medical Exercise Science & Health Students Society (MESH)
POWA Anime Club	Arts & Humanities Collective
Club Diva	Nursing & Midwifery Collective
Robotics & Programming Society	
The Gospel Stand	
Japanese Studies Club	



# SENATE DEPARTMENT SERVICES

## EQUITY & DIVERSITY SERVICES

### Overview

This department's core purpose is to encourage, support and promote the needs and rights of student groups dealing with equity and diversity issues in their daily lives. This purpose is aptly embodied by the seven collectives / clubs representing these needs.

The department actively lobby's the University's executive and other relevant stakeholders both internal and external to ensure equity requirements are acknowledged and addressed within the broader university community.

### AFFILIATED COLLECTIVES REGISTER

COLLECTIVE NAME
Aboriginal Student Union
ECU Disability Collective
ECU Ethnocultural Collective
Mature Age Student Network (MASN)
ECU Queer Collective
ECU Wellbeing Community
ECU Womens Community

# STUDENT GUILD CONTACT INFORMATION

## Student Guild Contact Information

<b>LEWIS PRICE</b> PRESIDENT	<b>BRETT CALLENDER</b> CEO	<b>MELISSA JOHNSON</b> FINANCIAL CONTROLLER
<b>Tel</b> (61) 08 6304 2651 <b>Mob</b> 0490 051 404 <b><a href="mailto:l.price@ecuguild.org.au">l.price@ecuguild.org.au</a></b>	<b>Tel</b> (61) 08 6304 5915 <b>Mob</b> 0473 925 831 <b><a href="mailto:b.callender@ecuguild.org.au">b.callender@ecuguild.org.au</a></b>	<b>Tel</b> (61) 08 6304 5134 <b>Mob</b> 0419 936 836 <b><a href="mailto:m.johnston@ecuguild.org.au">m.johnston@ecuguild.org.au</a></b>

Edith Cowan University (ECU) Student Guild  
Building 34 ECU Joondalup Campus  
**Tel** (61) 08 6304 5915  
**[www.ecuguild.org.au](http://www.ecuguild.org.au)**



# APPENDIX 1

## DETAILED BALANCE SHEET

	30 SEP 2016	31 DEC 2015
<b>ASSETS</b>		
<b>Bank</b>		
<b>Bookshop Funds</b>		
Petty Cash - Bookshop - JO	1,148	994
Petty Cash - Bookshop - ML	-	468
Petty Cash - Bookshop - BU	-	-
<b>Total Bookshop Funds</b>	<b>1,148</b>	<b>1,462</b>
<b>Petty Cash</b>		
Petty Cash - 2 ML	199	160
Petty Cash - BU	660	356
Petty Cash - JO	402	1,289
Petty Cash - ML	-	119
<b>Total Petty Cash</b>	<b>1,261</b>	<b>1,924</b>
<b>Term Deposits</b>		
BankWest - TD	35,814	35,814
Bendigo Bank - TD - 2014 SSAF	374,558	196,880
<b>Total Term Deposits</b>	<b>410,372</b>	<b>232,694</b>
<b>Trading Accounts</b>		
BankWest - Trading	10,334	4,964
Bendigo Bank - High Interest	1,052,878	869,531
Bendigo Bank -Trading Account	35,902	32,525
ANZ Bank -Trading Account	-	-
ANZ Bank -Savings Account	46	-
PayPal Merchant Account	194	1,021
<b>Total Trading Accounts</b>	<b>1,099,355</b>	<b>908,041</b>
<b>Total Bank</b>	<b>1,512,136</b>	<b>1,144,120</b>

# APPENDIX 1

## DETAILED BALANCE SHEET

	30 SEP 2016	31 DEC 2015
<b>Current Asset</b>		
<b>Coles Vouchers</b>		
Coles Vouchers – JO1	400	90
Coles Vouchers – ML1	100	30
Coles Vouchers – BU1	500	-
<b>Total Coles Vouchers</b>	<b>1,000</b>	<b>120</b>
<b>Debtors</b>		
Trade Debtors	10,278	8,980
Less Provision for Doubtful Debts	(1,297)	(1,296)
<b>Total Debtors</b>	<b>8,981</b>	<b>7,684</b>
<b>Inventory</b>		
Stock on Hand - Books	16,649	10,672
Stock on Hand – Merchandise	2,027	-
<b>Total Inventory</b>	<b>18,676</b>	<b>10,672</b>
<b>Other</b>		
Accrued Income	1,066	199,457
Bonds	5,725	2,379
Other Current Assets	(140)	325
<b>Total Other</b>	<b>6,651</b>	<b>202,161</b>
<b>Prepayments</b>		
Prepayments - Insurance	1,751	4,809
Prepayments - Other	47,168	58,140
<b>Total Prepayments</b>	<b>48,919</b>	<b>62,949</b>
<b>Total Current Assets</b>	<b>1,596,363</b>	<b>1,427,707</b>
<b>Non-Current Assets</b>		
<b>Plant &amp; Equipment</b>		
Low Value Assets (\$300-\$1000) – at cost	3,025	-
Low Value Assets - Acc dep'n	(1,240)	-
P & E - BU - at cost	6,921	6,921
P & E - BU - Acc dep'n	(5,356)	(4,756)

# APPENDIX 1

## BALANCE SHEET

	30 SEP 2016	31 DEC 2015
P & E - JO - at cost	105,061	70,575
P & E - JO - Acc dep'n	(47,451)	(28,126)
P & E - ML - at cost	40,574	40,347
P & E - ML - Acc dep'n	(24,508)	(20,579)
<b>Total Plant &amp; Equipment</b>	<b>77,025</b>	<b>64,382</b>
<b>Intangibles</b>		
Software - RecFind	32,469	32,469
Less: Provision for Amortisation	(12,882)	(8,021)
<b>Total Intangibles</b>	<b>19,587</b>	<b>24,448</b>
<b>Investments</b>		
Plan B/IOOF - Managed Fund	433,529	412,836
Plan B/IOOF - Managed Fund – M/Value	(31,891)	26,836
<b>Total Investments</b>	<b>401,637</b>	<b>386,000</b>
<b>Total Non-Current Assets</b>	<b>498,249</b>	<b>474,830</b>
<b>TOTAL ASSETS</b>	<b>2,094,612</b>	<b>1,902,538</b>

## LIABILITIES

### Current Liabilities

#### Corporate Credit Cards

MasterCard - MD	7,093	11,962
BankWest Visa Card – combined	3,482	3,814
ANZ Bank Corp Credit Card – combined	885	-
Bendigo Corp Credit Card – combined	5,372	-
<b>Total Corporate Credit Cards</b>	<b>16,832</b>	<b>15,776</b>

#### Creditors & Accruals

Provision for Accounting/Audit Fees	-	6,600
Jets Holding Account	18,839	-
Sundry Creditors	240	190
Trade Creditors	49,144	27,610
<b>Total Creditors &amp; Accruals</b>	<b>68,223</b>	<b>34,400</b>

# APPENDIX 1

## DETAILED BALANCE SHEET

	30 SEP 2016	31 DEC 2015
<b>GST Liabilities</b>		
GST	18,939	18,939
GST on accruals	-	17,168
GST.	24,506	(33)
<b>Total GST Liabilities</b>	<b>43,445</b>	<b>35,998</b>
<b>Payroll Liabilities</b>		
Accrued Wages	-	28,817
Other payroll accruals payable	148	1,209
PAYGW Payable	19,541	13,517
Superannuation Payable	26,788	(303)
<b>Total Payroll Liabilities</b>	<b>46,477</b>	<b>43,241</b>
<b>Total Current Liabilities</b>	<b>174,229</b>	<b>128,475</b>
<b>Non-Current Liabilities</b>		
<b>Payroll Provisions</b>		
Provision for Annual Leave	90,796	74,384
Provision for Long Service Leave	25,714	44,086
<b>Total Payroll Provisions</b>	<b>116,510</b>	<b>118,470</b>
<b>Total Non-Current Liabilities</b>	<b>116,510</b>	<b>118,470</b>
<b>TOTAL LIABILITIES</b>	<b>291,487</b>	<b>247,885</b>
<b>NET ASSESTS</b>	<b>1,803,125</b>	<b>1,654,652</b>
<b>EQUITY</b>		
Current Year Earnings	148,473	-
Retained Earnings	1,654,652	1,654,652
<b>TOTAL EQUITY</b>	<b>1,803,897</b>	<b>1,654,652</b>

## APPENDIX 2

DETAILED PROFIT & LOSS STATEMENT	MAR QTR-1	JUN QTR-2	SEPT QTR-3	DEC QTR-4	TOTAL 2016
<b>INCOME</b>					
<b>SSAF Income</b>					
SSAF – 01 Food & Drink	4,423	4,423	4,423		8,847
SSAF – 02 Sport & Rec Activity	92,560	92,560	92,560		185,120
SSAF – 03 Club Administration Support	77,229	77,229	77,229		154,457
SSAF – 06 Health & Welfare of Students	74,144	74,144	74,144		148,289
SSAF – 09 Students Financial Affairs	14,205	14,205	14,205		28,411
SSAF – 12 Library & Reading Rooms	4,241	4,241	4,241		8,483
SSAF – 13 Student Artistic Activity	3,875	3,875	3,875		7,750
SSAF – 14 Supporting Student Media	57,823	57,823	57,823		115,646
SSAF – 15 Student Study Skills	64,107	64,107	64,107		128,213
SSAF - 16 Student advocacy - Uni rules	47,912	47,912	47,912		95,824
SSAF – 18 Help for Students Orientation	29,202	29,202	29,202		58,404
SSAF – 19 Helping Overseas Students	5,279	5,279	5,279		10,558
<b>Total 5RV-120000 SSAF Income</b>	<b>475,000</b>	<b>475,000</b>	<b>475,000</b>		<b>950,000</b>
<b>TOTAL SSAF INCOME</b>	<b>475,000</b>	<b>475,000</b>	<b>475,000</b>		<b>950,000</b>
<b>LESS DIRECT EXPENSES – SSAF Expenditure</b>					
<b>SSAF01</b>					
<b>Provision of Food &amp; Drink</b>					
Water	89	235	81		405
Fruit	967	1,381	835		3,183
Kitchen Food Supplies	677	1,597	1,236		3,510
Ad-Hoc Supplies (non-food)	132	15	494		641
Other Food Services (BBQ on-charged)	1,249	542	655		2,446
Senate, Staff & Visitors – on site	183	7	308		498
Senate, Staff & Visitors – off site	38	178	114		330
Senate & Staff – on site	411	56	549		1,016
Senate & Staff – off site	101	619	21		714
<b>TOTAL SSAF01 FOOD &amp; DRINK</b>	<b>3,847</b>	<b>4,629</b>	<b>4,293</b>		<b>12,769</b>

# APPENDIX 2

## DETAILED PROFIT & LOSS STATEMENT

	MAR QTR-1	JUN QTR-2	SEPT QTR-3	DEC QTR-4	TOTAL 2016
<b>SSAF02 Sporting &amp; Recreational Activity</b>					
<b>Sporting Events</b>					
Ad-Hoc Costs	151	1,259	1,740		3,151
Administration Costs	5,324	17	1,024		6,365
Alcoholic Beverage Catering	-	2,727	612		3,339
Coaching & Governance Accreditation	-	97	37		133
Equipment & Resource Hire	1,068	457			1,821
Event Merchandise Purchases	21	1,579	5		10,776
External Staff Hire	-	1,150	9		2,389
Food Catering	29	186	5		2,411
Game Day Costs	268	1,001	401		1,670
Regular or Annual Fees	6,568	9,153	3,074		18,795
Uniforms	6,969	10,039	2,191		19,198
Venue & Ground Hire	1,244	3,621	4,190		9,055
<b>Total Sporting Events</b>	<b>21,643</b>	<b>31,468</b>	<b>21,297</b>		<b>80,408</b>
<b>Recreational Events</b>					
Ad-Hoc Costs	638	1,587	760		2,986
Alcoholic Beverages Catering	2,349	3,679	4,978		11,006
Administration Costs	1,825	898	617		3,341
Casual Staff Hire	1,812	-	8,144		9,956
Food & Drink	1,739	6,281	5,194		13,214
Live Acts, DJ'd, Karaoke	3,326	7,153	8,832		19,311
Decorations & Accessories	-	46	1,020		1,066
Ticketing Fees	343	1,238	1,246		2,827
Venue, Equipment & Resources Hire	8,398	13,083	15,512		36,993
<b>Total Recreational Events</b>	<b>20,431</b>	<b>33,965</b>	<b>46,304</b>		<b>100,700</b>
<b>Equipment Purchases</b>					
Equipment Purchases	282	312	-		594
<b>Total Equipment Purchases</b>	<b>282</b>	<b>312</b>			<b>594</b>
<b>TOTAL SSAF02 SPORT &amp; REC</b>	<b>42,355</b>	<b>65,745</b>	<b>73,601</b>		<b>105,474</b>



## APPENDIX 2

DETAILED PROFIT AND LOSS STATEMENT	MAR QTR-1	JUN QTR-2	SEPT QTR-3	DEC QTR-4	TOTAL 2016
<b>SSAF03 Club Administration Support</b>					
<b>Club Shared Costs</b>					
Ad-hoc	-	-	774		774
<b>Club Grants</b>					
Ad-Hoc Costs	3,096	2,044	4,873		10,013
Admin & Meeting Costs	1,199	1,146	1,770		4,115
Alcoholic Beverages Catering	128	560	1,189		1,876
Club Merchandise Purchases	1,287	1,591	558		3,436
Equipment Hire	1,844	-	375		2,219
Food & Drink Catering	2,046	3,283	2,611		7,940
<b>Total Club Grants</b>	<b>9,600</b>	<b>8,624</b>	<b>12,163</b>		<b>30,387</b>
<b>Professional Development &amp; Training</b>					
Conference Registration & Fees	-	873	-		873
Travel & Accommodation	-	2,398	927		3,326
Associated Conference Costs	-	430	-		430
<b>Total Professional Dev &amp; Training</b>	<b>-</b>	<b>3,701</b>	<b>927</b>		<b>4,628</b>
<b>TOTAL SSAF03 CLUB ADMIN SUPRT</b>	<b>9,600</b>	<b>12,325</b>	<b>13,864</b>		<b>35,790</b>
<b>SSAF06 Health &amp; Welfare of Students</b>					
<b>Health &amp; Welfare Dept</b>					
Ad-Hoc Costs	84	-	866		950
Administration	218	318	-		536
Casual Staff	-	175	175		350
Equipment Hire	1000	-	1,047		2,047
Food Catering	1,102	261	2,382		3,745
Live Acts and Karaoke Hire	180	-	91		271
Merchandise & Equip Purchases	636	-	-		636
<b>Total Health &amp; Welfare Dept</b>	<b>3,221</b>	<b>754</b>	<b>4,640</b>		<b>8,615</b>
<b>Professional Development &amp; Training</b>					
Associated Conference Costs	-	48	-		48
<b>Total Professional Dev &amp; Training</b>	<b>-</b>	<b>48</b>	<b>-</b>		<b>48</b>
<b>TOTAL SSAF06 HEALTH &amp; WELFARE SUPPORT</b>	<b>3,221</b>	<b>802</b>	<b>4,640</b>		<b>8,663</b>

# APPENDIX 2

## DETAILED PROFIT AND LOSS STATEMENT

	MAR QTR-1	JUN QTR-2	SEPT QTR-3	DEC QTR-4	TOTAL 2016
<b>SSAF09 Students Financial Affairs</b>					
<b>Student Finance Support</b>					
Study Supply Grants	15,000	-	7,000		22,000
Coles Vouchers - General	470	50	100		620
Centrepay fees	25	61	39		125
Emergency loan sundry	-	(27)	(91)		(118)
<b>Total Student Finance Supt</b>	<b>15,495</b>	<b>84</b>	<b>7,048</b>		<b>22,627</b>
<b>TOTAL SSAF09 STUDENTS FINANCE</b>	<b>15,495</b>	<b>84</b>	<b>7,048</b>		<b>22,627</b>
<b>SSAF12 Library/Reading Rooms</b>					
Bookshop Costs	5,565	3,001	5,843		14,408
Stock on Hand Movement	4,078	(9,680)	(374)		(5,976)
Shopify Expenses	200	72	200		472
<b>TOTAL SSF12 LIBRARY/READING ROOMS</b>	<b>9,843</b>	<b>(6,607)</b>	<b>5,663</b>		<b>8,899</b>
<b>SSAF13 Support Student Artistic Activity</b>					
<b>Environmental Jobs</b>					
Ad-hoc	-	91	-		91
Food Catering	74	97	-		172
Merchandise & Equip	297	-	-		297
<b>Total SF13EVJ – Environmental Jobs</b>	<b>372</b>	<b>188</b>	<b>-</b>		<b>560</b>
<b>TOTAL SSAF13 ARTISTIC ACTIVITY</b>	<b>372</b>	<b>188</b>	<b>-</b>		<b>560</b>
<b>SSAF14 Support Student Media</b>					
<b>Guild Publications</b>					
<b>Student Magazine</b>					
Preparation Costs	196	120	135		451
Printing & Distribution Costs	4,680	2,384	3,306		10,370
Other Related Costs	492	42	24		561
<b>Student Diaries</b>					
Printing & Distribution Costs	14,576	-	-		14,576

# APPENDIX 2

## DETAILED PROFIT AND LOSS STATEMENT

	MAR QTR-1	JUN QTR-2	SEPT QTR-3	DEC QTR-4	TOTAL 2016
<b>Total Guild Publications</b>	19,948	2,546	3,465		25,959
<b>TOTAL SSAF14 STUDENT MEDIA</b>	19,948	2,546	5		
<b>SSAF15 Help Develop Study Skills</b>					
<b>Academic Program</b>					
<b>Academic Jobs</b>					
Ad-hoc Costs	-	436	1,502		1,938
Administration	-	426			1,089
Alcoholic Beverage catering	-	-	1,806		1,806
Casual Staff Hire	299	500	510		1,309
Equipment Hire	-	818	582		1,400
Food Catering	496	1,197	16,643		18,337
Guest Speakers	-	-	1,518		1,518
Travel & Accom	-	-	6,153		6,153
Printing & Stationary	-	142	4,910		5,051
<b>Total Academic Program</b>	<b>795</b>	<b>3,519</b>	<b>34,288</b>		<b>38,602</b>
<b>Undergraduate Jobs</b>					
Food Catering	34	248	-		282
Live Acts & Karaoke Hire	255	350	-		605
Ad-hoc costs	-	140	-		140
Administration	-	500	-		500
<b>Total Academic Program</b>	<b>289</b>	<b>1,238</b>	<b>-</b>		<b>1,526</b>
<b>Professional Development &amp; Training</b>					
Travel & Accommodation	-	708	3,602		4,310
Associated Conference Costs	-	154			154
<b>Total Professional Dev &amp; Training</b>	<b>-</b>	<b>862</b>	<b>3,602</b>		<b>4,464</b>
<b>TOTAL SSAF15 HELP DEVELOP STUDY SKILLS</b>	<b>1,084</b>	<b>9,255</b>	<b>38,089</b>		<b>48,429</b>

# APPENDIX 2

## DETAILED PROFIT AND LOSS STATEMENT

	MAR QTR-1	JUN QTR-2	SEPT QTR-3	DEC QTR-4	TOTAL 2016
<b>SSAF17 Student Advocacy Under in matters arising under the University Rules</b>					
<b>Professional Development &amp; Training</b>					
Training Course & Registration Fees	-	190	-		190
Travel & Accommodation	-	1,685			1,685
Associated Conference Costs	-	166			166
<b>Total Professional Dev &amp; Training</b>	-	<b>2,041</b>	-		<b>2,041</b>
<b>TOTAL SSAF17 STUDENT ADVOCACY</b>	-	<b>2,041</b>			<b>2,041</b>
<b>SSAF18 Help Student Orientation</b>					
<b>Semester One O-Day</b>					
Venue, Equipment & Resources Hire	7,286	-	-		7,286
Casual Staff Hire	3,138	-			3,138
Food Catering	5,948	-	-		4,261
O-Day Merchandise Purchases	31,108	-	-		31,108
Ad-Hoc Costs	840	-	-		840
Administration Costs	237	-	-		237
<b>Total Semester One O-Day</b>	<b>48,558</b>				<b>48,558</b>
<b>Semester Two O-Day</b>					
Venue, Equipment & Resources Hire	-	-	3,986		3,986
Casual Staff Hire	-	-			
Food Catering	-	-	3,761		3,761
O-Day Merchandise Purchases	-	-	157		157
Ad-Hoc Costs	-	-	751		751
Administration Costs	-	-	91		91
<b>Total Semester Two O-Day</b>	-	-	-		<b>8,746</b>
<b>TOTAL SSAF18 STUDENT ORIENTATION</b>	<b>48,558</b>	-	<b>8,761</b>		<b>57,304</b>

# APPENDIX 2

## DETAILED PROFIT AND LOSS STATEMENT

	MAR QTR-1	JUN QTR-2	SEPT QTR-3	DEC QTR-4	TOTAL 2016
<b>SAF19 Help Overseas Students</b>					
<b>International Department</b>					
Food Catering	542	-	247		789
Administration	-	-	100		100
Ad-Hoc Costs	-	250	-		250
Casual Staff	-	-	138		138
<b>Total International Dept</b>	<b>542</b>	<b>250</b>	<b>485</b>		<b>1,277</b>
<b>Professional Development &amp; Training</b>					
Conference Registration & Fees	-	328			328
Travel & Accommodation	-	418			418
<b>Total Professional Dev &amp; Training</b>	<b>-</b>	<b>746</b>			<b>746</b>
<b>TOTAL SSAF19 OVERSEAS STUDENT</b>	<b>542</b>	<b>996</b>	<b>485</b>		<b>2,022</b>
<b>TOTAL DIRECT EXPENSES</b>	<b>154,851</b>	<b>92,005</b>	<b>159,909</b>		<b>406,764</b>
<b>GROSS SSAF SUPRLUS/(DEFICIT)</b>	<b>320,149</b>	<b>382,995</b>	<b>315,091</b>		<b>1,018,236</b>
<b>LESS INDIRECT EXPENSE</b>					
<b>Salaries &amp; On-Costs</b>					
<b>Salaries &amp; Wages</b>					
Senate Salary & Wages	47,086	46,524	69,988		162,598
Op's Salary & Wages	145,482	177,000	179,528		502,010
<b>Total Salaries &amp; Wages</b>	<b>192,568</b>	<b>223,524</b>	<b>249,516</b>		<b>664,608</b>
<b>Salaries On-Costs</b>					
Senate On-Costs	4,848	3,881	5,105		12,784
Operational On-Costs	52,731	23,319	15,657		91,706
<b>Total Salaries On-Costs</b>	<b>57,579</b>	<b>27,199</b>	<b>21,287</b>		<b>106,065</b>

# APPENDIX 2

## DETAILED PROFIT AND LOSS STATEMENT

	MAR QTR-1	JUN QTR-2	SEPT QTR-3	DEC QTR-4	TOTAL 2016
<b>TOTAL SALARIES &amp; ON-COSTS</b>	<b>250,147</b>	<b>250,724</b>	<b>269,803</b>		<b>770,673</b>
<b>Other Indirect Costs</b>					
Admin Overheads	14,286	8,791	10,573		33,650
Consumables	3,814	3,424	4,857		12,095
Election expenditure	-	7	-		7
Infrastructure O/Heads	52,566	34,853	39,983		127,402
<b>TOTAL OTHER INDIRECT COSTS</b>	<b>70,666</b>	<b>47,076</b>	<b>55,412</b>		<b>173,154</b>
<b>TOTAL SALARIES &amp; ON-COSTS &amp; OTHER INDIRECT COSTS</b>	<b>320,813</b>	<b>297,800</b>	<b>325,215</b>		<b>943,828</b>
<b>NET SSAF SURPLUS/(DEFICIT)</b>	<b>(663)</b>	<b>85,195</b>	<b>(10,124)</b>		<b>74,408</b>
<b>ADD NON-SSAF INCOME</b>					
<b>Ad-Hoc Income</b>					
Advertising	2,250	1,450	(1,575)		2,125
Book Sales	8,189	2,619	7,946		18,754
Stall Holder Fees	791	190	-		981
Fundraising	381	-	-		381
Other	2,924	-	18		2,942
BBQ on-charges	2,995	1,276	127		4,398
Ticket Sales – Equity	391	-	-		391
Ticket Sales – Recreational events	4,098	15,531	11,343		30,972
Ticket Sales – Sport	-	-	880		880
Merchandise Sales	-	880	491		1,371
Other Sports Income	1,882	327	360		2,569
<b>TOTAL AD-HOC INCOME</b>	<b>23,900</b>	<b>22,274</b>	<b>19,591</b>		<b>65,764</b>
<b>Other Income</b>					
Interest Received	3,358	2,393	6,371		12,122
IOOF Distributions	3,948	325	20,001		24,274
IOOF Change in Market Value	(7,757)	7,791	(5,090)		(5,056)
<b>TOTAL OTHER INCOME</b>	<b>(450)</b>	<b>10,509</b>	<b>21,281</b>		<b>31,341</b>

## APPENDIX 2

### DETAILED PROFIT AND LOSS STATEMENT

	MAR QTR-1	JUN QTR-2	SEPT QTR-3	DEC QTR-4	TOTAL 2016
<b>Non-SSAF Sponsorship &amp; Grants</b>					
Sport & Rec	611	198	-		809
Study Skills	-	12,000	800		12,800
Club Support	10,500	500	-		11,000
<b>TOTAL NON-SSAF INCOME</b>	<b>11,111</b>	<b>12,698</b>	<b>800</b>		<b>24,609</b>
<b>TOTAL NON-SSAF INCOME</b>	<b>34,561</b>	<b>45,481</b>	<b>41,672</b>		<b>121,714</b>
<b>LESS NON-SSAF EXPENSES</b>					
IOOF Management Fees	1,161	1,196	1,224		3,581
Interest Paid	-	-	11		11
Records Project	-	7,000	7,101		14,101
Depreciation	8,564	10,923	10,469		29,956
<b>TOTAL NON-SSAF EXPENSES</b>	<b>9,725</b>	<b>19,119</b>	<b>18,805</b>		<b>47,649</b>
<b>NET PROFIT</b>	<b>24,172</b>	<b>111,557</b>	<b>12,744</b>		<b>148,173</b>