

Edith Cowan University (ECU) Student Guild

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# FEES ALLOCATION DEED REPORT

## 4<sup>TH</sup> QUARTER 2017

*This report is submitted in accordance with Guild reporting obligations and, as such, aligns first quarter activities and events, across all campuses, with the 2017 Fees Allocation Deed (FAD) and the expenditure categories nominated therein.*

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## President Report

### **Nil Report Received from previous president**

Samuel Martin  
**President**

### **Incoming Senator – President as of 1 December 2017**

The final part of the handover for 2018 saw us provide a series of accredited courses for students. We heavily subsidised the provision of accredited first aid, RSA, Auslan, and barista courses. The last month of 2017 also saw us build our asset-base, with the purchase of a range of materials that we can use for years to come.

We were faced with a casual vacancy quite early in the Senate's term, for which we had to make some policy changes to accommodate. This is ongoing and will see "Postgraduate Officer" become "Research Officer", with a new role description.

The month of December began a period of planning for the Guild wholly. We undertook a policy review with the aim of making us more Constitutionally-compliant. This included the initial stages of establishing a proper disciplinary process and the implementation of new department policies.

We began to plan events for the 2018 calendar year and budget these accordingly. The budget will be approved at the March 2018 Senate meeting.

A number of meetings took place between me, in my capacity as President, and various stakeholder both in and away from ECU. This included delegates from the National Tertiary Education Union (NTEU), the manager of university governance Kathryn Clarke, and the Vice-Chancellor Professor Steve Chapman CBE.

Stewart Lee  
**President**

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## CEO Report

### Overview

The October quarter was dominated by the Guild's annual general election and transition of new Senate in late November and throughout December.

A highly successful Guild Ball completed a significant range of key events held for members in the second half of the year

### Human Resources

Enterprise Agreement meetings between staff progressed throughout the quarter with management being informed that the staff log of claims would be ready for submission by mid-January. Guild management have secured the services of a consultant who specialises in this field of HR to assist with the Guilds counter proposal and to attend subsequent bargaining meetings.

The Guild secured Employee Hero software database during the quarter to facilitate the capture and management of HR services including electronic timesheets. The application has a direct interface with the XERO finance system and, through transition of data, automates a large proportion of payroll. The application also captures and manages staff onboarding, training and leave requirements.

### Infrastructure

#### IT

The Guild upgraded server memory capacity during the quarter to accommodate a transition to virtual environments for Senate and staff. This enables ease of external access to the Guild's IT shared drives and email and also facilitates single roll-out updates; therefore, reducing support costs.

#### Web

The Guilds new Word Press platform continues to expand with the testing of plugins to provide in house services currently accommodated by costly third party vendors. These plugins primarily relate to forms management and purchasing and ticket issuing management and are planned for implementation in the first quarter of 2018.

Planning has also begun for a comprehensive intranet for the Guild and is planned for completion by the end of 2018.

#### Finance

The Guild has added a plugin to XERO that will allow us to capture, manage and report on our internal job structures as well as introducing a purchase order function that captures commitment against budget. This is necessary to provide accurate real time reporting for Senators as to the progress of their individual department program budgets.

#### Governance

The Guild is preparing changes to the Constitution and Election procedures and plan to submit these immediately following our AGM scheduled for mid-April.

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## **2017 General Election**

As reported in the 3rd quarter report, the 2017 General Elections commenced on 11 September with the opening of nominations and formally concluded 1 December with the submission of the Returning Officers (RO) report.

### **Key points of note from the report:**

- Polling days were 10, 11 & 12 October 2017.
- Of the 23,989 students eligible to vote only 1402 (5.85%) exercised their right.
- Joondalup recorded 71% of the vote with Mt Lawley 26% and South West 3%.
- Informal votes were very high this year equating to just on 11%.
- Due to proportional preferential distribution process to determine a number of the positions and various re-counts needed due to the closeness of the poll; electoral staff counted in excess of 31,800 votes.
- The RO in accordance with his authority under the Election Procedures referred on candidate to the Guild's Discipline Committee for election misconduct – still to be heard.
- One Appeal challenging the outcome of the election was received by the Election Tribunal – this was not upheld.
- The RO made numerous recommendations in his report for inclusion in the Election Procedures and all of these have been included in the proposed document for submission to ECU.
- Feedback from all participants and key areas of the University cited this election as the most professionally conducted election the Guild has held with significant improvements in apportioned accountability and the processes supporting the election.
- The Declaration of Poll was made at 6:00 PM Wednesday 18 October 2017 with all elected and unsuccessful candidates formally advised at 12:00 PM midday, 19 October 2018.
- The table on the following page lists those candidates who were successful and the positions on the Guild's Senate they were elected to.

<b>Persons Elected</b>	<b>Senate Position</b>
Stewart Lee	<b>President</b>
Greg Warren	<b>General Secretary</b>
Sarah Cavanough	<b>Vice-President Academic</b>
Vesh Arumugam	<b>Vice-President Equity and Diversity</b>
Caitlin Gibbs	<b>Vice-President Social Activity</b>
Harrison Gray	<b>Environmental Sustainability Officer</b>
Peter Kihui	<b>Postgraduate Officer</b>
Shariq Ahmed	<b>International Officer</b>
Rebecca Joyce	<b>South West Officer</b>
Faizan Akram	<b>General Senator</b>
Modjadji Mokoto	<b>General Senator</b>
Abhishek Mehta	<b>General Senator</b>

Brett Callender  
**CEO**

# GENERAL SECRETARY REPORT

## General Secretary Report

The Guild had a very productive quarter at the end of 2017 with the final events and initiatives for the year going off without any complications. The feedback received from students was very positive and was taken on board by the incoming Senate for the 2018 term.

The transition between Senates was as smooth as possible and saw the first few weeks of December being a very vital and productive time. A record breaking number of initiatives have been planned for 2018 and feedback from university contacts has been overwhelmingly positive. The Chairs of the various departments have hit the ground running and are already in contact with a number of clubs who wish to re-affiliate in 2018. A number of the clubs also held their end-of-year functions which for the most part were well-attended and engaged with a number of students who had never had any prior interaction with clubs or extra-curricular activities at ECU.

The Senate adopted a number of new policies, and also developed a number of policy upgrades during this period that will ensure a more efficient transition for future senates. In these policies, a number of new processes were streamlined, including affiliation requirements and application processes for new clubs.

All in all, the most productive quarter I have experienced during my time at the Guild.

Caitlin Gibbs

**General Secretary**

### **Incoming Senator – General Secretary as of 1 December 2017**

Since taking office December 1st, I have been involved in the tender process for a commercial opportunity on the Joondalup campus to open a café. Given the large scale financial commitment involved, and the potential for losses, I have been engaged in exhaustive research (along with our operational staff and the President) into running a café on campus.

I have also begun looking into setting up a transcript recognised volunteer program in partnership with the University. I have been corresponding with Volunteering Australia regarding collaboration, reviewing the transcript recognised programs of Murdoch, UWA and Curtin University's Student Guilds (UWA's volunteer program had over 15,000 registered hours of volunteering last year); and also met with Careers & Leadership regarding collaboration with their current volunteer program. The cost of using Volunteering Australia's system and app to manage volunteers would be about \$5,000 a year in SSAF if we were to go ahead with the program.

There is a planned rollout of a new IT system "Confluence" for the Guilds operations, which should greatly improve the ability of the Guild to manage work-flows and also to pass down institutional knowledge to future Senators. This has led to a policy review of all Senate Policies & Procedures in aid of moving all procedures and work-flows into the new system, along with an examination of the effectiveness and efficiency of those processes.

Steven Gregory Warren

**General Secretary**

# VICE PRESIDENT - ACADEMIC REPORT

## Vice President – Academic Report

### Vice-President (Academic) October – November 2017

During the months of October and November, I engaged with the WA Cross Campus Education Network to help develop a National Day of Action (NDA). This was in response to the governments proposed but non-legislative changes to higher education funding. The NDA is scheduled to take place in March 2018 and has participants from all 5 WA universities as well as WA Members of Parliament and various trade union representatives.

A formal meeting of all academic groups took place on Friday 29 February, during which we began to plan any hypothetical Conference Week to be run by the Guild. The intent was to make the planning and decision-making more democratic with direct input from each stakeholder rather than decisions being made unilaterally by me as a Guild Senator.

There was a small handover period for the incoming Vice-President (Academic). This was primarily to make the incoming Senator aware of some Guild processes that would enable them to appoint student representatives to School Teaching & Learning Committees.

We started to look at the Guild's after-hours provision of services to see how we could improve. The Guild decided that it should look into the procurement of after-hours hot drink stations. Renders and designs were provided for this and may be factored into the 2018 budget.

Upon completion of the 2017 Student Guild General Election, many of the incumbent Senators who had been elected to new positions began to take up their new roles. As such, much of my time was spent meeting with university staff to outline our intentions for the year.

Stewart Lee

**VP - Academic**

### Incoming Senator – VP Academic as of 1 December 2017

The final quarter of 2017 was a time of transition for the Guild and its membership. During this time, there was an increase in funding enquiries from the Academic Department's clubs as the financial reconciliation process was taking place.

As there were significant funds remaining in the Clubs' budget, an assessment was made to attribute funds to resources that would be well utilized by the various academic societies. With this in mind, a 3D printer was purchased for use by the Engineering Clubs (Women in Engineering and ECU Engineering), and this is now kept in a secure location in the Engineering laboratories of Building 23 at Joondalup campus. Access to a 3D printer will help to promote the clubs to prospective members and to engage engineering students with their studies while providing an opportunity to develop practical skills.

Further, as there has previously been a shortage of Guild-owned marquees for use on O Days and other events, two marquees were purchased to cater for the academic societies. The aim of this was to increase the visibility and appeal of academic-related activities on campus. This will also help to reduce event costs associated with hiring marquees for Guild events.

Finally, an increase in SSAF funding was allocated to subsidize short courses aimed at increasing Member's skills for employment above what was originally budgeted. Funds were moved to cover these costs from budget lines

# VICE PRESIDENT - ACADEMIC REPORT

that were not utilized during 2017. Courses offered ranged from technical industry training including responsible service of alcohol certificates and professional barista training that would enable students to work around their study commitments, and over the Summer break thus improving their financial situation. Members from the School of Education and Health disciplines also gave enthusiastic feedback regarding the Auslan courses they attended and communicated that they would like to see Auslan courses offered again in 2018.

Looking forward to 2018, there is likely to be an increase in SSAF funding to the ECU Guild's Academic Department to accommodate the funding of 8 new academic societies; 2018 Conference Week (a Guild event aimed at bringing industry to ECU to promote graduate employment opportunities; networking; skill building and information sharing), and provision of short-course offerings over the mid-semester break (June/July) so that students are able to maximize their employability by the start of the long break over summer and contribute to their portfolios in time for graduation.

Sarah Cavanough

**VP - Academic**



# VICE PRESIDENT – EQUITY & DIVERSITY REPORT

## Vice President – Equity & Diversity Report

### Nil Report Received from previous VP Equity & Diversity

Aqila Burhani

**VP – Equity & Diversity**

### Incoming Senator – VP Equity & Diversity as of 1 December 2017

Equity and Diversity Department (EDD) represents students from marginalised groups across all three ECU campuses. One of the most crucial roles this department plays is to help students in need. They do this by promoting existing Guild services such as Student Assist and many more. On a greater scale, EDD is a great trajectory bringing pivotal issues from the students' community to the respective university bodies. There are seven collectives directly operational under this department. It is led by the Vice President Equity and Diversity. The objective of EDD is to promote equal and rational treatment of students whilst encouraging a healthy and accepting ambiance on campus.

Welfare jobs done by the VP:

- Held Equity meetings
- Refurbished equity space
- Advocating for an equity space at ML campus
- Merchandise for collectives
- Attended meetings with Elders in residence
- Attended RAP meetings
- Catalogued budget
- Presented proposal of events
- Held KPop dance workshop to promote diverse culture through a fun filled dance workshop
- Organising and planning future events
- Attended secretary meeting
- Attended Senate meeting
- Helped out with Guild day and O'Days
- Presented at Aboriginal Orientation day and other meetings in regards to find a rep for Aboriginal collective
- Affiliated AIME under equity department
- Met with Deb Duffy from the Equity and Diversity Department of the university to circulate vacancy for the Disability collective
- Organised and sponsored Chinese New Year celebration
- Inaugurated Equity space with its new transformation

ECU Disability collective

- Holding events such as coffee meet ups with their members
- Put up marquees at the O'Days and Guild days
- Attended Equity meetings
- Presented draft budget and proposal of events
- Looking for more committee members, training and equipping them for future leadership roles under the Disability collective
- New members recruited

# VICE PRESIDENT – EQUITY & DIVERSITY REPORT

## Ethnocultural collective

- Put up marquees at the O'Days and Guild days
- Attended Equity meetings
- Presented draft budget and proposal of events
- New members recruited

## Mature Age Student Network (MASN)

- Updated their merchandise list
- Got new banners and breeze buster
- Coffee meet up
- New members recruited
- Put up marquees at the O'Days and Guild days

## Queer collective

- Planned events and budget
- Participated at the Guild days and O'Days
- Organising Pride Week
- Helped in organising equity space refurbishment
- Held AGM and collective meetings
- Organised queer beer

## Women's community

- Attended equity meeting
- Presented draft budget and proposal of events

## Wellbeing community

- Holding unwind sessions on a weekly basis till end of semester
- Helped to organise equity space
- Updated their merchandise list
- Got new banners and breeze buster
- Coffee meet up
- New members recruited
- Put up marquees at the O'Days and Guild days

Vesh Arumugam

**VP – Equity & Diversity**

# VICE PRESIDENT – SOCIAL ACTIVITY REPORT

## Vice President – Social Activity Report

The fourth quarter of the year for the social council was one of the busiest yet, with our two largest social events of the year being held, as well as an increase in club activity as the end of the year approached.

### Clubs

In early October, we held our last Social Council for the year, in which I ran the clubs through a number of information sessions, on things relating to end of year events, member retention for the following year and ways to reward members for their club contributions. I also invited the two candidates running for the Vice President (Social Activity) position in the ECU Student Guild Elections to attend the meeting and give the council a 2-minute speech about their plans for the social council if elected. This was very well received, and beneficial for all parties.

In mid-November, along with the Other senate departments, we hosted the 2017 ECU Student Guild Club Awards night, where we award a select number of clubs for their outstanding performance and contributions to ECU over the year. The Social Council clubs that received awards were Women in Engineering for Best Industry Engagement, and Club of the Year, ECU Malaysia Club for Best New Club, ECU Parties & Events for Best Contribution to Campus Culture and Collective Hope for Best Community Engagement.

### ECU Halloween

In early November, we hosted ECU Halloween, our large end of semester social event. The event was held on the 3rd of November on the Building 1 grass lawn, and boasted a large main stage, silent disco, two pop-up bars, a food truck, an inflatable dodge ball arena and a chill out tent. Entertainment was provided by a selection of Local DJs as well as a well-known headline DJ being flown over from Queensland. The event area was also fully decorated with Halloween theming. The event attracted over 600 ECU Students and was well received by the crowd, with few complaints and no major incidents.

### ECU Student Guild Ball

In Late November, we held the annual ECU Student Guild Ball at Crown Perth. The event was announced in the middle of the year, and sold out 2 months prior to the event date, we were overwhelmed by such a large demand and even had to extend to the events capacity from 400 to 500 seats. The event was held in the Crown Grand Ball Room running from 6:30pm-Midnight, beginning with pre-dinner drinks in the foyer. Food for the night was a 3 course meal served with an alternating main and complimentary beer, wine and soft drink. Entertainment was provided by a DJ who played a selection of music from the 80s, 90s and 00s. Speeches were given by the President Sam Martyn and Vice President (Social Activity) Jason Duffin (myself), followed by a highlight video of the Guilds events from the year. The venue was fully themed in a forest type greenery theme with pop-up gardens and photo walls. The event was very well received and enjoyed by attendees.

Overall, the 4th quarter has been quite busy for the Social Department, with two large events and increased club activity, which has increased the campus culture, and guild presence at ECU during a time where students are quite busy.

Jason Duffin

**VP – Social Activity**

# VICE PRESIDENT – SOCIAL ACTIVITY REPORT

**Incoming Senator – VP Social Activity as of 1 December 2017**

**Nil Report Received from incoming VP Social Activity**

Caitlin Gibbs

**VP – Social Activity**

# FINANCIAL STATEMENTS

## Financial Controller Report

The Guild Finance area completed the year without incident. We have been working through the completion of the annual accounts ready for audit in March and monitoring budget versus actual to ensure we remained on track and within reporting requirements.

The Guild Ball was attended in November by most operations staff and a great night was had by all. I note that in speeches on the night, by the outgoing Guild President Sam Martyn and the outgoing Guild Social Vice President Jason Duffin, operations staff were thanked for their contributions and guidance in what was an extremely difficult year for the Guild overall. This recognition was greatly appreciated by staff.

Initial discussions commenced with ECU initiating talks, in relation to a commercial opportunity for the Guild on campus, at Building 22 for a Café development. This site next to the gym and sports center was previously Pure 'n' Natural and had been vacated and put out to tender early in the year without success. The Guild is currently preparing a business plan for the opportunity and assessing the viability of the Guild undertaking a refit and management of the proposed business, into the future. The Guild has been seeking commercial opportunities for some time without success to date, to support the Guilds operations and provide less reliance on SSAF funding in the long term.

Late in December, Guild Finance Officer, Helen Cooper, resigned from her position and finished up in January 2018. Helen had been at the Guild since June 2011 and had seen many changes over her time and contributed to the Guilds Financial processes and stability. We thank Helen for her contributions and wish her luck in the future. We are currently assessing the staffing needs of the finance area with a view to recruiting a replacement.

Melissa Johnston  
**Financial Controller**

**NOTE:** [See Appendix 1 – quarterly Financial Report](#)

# 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		
			J Williams JO & ML	C Terhorst JO & ML	J Healey BUN
Support Type	Student Assist	Referral	Number of support instances		
<b>Financial assistance:</b>					
General enquiry			12	16	4
Food vouchers			3	2	1
Study supplies			1	0	-
Emergency loan			3	1	-
Ad-Hoc / Finance issues			8	9	1
			<b>27</b>	<b>28</b>	<b>6</b>
<b>Appeals:</b>					
Result Appeal			27	27	6
Unit Failure			12	29	2
Exclusion appeal			30	26	-
Withdrawal / Extension			24	19	-
Misconduct / Other			9	7	-
			<b>102</b>	<b>108</b>	<b>8</b>
<b>Welfare &amp; Education:</b>					
Grievances / complaints			16	14	1
Equity & Diversity			17	9	1
			<b>33</b>	<b>23</b>	<b>2</b>

# OPERATIONAL ACTIVITIES

Support Type	Student Assist	Referral	GSA & Guild Office		
			J Williams JO & ML	C Terhorst JO & ML	J Healey BUN
			Number of support instances		
Equal Opportunity			7	0	-
Sexual harassment			1	2	-
Anxiety / Stress			23	23	6
Health / wellbeing			11	17	2
Academic / study concerns			23	28	7
Course / exam extensions			27	6	-
Scholarships			2	1	-
			<b>94</b>	<b>77</b>	<b>17</b>
<b>Other Support / Queries:</b>					
Centrelink / Medicare			2	7	1
Course Fees			6	15	-
Accommodation / Housing			5	4	1
Legal			4	1	-
Visas / immigration			22	16	-
Support / Reference letters			2	0	-
Careers / Employment			4	3	2
Clubs / Activities / General			2	10	5
Second Hand Books			1	15	2
Guild membership			3	20	5
Child Support			2	2	-
Volunteering			3	5	2
			<b>56</b>	<b>98</b>	<b>18</b>

# OPERATIONAL ACTIVITIES

## RELATED MEETINGS

Associated Meetings	GSA			
		J Williams JO & ML	C Terhorst JO & ML	J Healey BUN
Department of Education Services WA		1	0	-
Equal Opportunities Commission WA		1	0	-
Student Appeals Committee (SAC)		6	4	-
Guild Staff/GSA meetings		5	2	3
General University meetings as GSA		10	9	1
Vice Chancellor's Student Advisory Forum		0	0	-
		<b>23</b>	<b>15</b>	<b>4</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

### EVENTS REGISTER:

#### ATTENDEES LEGEND:

Equip/O

ECU/Equip

>number

Number (+ -)

FT / Only

Affiliated Club event – Guild provided equipment only

ECU event - Guild provided equipment only

Guild / Club event – figure represents number catered for

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

Guild / Club event – Foot Traffic attendance count not kept

Date	Event	Campus				Event Support		
		JO	ML	BU	EXT	Staff	Senate	Attendees
02/10/17	Bunbury Professional Development Workshops			x		1	1	>20
04/10/17	Bunbury Taco Day			x		2	1	>80
10/10/17	Bunbury Mental Health Day			x		2	1	>50

# OPERATIONAL ACTIVITIES

19/10/17	Helping Minds BBQ			x		2	1	>40
19/10/17	Bunbury Quiz Night			x		2	0	>60
31/10/17	Bunbury Halloween Party			x		1	1	>40
01/11/17- 02/11/17	Bunbury Wellness Day			x		2	1	>160
13/11/17- 24/11/ 17	Free Exam Breakfast			x				
15/11/17	Bunbury Pride Day			x		1	1	>25
02/12/17	ECU South West Ball			x		1	1	>120
4 <sup>th</sup> Oct	Chinese Students + Scholars Association – Moon Festival	X				1	1	Equip/O
5 <sup>th</sup> Oct	Nursing + Midwifery BBQ	X				1		Equip/O
6 <sup>th</sup> Oct	Tokyo City University – Japanese Festival CLV		X			1		ECU/Equip
9 <sup>th</sup> Oct	GSA Mindful Morning Tea / Dachshunds / Unibank	X				3		Operations
10 <sup>th</sup> -12 <sup>th</sup> Oct	Guild Elections	X	X			3		Operations
10 <sup>th</sup> Oct	Wellness Expo – Soup	X				1	1	100
11 <sup>th</sup> Oct	Nurses Graduation Ball BBQ	X				1		FT / Only
11 <sup>th</sup> Oct	GSA Chill n Grill		X			2		Operations
12 <sup>th</sup> Oct	Nurses + Midwifery BBQ	X				1		FT / Only
12 <sup>th</sup> Oct	Wellness Expo - Soup		X			1	1	100
16 <sup>th</sup> Oct	Nursing Nepal BBQ	X				1		FT / Only
17 <sup>th</sup> Oct	Nurses Graduation Ball BBQ	X				1		FT / Only
18 <sup>th</sup> Oct	GSA Chill n Grill	X				2		Operations
19 <sup>th</sup> Oct	GSA Book Exchange	X				3		Operations
20 <sup>th</sup> Oct	eSports FIFA Tournament	X				1		Equip/O
25 <sup>th</sup> Oct	Occupational Therapy Day	X				1		ECU/Equip
25 <sup>th</sup> Oct	GSA Chill n Grill		X			2		Operations
26 <sup>th</sup> Oct	GSA Book Exchange		X			3		Operations
27 <sup>th</sup> Oct	Women In Business BBQ	X				1		FT / Only
31 <sup>st</sup> Oct	Nurses Graduation Ball BBQ	X				1		FT / Only
31 <sup>st</sup> Oct	GSA Succulent Plants		X			2		Operations
31 <sup>st</sup> Oct	GSA Mindfulness Colour + Tea	X				2		Operations
2nd Nov	GSA Mindfulness Colour + Tea		X			2		Operations
2 <sup>nd</sup> Nov	GSA Chill n Grill + Succulent Plants	X				2		Operations
3 <sup>rd</sup> Nov	GSA Puppies	X				2		Operations
3 <sup>rd</sup> Nov	Speech Pathology Bake Sale	X				1		FT / Only

# OPERATIONAL ACTIVITIES

3 <sup>rd</sup> Nov	HALLOWEEN PARTY	X				3		500
7 <sup>th</sup> Nov	Guild Clubs Awards	X				1	~5	FT / Only
15 <sup>th</sup> Nov	ECU International BBQ		X			1		ECU/Equip
17 <sup>th</sup> Nov	ECU Broadcasting BBQ		X			1		ECU/Equip
21 <sup>st</sup> Nov	Women In Business Bake Sale	X				1		FT / Only
22 <sup>nd</sup> Nov	Cowan House Writers Retreat	X				1		FT / Only
24 <sup>th</sup> Nov	Computer And Security Science Association EOS	X				1		FT / Only
31 <sup>st</sup> Nov	ECU EDUCATION ENGAGEMENT FORUM		X			2		ECU/ Equip
13 <sup>th</sup> Dec	VARIO BBQ	X				1		ECU/Equip
13 <sup>th</sup> Dec	Tokyo City University Farewell BBQ		X			1		ECU/Equip
15 <sup>th</sup> Dec	POWA EOY BBQ	X				1		FT / Only

## RELATED MEETINGS

	CAMPUS	
	JO & ML	BUN
Health & Wellness	2	1
University Staff & Committees	2	3
SW Campus Activities Group	-	0
Guild Network Community Group	-	-
Bunbury Student Activities	-	5
ECU Sport Committees	-	-
Guild Clubs & Committees	-	-
Network & Community	-	7
Student Connect Activities	-	-
Student Villages	1	-
Tavern Events Management	-	-
Guild Staff meetings	-	1
	<b>5</b>	<b>17</b>

# OPERATIONAL ACTIVITIES

## MARKETING AND PROMOTIONS

### Overview

The final quarter was focused on preparing O'Day merchandise and student diaries for 2018.

### Email Software.

The ECU Guild launched new email newsletter software – Mailer Lite. A cheaper alternative to Mail Chimp and with more customization options than our previous software, Mailer Lite allows the Guild to segment student communication via course, school, campus, contact time, international/domestic or undergraduate / postgraduate. After testing and contact with ECU IT services the mail software tests saw an increase in deliverability to Guild members.

### Test Case - International VISA Session.

The new email software was used to contact international students on the Joondalup and Mount Lawley campus for a free VISA and Immigration information session presented by Iscah Migration in conjunction with the ECU Guild International Department. Over 100 registrations were received within 24 hours of the email out and a total of 224 students registered their interest in the event. The seminar was recorded and posted on the Guild website and subsequently viewed by over 730 unique viewers.

### Website and Social Media.

The ECU Guild website and club site was updated. Clubs will now have the ability to host a website on the Guild's server under the <club name>. ecuguild.org.au domain. YTD the Guild has given away over \$7,700 worth of contra and activations to guild members, the majority being movie tickets and screenings run through promotions with Buzz Marketing. The Guild Facebook had a 17% increase in followers YTD and an average post engagement of 7,900. The focus for 2018 will move to increasing this reach across multiple platforms Facebook, twitter and Instagram.

### Dircksey.

Holly Ferguson was appointed Dircksey editor for 2018. Dircksey will be moving to four editions for 2018 to accommodate more student content within a print budget of \$3,500 per edition. The goal is to secure enough advertising to pay for the printing costs.

### 2018 Preparations.

The 2018 Student Diary artwork was completed and sent to Sommersault group for production and delivery in late January and included \$2,110 worth of advertising from URBI, Student Car Share, AHG, Unibank, Presotea and Boost Juice. Special attention was paid in ensuring the correct information for ECU services including the ECU Careers and Leadership information that was corrected from 2017. We also worked with Careers and Leadership to include ECU Careers Hub information and activities in the 2018 calendar section.

# OPERATIONAL ACTIVITIES

2018 O'Day merchandise was ordered with a focus on high quality items with the ability to be sold to students after the initial O'Day drive. Items include headphones, pens, reusable coffee cups, pencil cases and non-woven tote bags. Excess 2017 stock will be used to bulk up the packs with lanyards, notebooks and drink bottles.

Finally, the Guild subsidized Summer Short Courses to students during the Semester break. These courses proved immensely popular with Auslan, Responsible Service of Alcohol (RSA), Barista Training and the St John's First Aid Course selling out within the first 3 days.

To summarize, the final quarter was largely focused on preparing for the start of 2018 by completing O'Day ordering, finalisation of the 2018 Diary and training the incoming senate on the existing processes and marketing tools available at the Guild.

**Lauren Reed**  
**Marketing & Promotions Officer**

# SENATE DEPARTMENT SERVICES

## 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

	Book Count	Book Value (net)	
Stock take			
Opening Stock:	1 October 2016	377	\$22,492.50
Closing Stock:	31 December 2016	454	\$25,531.00
Transactions	Campus		
Book Buy Backs	JO	ML	BUN
Number of transactions	74	1	0
Number of books	134	4	0
Buy back value	\$5864.00	\$131.00	0
Book Sales	JO	ML	BUN
Total number of transactions	28	6	0
Number of books	39	6	0
Sales value	\$1,919.50	\$227.00	0
Cash sales		-	-
PayPal sales		-	-

# SENATE DEPARTMENT SERVICES

## GENERAL OPERATIONAL ADMINISTRATION

### INITIATIVES / ACTIVITIES

ITEM - ACTIVITY	OBJECTIVE	ACTION
<b>Finance procedures</b>	To meet governance compliance obligations. Ensure consistency of application by all stakeholders.	Preparation of the 2018 Budget is underway; this is the main focus for the Financial Controller. The Finance team are still moving forward with further enhancements within the Xero accounting system mainly in relation to Purchase Orders via Xero.
<b>IT Infrastructure review</b>	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).	Add on to Xero Accounting for HR was purchased (Employment Hero) this is to transition the guild into a paperless office with all HR functions to become electronic. New IT Transitioning – SOE Planning.
<b>Policy and Procedure</b>	To meet broader governance obligations. Define Senate and Operational delineation in management controls. Ensure consistency of application by all stakeholders.	This is a continuous work in progress with a broad range of business policies in development. New Policies & Procedures created and introduced to the guild were as follows: POSG005_Terms of Reference Policy & Accountability Committee POSG006_Senate Office Bearer Engagement Policy POSG007_Senate Transition Training Policy
<b>Change Management</b>	Recruit a replacement GSA officer	Helen Cooper resigned as Finance Officer. Recruitment for 4 new casuals was carried out with advertising, interviewing & inductions. Paul Harnett was on extended sick leave for ankle surgery.
<b>HR Records</b>	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.	Ongoing Work Cover claim for Financial Controller, Melissa Johnston. Draft Enterprise Agreement has been submitted to the Guild CEO for the next stage. Annual Operations Staff Performance Reviews were carried out.
<b>Governance</b>	Maintain and adhere to all overarching governance documentation including statute, rules and the constitution.	Elected Student in position of Postgraduate Officer – Peter Kihui resigned. New General Senator for South West – Nicole Maskell was appointed by senate.

# 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

AFFILIATED CLUBS REGISTER	
<b>SOCIAL CLUBS:</b>	
AIIME 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

STEWART LEE PRESIDENT	BRETT CALLENDER CEO	MELISSA JOHNSON FINANCIAL CONTROLLER
<b>Tel</b> (61) 08 6304 2651 <b>Mob</b> 0435 484 021 <b>s.lee@ecuguild.org.au</b>	<b>Tel</b> (61) 08 6304 5915 <b>Mob</b> 0473 925 831 <b>b.callender@ecuguild.org.au</b>	<b>Tel</b> (61) 08 6304 5134 <b>Mob</b> 0419 936 836 <b>m.johnston@ecuguild.org.au</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

# KPI Quarterly Financial Report

Edith Cowan University Student Guild  
For the year ended 31 December 2017

Prepared by Melissa Johnston

# Contents

3	Statement of Financial Position
4	Income & Expenditure Statement
5	Statement of Cash Flows
6	Notes to the Financial Statements
12	Spending Program by SSAF Category

# Statement of Financial Position

## Edith Cowan University Student Guild As at 31 December 2017

	NOTES	31 DEC 2017	31 DEC 2016
<b>Assets</b>			
<b>Current Assets</b>			
Bank accounts	2	675,172	433,616
Receivables & Accruals	3	547,890	553,632
Inventory	4	19,454	8,966
Prepayments	5	55,867	56,848
<b>Total Current Assets</b>		<b>1,298,383</b>	<b>1,053,062</b>
<b>Non-Current Assets</b>			
Property, plant and equipment	7	70,431	91,778
Intangibles	8	11,460	17,954
Investment Reserves	9	811,472	786,708
<b>Total Non-Current Assets</b>		<b>893,364</b>	<b>896,440</b>
<b>Total Assets</b>		<b>2,191,747</b>	<b>1,949,502</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
GST		43,701	32,018
Creditors & accruals	10	193,224	88,913
Employee provisions	11	135,440	121,703
<b>Total Current Liabilities</b>		<b>372,364</b>	<b>242,634</b>
<b>Total Liabilities</b>		<b>372,364</b>	<b>242,634</b>
<b>Net Assets</b>		<b>1,819,383</b>	<b>1,706,868</b>
<b>Equity</b>			
Retained Earnings	12	1,819,383	1,706,868
<b>Total Equity</b>		<b>1,819,383</b>	<b>1,706,868</b>

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.

# Income & Expenditure Statement

## Edith Cowan University Student Guild For the year ended 31 December 2017

	2017	2016
<b>Income</b>		
SSAF Funding	1,913,500	1,916,574
Other Revenue	180,415	198,806
<b>Total Income</b>	<b>2,093,915</b>	<b>2,115,380</b>
<b>Direct Costs</b>		
<b>Student Support Program Costs</b>		
SSAF01 - Provision of Food & Drink	16,852	18,330
SSAF02 - Supporting Sporting & Recreational Activity	280,175	287,506
SSAF03 - Club Administration Support	54,815	81,980
SSAF06 - Health & Welfare of Students	43,050	6,191
SSAF09 - Helping Students with their Financial Affairs	27,192	23,410
SSAF12 - Library & Reading Rooms	15,123	23,186
SSAF13 - Supporting Student Artistic Activities	1,609	821
SSAF14 - Supporting Production & Dissemination of Student Media	28,330	44,156
SSAF15 - Helping Students Develop Study Skills	15,391	69,011
SSAF17 - Student Advocacy re University Rules	6,509	2,041
SSAF18 - Information to help students through Orientation	71,266	79,914
SSAF19 - Helping Overseas students	8,264	1,972
<b>Total Student Support Program Costs</b>	<b>568,575</b>	<b>638,519</b>
<b>Total Direct Costs</b>	<b>568,575</b>	<b>638,519</b>
<b>Gross SSAF Surplus/(Deficit)</b>	<b>1,525,340</b>	<b>1,476,861</b>
<b>Indirect Costs</b>		
Administrative Overheads	121,171	120,486
Bad Debts	665	4,193
Depreciation	47,031	48,325
Infrastructure Overheads	134,682	175,656
Salaries & Wages	935,761	922,822
Salary On-Costs	142,054	140,155
Interest & Investment Costs	16,943	4,846
Election Costs	14,519	-
<b>Total Indirect Costs</b>	<b>1,412,825</b>	<b>1,416,483</b>
<b>SSAF Surplus/(Deficit)</b>	<b>112,515</b>	<b>60,378</b>
<b>Non-SSAF</b>		
Records Project	-	9,250
<b>Total Non-SSAF</b>	<b>-</b>	<b>9,250</b>
<b>Combine SSAF/Non-SSAF Surplus/Deficit</b>	<b>112,515</b>	<b>51,128</b>

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.

# Statement of Cash Flows

## Edith Cowan University Student Guild For the year ended 31 December 2017

	2017	2016
<b>Cash flows from Operating Activities</b>		
Receipts from grants	2,090,000	1,585,753
Receipts from customers	145,898	161,936
Payments to suppliers and employees	(1,996,934)	(2,030,677)
<b>Total Cash flows from Operating Activities</b>	<b>238,965</b>	<b>(282,988)</b>
<b>Cash flows from Investing Activities</b>		
Proceeds from sales of property, plant and equipment	763	1,221
Dividends received	27,778	24,595
Interest received	17,924	19,460
Interest Paid	(40)	(30)
Payment for property, plant and equipment	(25,478)	(70,506)
Increase in investments	(22,582)	(161,643)
<b>Total Cash flows from Investing Activities</b>	<b>(1,635)</b>	<b>(186,903)</b>
<b>Net increase/(decrease) in cash held</b>	<b>237,329</b>	<b>(469,891)</b>
<b>Cash Balances</b>		
Opening cash balance	441,655	911,547
Closing cash balance	678,985	441,655
Movement in cash	237,329	(469,891)

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.



# Notes to the Financial Statements

## Edith Cowan University Student Guild For the year ended 31 December 2017

### 1. Summary of Significant Accounting Policies

The financial statements are special purpose financial statements prepared in order to satisfy the financial reporting requirements under the Edith Cowan University Act 1984. The Senate has determined that Edith Cowan University Student Guild (the Guild) is not a reporting entity.

The financial statements have been prepared on an accruals basis and are based on historic costs and do not take into account changing money values or, except where stated specifically, current valuations of non-current assets.

The following significant accounting policies, which are consistent with the previous period unless stated otherwise, have been adopted in the preparation of these financial statements.

#### a. Income Tax

The Guild is not liable to pay income tax; however, it is registered for GST purposes.

#### b. Property, Plant and Equipment (PPE)

Plant and equipment are carried at cost less, where applicable, any accumulated depreciation.

The depreciable amount of all PPE is depreciated over the useful lives of the assets to the Guild commencing from the time the asset is held ready for use. Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains or losses are included in the income statement.

#### c. Impairment of Assets

At the end of each reporting period, the Senate reviews the carrying amounts of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs of disposal and value in use, to the asset's carrying amount. Any excess of the asset's carrying amount over its recoverable amount is recognised in the income and expenditure statement.

#### d. Employee Provisions

Provision is made for the Guild's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee provisions have been measured at the amounts expected to be paid when the liability is settled.

#### e. Provisions

Provisions are recognised when the Guild has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions are measured at the best estimate of the amounts required to settle the obligation at the end of the reporting period.

**f. Cash on Hand**

Cash on hand includes cash on hand, deposits held at call with banks, and other short-term highly liquid investments with original maturities of three months or less.

**g. Accounts Receivable and Other Debtors**

Accounts receivable and other debtors include amounts due from members as well as amounts receivable from donors. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

**h. Revenue and Other Income**

Revenue is measured at the fair value of the consideration received or receivable after taking into account any trade discounts and volume rebates allowed. For this purpose, deferred consideration is not discounted to present values when recognising revenue.

Interest revenue is recognised using the effective interest method, which for floating rate financial assets is the rate inherent in the instrument. Dividend revenue is recognised when the right to receive a dividend has been established.

Grant and donation income is recognised when the entity obtains control over the funds, which is generally at the time of receipt.

If conditions are attached to the grant that must be satisfied before the Guild is eligible to receive the contribution, recognition of the grant as revenue will be deferred until those conditions are satisfied.

All revenue is stated net of the amount of goods and services tax.

**i. Leases**

Leases of PPE, where substantially all the risks and benefits incidental to the ownership of the asset (but not the legal ownership) are transferred to the Guild, are classified as finance leases.

Finance leases are capitalised by recording an asset and a liability at the lower of the amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for that period.

Leased assets are depreciated on a straight-line basis over the shorter of their estimated useful lives or the lease term. Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

**j. Inventories**

Inventories are carried at the lower of cost or net realizable value. Cost is based on the first in first out method and includes expenditure incurred in acquiring the inventories and bringing them to the existing condition and location.

**k. Goods and Services Tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the assets and liabilities statement.

**l. Financial Assets**

Investments in financial assets are initially recognised at cost, which includes transaction costs, and are subsequently measured at fair value, which is equivalent to their market bid price at the end of the reporting period. Movements in fair value are recognised through the Statement of Income and Expenditure.

**m. Accounts Payable and Other Payables**

Accounts payable and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the Guild during the reporting period that remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.

**n. Intangible Assets**

Intangible assets are software developed for student or the management of the Guild. The assets are brought to account at cost and amortised over the useful life of the asset.

	2017	2016
<b>2. Cash &amp; Cash Equivalents</b>		
<b>Cash Balances</b>		
Bank Accounts	676,999	439,632
Other Cash Items	1,985	2,023
<b>Total Cash Balances</b>	<b>678,985</b>	<b>441,655</b>
Credit Cards	(3,812)	(8,040)
<b>Total Cash &amp; Cash Equivalents</b>	<b>675,172</b>	<b>433,616</b>

	2017	2016
<b>3. Receivables</b>		
<b>Receivables</b>		
Accounts Receivable	540,256	535,443
Other Debtors - Student Loans	3,966	-
Less: Provision for Doubtful Debts	(2,480)	(5,217)
Accrued Income	6,147	23,406
<b>Total Receivables</b>	<b>547,890</b>	<b>553,632</b>
<b>Total Receivables</b>	<b>547,890</b>	<b>553,632</b>

These notes should be read in conjunction with the attached compilation report.

	2017	2016
<b>4. Inventory</b>		
<b>Inventories</b>		
Stock on Hand - Books	19,454	8,966
<b>Total Inventories</b>	<b>19,454</b>	<b>8,966</b>
<b>Total Inventory</b>	<b>19,454</b>	<b>8,966</b>
	2017	2016

**5. Prepayments**

Prepayments - Other	48,930	48,908
Prepayments - Insurance	6,937	7,939
<b>Total Prepayments</b>	<b>55,867</b>	<b>56,848</b>
	2017	2016

**6. Other Current Assets**

	2017	2016
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**7. Property Plant and Equipment**

<b>Plant and Equipment</b>		
<b>Plant and equipment at cost</b>		
<b>Plant and equipment (Low Value Pool) at cost</b>		
Low Value Assets (\$300-\$1000) - at cost	16,895	5,188
Low Value Assets - acc dep	(16,895)	(5,188)
<b>Total Plant and equipment (Low Value Pool) at cost</b>	<b>-</b>	<b>-</b>
<b>Plant and equipment (ML) at cost</b>		
P & E - ML - at cost	55,222	48,019
P & E - ML - acc dep	(33,994)	(26,749)
<b>Total Plant and equipment (ML) at cost</b>	<b>21,228</b>	<b>21,270</b>
<b>Plant and equipment (BU) at cost</b>		
P & E - BU - at cost	10,598	8,233
P & E - BU - acc dep	(9,129)	(5,823)
<b>Total Plant and equipment (BU) at cost</b>	<b>1,470</b>	<b>2,410</b>
<b>Plant and equipment (JO) at cost</b>		
P & E - JO - at cost	130,976	122,882
P & E - JO - acc dep	(83,243)	(54,785)
<b>Total Plant and equipment (JO) at cost</b>	<b>47,734</b>	<b>68,098</b>
<b>Total Plant and equipment at cost</b>	<b>70,431</b>	<b>91,778</b>
<b>Total Plant and Equipment</b>	<b>70,431</b>	<b>91,778</b>
<b>Total Property Plant and Equipment</b>	<b>70,431</b>	<b>91,778</b>
	2017	2016

**8. Intangibles**

<b>Other Intangible Assets</b>		
Software - Recfind	32,469	32,469

These notes should be read in conjunction with the attached compilation report.

Less: Provision for Amortisation	(21,009)	(14,515)
<b>Total Other Intangible Assets</b>	<b>11,460</b>	<b>17,954</b>
<b>Total Intangibles</b>	<b>11,460</b>	<b>17,954</b>
	<b>2017</b>	<b>2016</b>

## 9. Investments

<b>Financial assets - Managed Funds</b>		
Plan B/IOOF - Managed Fund - Investment	455,196	432,614
Plan B/IOOF - Managed Fund - Change in Market Value	(18,283)	(20,464)
<b>Total Financial assets - Managed Funds</b>	<b>436,914</b>	<b>412,150</b>
<b>Term deposits</b>		
Bendigo Bank-TD 2014+2015 SSAF	374,558	374,558
<b>Total Term deposits</b>	<b>374,558</b>	<b>374,558</b>
<b>Total Investments</b>	<b>811,472</b>	<b>786,708</b>
	<b>2017</b>	<b>2016</b>

## 10. Creditors & Accruals

<b>Current</b>		
<b>Creditors</b>		
Trade Creditors	85,084	30,576
Sundry Creditors	2,079	-
Provision for Accounting/Audit Fees	-	6,600
Accruals	6,500	-
Jets Holding Account	-	9,206
Rounding	-	2
<b>Total Creditors</b>	<b>93,663</b>	<b>46,383</b>
<b>Payroll</b>		
Accrued Wages	39,628	25,029
Other payroll accruals payable	672	296
PAYGW Payable	27,156	16,875
Superannuation Payable	32,105	330
<b>Total Payroll</b>	<b>99,561</b>	<b>42,529</b>
<b>Total Current</b>	<b>193,224</b>	<b>88,913</b>
<b>Total Creditors &amp; Accruals</b>	<b>193,224</b>	<b>88,913</b>
	<b>2017</b>	<b>2016</b>

## 11. Employee Provisions

Provision for Long Service Leave	44,179	28,020
Provision for Annual Leave	91,261	93,683
<b>Total Employee Provisions</b>	<b>135,440</b>	<b>121,703</b>
	<b>2017</b>	<b>2016</b>

## 12. Retained Earnings

Retained Earnings	1,706,868	1,655,740
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These notes should be read in conjunction with the attached compilation report.

	2017	2016
Current Year Earnings	112,515	51,128
<b>Total Retained Earnings</b>	<b>1,819,383</b>	<b>1,706,868</b>

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These notes should be read in conjunction with the attached compilation report.

# Spending Program by SSAF Category

## Edith Cowan University Student Guild For the year ended 31 December 2017

	JAN-MAR 2017	APR-JUN 2017	JUL-SEP 2017	OCT-DEC 2017	2017 TOTAL	2017 SSAF BUDGET	UNDER/(OVER) \$	UNDER/(OVER) %
<b>Income</b>								
SSAF INCOME	475,000	475,000	475,000	475,000	1,900,000	1,900,000	-	-
<b>Total Income</b>	<b>475,000</b>	<b>475,000</b>	<b>475,000</b>	<b>475,000</b>	<b>1,900,000</b>	<b>1,900,000</b>	<b>-</b>	<b>-</b>
<b>Total Income</b>	<b>475,000</b>	<b>475,000</b>	<b>475,000</b>	<b>475,000</b>	<b>1,900,000</b>	<b>1,900,000</b>	<b>-</b>	<b>-</b>
<b>Expenses</b>								
<b>Direct Costs</b>								
SSAF 01 - Food & Drink	4,052	8,274	6,396	9,490	28,212	25,195	(3,017)	(12)
SSAF 02 - Sport & Recreation	92,429	133,961	68,196	183,176	477,763	463,023	(14,740)	(3)
SSAF 03 - Club Admin Support	57,587	57,369	67,442	93,844	276,242	317,033	40,791	13
SSAF 06 - Health & Welfare	65,344	62,178	90,537	116,547	334,605	333,347	(1,258)	-
SSAF 09 - Financial Affairs	18,262	13,674	14,845	8,609	55,390	62,539	7,149	11
SSAF 12 - Library & Reading Rooms	(1,044)	(10,027)	(2,462)	8,188	(5,345)	8,041	13,386	166
SSAF 13 - Aristic Activity	2,322	1,979	3,688	3,679	11,667	15,476	3,809	25
SSAF 14 - Student Media	17,930	23,172	23,389	29,002	93,493	103,910	10,417	10
SSAF 15 - Study Skills	20,723	20,057	25,423	38,228	104,431	132,492	28,061	21
SSAF 17 - Advocacy	55,394	50,799	66,746	87,569	260,509	262,276	1,767	1
SSAF 18 - Orientation	59,300	14,059	50,394	27,871	151,624	162,156	10,532	6
SSAF 19 - International	2,382	1,572	3,515	6,419	13,889	14,512	623	4
<b>Total Direct Costs</b>	<b>394,681</b>	<b>377,066</b>	<b>418,111</b>	<b>612,622</b>	<b>1,802,480</b>	<b>1,900,000</b>	<b>97,520</b>	<b>5</b>
Indirect Costs	-	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>394,681</b>	<b>377,067</b>	<b>418,110</b>	<b>612,622</b>	<b>1,802,480</b>	<b>1,900,000</b>	<b>97,520</b>	<b>5</b>

	JAN-MAR 2017	APR-JUN 2017	JUL-SEP 2017	OCT-DEC 2017	2017 TOTAL	2017 SSAF BUDGET	UNDER/(OVER) \$	UNDER/(OVER) %
<b>SSAF SURPLUS/(DEFICIT)</b>	<b>80,319</b>	<b>97,933</b>	<b>56,890</b>	<b>(137,622)</b>	<b>97,520</b>	<b>-</b>	<b>(97,520)</b>	<b>(5)</b>
<b>Other Income</b>								
Non-SSAF revenue	8,813	6,925	8,218	24,608	48,565	-	(48,565)	-
SSAF Income	-	-	-	13,500	13,500	-	(13,500)	-
<b>Total Other Income</b>	<b>8,813</b>	<b>6,925</b>	<b>8,218</b>	<b>38,108</b>	<b>62,065</b>	<b>-</b>	<b>(62,065)</b>	<b>-</b>
<b>Non-SSAF Expenses</b>								
Interest and finance charges	4	16	-	20	40	-	(40)	-
Depreciation	10,545	14,599	10,875	11,012	47,031	-	(47,031)	-
<b>Total Non-SSAF Expenses</b>	<b>10,549</b>	<b>14,615</b>	<b>10,875</b>	<b>11,032</b>	<b>47,071</b>	<b>-</b>	<b>(47,071)</b>	<b>-</b>
OPERATING PROFIT/(LOSS)	78,583	90,244	54,233	(110,545)	112,515	-	(112,515)	-