

Edith Cowan University (ECU) Student Guild

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# FEE S ALLOCATION DEED REPORT

## 2<sup>ND</sup> QUARTER 2017

*This report is submitted in accordance with Guild reporting obligations and, as such, aligns the quarter's 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

## President Report

### AGM/SGMS

My first real Presidential activity was chairing the final two SGM's. There ended up being five General Meetings as quorum was not met at any previous meetings; this was as a result of a number of Senators hoping to avoid being held accountable by the membership. The student body gave strong attendance to every meeting and it was a testament to our member's passion for their Student Guild that they would give up so much of their time to attend the meetings. At those meetings the membership approved the auditor's report for the 2016 year, which was important as it clearly defined the Guild was using students' money in accordance with the Fees Allocation Deed. They also overwhelmingly voted to vacate the position of Vice President (Academic), this role has since been filled and the membership are very happy with their new department head.

### Senators

This quarter has seen the departure of many senators. Most vacated their positions through non-attendance of meetings where the senator is automatically removed if they do not attend three official Guild meetings without giving a reason why. Missing three meetings so early in their term showed the level of dedication to the vital role they held. We have since filled many of these positions and I am excited by our new senator's passion for helping the student body.

### NUS Education Conference

The new Vice President (Academic), Stewart Lee and I attended the National Union of Student Education Conference at the University of Queensland. It was our chance to see firsthand how the NUS operated and to learn about other Guilds across Australia. Initially we were shocked and disappointed at the conduct of people at the Conference, everyone was in factions and those factions spent most of their time grandstanding and shouting each other down. However, many of the smaller workshops that were held taught me a lot about effective Guild management. Another positive aspect was getting to meet with other like-minded student representatives that were passionate about serving their students. We made many contacts that I have since used in my role.

### Second Semester Events

After a somewhat lackluster display of Guild events in the first half of the year, we have made the second semester events a huge focus. Events are being organised during the break so that when semester begins we will have a calendar of events that we will be able to give to students a broad range to choose from. Guild Day is a new event that will be held on both metro campuses where the clubs have a chance to advertise themselves to prospective students through various stalls and activities. I am also very happy to confirm the Annual Ball would still be going ahead this year at the new venue of Crown Casino and we have already sold over one hundred tickets so I expect this to be another amazing event.

# PRESIDENT REPORT

## **Australian Human Rights Report on Sexual Assault and Harassment on University Campuses**

The Australian Human Rights Report on sexual assault and harassment on campus is being released on the 1st of August. This is a huge effort to get a glimpse into the actual figures of assault on campuses all over Australia. To the students - keep an eye out for the report, it will include statistics of our very own university.

## **Guild Rent**

We have been very fortunate, following a submission by the CEO, that the University has agreed to stop charging the Guild rent for its premises. This has meant we now have an extra \$40,000 to spend on the budget. This money has gone towards more events, including the Guild Ball, money for the GSA's to offer more welfare services to students, money for the international budget so that they can offer more events to international students and further money for the Guild day we have coming up.

## **SSAF Correspondence**

The State Minister for Education and Training, Sue Ellery, contacted myself and the CEO to get our thoughts on the current SSAF arrangements. Our response was that we were appreciative of the 50% guarantee amount the Guild receives; without which we would not be able to exist as we do currently. But also expressed our concern, in response to growing student feedback, that the University does not report on the manner and purpose of the other 50%, which they treat as their own when in fact it is student money.

**Sam Martyn**  
**President**

## CEO Report

### Overview:

The second quarter ended in a positive light with the Guild rapidly advancing service and support program delivery to members which, as previously reported, had been stalled during the first three months of the year due to the disruptive actions of some Senators.

Senate members re-established communication lines with schools and clubs to facilitate implementing targeted programmes as quickly as practicable in the latter half of the quarter. Cohesive engagement by all members of the Senate and liaison with operational staff measurably strengthened with positive feedback from members being received by Senators.

Significantly, the quarter also saw Sam Martyn finally confirmed as President on 4 May 2017 as a result of an uncontested by-election the Guild was compelled to hold.

### Finance:

The Guild's annual audit was completed during the quarter with a successful unqualified report issued by the auditor, Auditax Accountants, on 28 April 2017. The audited accounts were ratified by members at an SGM on 8 May 2017. In accordance with compliance requirements, the Guild issued requests for quotations, for a new provider, for auditing services for the next three years.

The Guild's accounting system, Xero, continues to evolve with emphasis on testing reporting functionality to provide monthly budget to expenditure reporting for the Senate and management. Testing of electronic timesheet submission for the payroll also started.

Due to approval of the 2017 Budget being delayed, and not ratified by Senate until 31 March 2017 it is anticipated receipt of the 1<sup>st</sup> instalment of SSAF will not be received until well into the second quarter; the Finance office will monitor this in terms of available operating funds.

### Infrastructure:

The Guild secured a new four (4) year printer - copier contract for the provision of three (3) Konica-Minolta Multi-Function Devices (MFD's), one for each campus office. The new technology allows direct configuration through Active Directory on the Guild's IT Infrastructure and has functionality to align with the Guild's Electronic Document and Record Management System (EDRMS) for future implementation.

Development of a new web platform and intranet was delayed by a jury duty obligation that took our Marketing and Promotions officer away from the office for six (6) weeks and this only resumed in the last couple of weeks in the quarter.

Improvements to the Guild's internal Wi-Fi capabilities were planned and approved during the quarter, which will allow for remote Ubiquiti access central management tools across all three campuses. This will increase overall security and significantly reduce the time needed to make necessary changes, and reduce support costs involved in having to attend each campus office.

# CEO REPORT

## **HR - Staff movement:**

The Guild sadly accepted the resignation of its longest serving employee, Rosemarie Dale who had been with the Guild for over fourteen (14) years. Rosemarie worked as a Guild Student Assist (GSA) officer throughout that time and was well respected by her peers, the Senate and members alike and will be sadly missed; her last day will be 7 July.

Staying with GSA's, the Guild fare welled Claudia Reed with our best wishes for 12 months' maternity leave due to the arrival of her first child, which is due in July. GSA services at Joondalup and Mt Lawley during this period will be capably delivered by GSA's Caity Terhorst and Jesse Williams.

Long serving South West Coordinator, Dianne Webster also began an extended period of well-deserved leave on 7 July, her duties will be covered by Jessica Healey who the Guild was very fortunate to secure as she has previous experience with the Guild and has strong advocacy qualifications and experience in respect to the GSA part of the role.

Progress on developing the Guild's next Enterprise Agreement is continuing with every intention of this being concluded by the end of the 3<sup>rd</sup> quarter.

## **AGM's – SGM's**

The Guild's AGM was scheduled for 19 April. The Agenda for the business of the meeting included two (2) motions on notice, by members, for the removal of two (2) standing Senators under Constitution Clause 56 (d), for not meeting the duties and responsibilities of their respective roles.

Unfortunately, the AGM was unable to proceed, as was the adjourned AGM a week later, in addition to two (2) subsequent SGM's, called under petition by members, because the same group of Senators who had caused the disruption in the first quarter of 2017, included the two (2) named in the motions, left all four (4) meetings inquorate by their selective absences without notice.

Having exhausted the options of non-attendance, it wasn't until a third SGM on 8 May 2017 that the business of the AGM could actually be concluded. As a result, the audited accounts of the Guild were ratified, one of the Senators under motion was removed from office by special majority of members; the second motion was not put, as that Senator's role had become vacant by virtue of non-attendance at meetings.

## **Brett Callender - CEO**

# GENERAL SECRETARY REPORT

## General Secretary Report

The second quarter of 2017 was once again an unfortunately difficult one for the Guild. Similarly, to the first quarter, a number of Senators continued to interrupt the normal operation of the Guild by refusing to comply with multiple aspects of the Constitution, various Policies and the Code of Conduct, and/or complete the work that was a part of their Departmental Portfolios and Contracts of Engagement.

After refusing to communicate with any of his department's Academic Societies, or appoint Student Representatives to the various Teaching and Learning, and Research Committees across the Schools, then Vice-President, Lewis Todman also failed to attend numerous meetings or attend then Guild office. A number of students from various societies within his department submitted complaints to the Guild and, ultimately, two students submitted a Motion for the upcoming Annual General Meeting to have him removed from his position.

Similarly, the Environmental Officer, Kelsey Field who had not fulfilled the duties of her role was also subject to a motion on notice for the AGM to have the membership remove her from office.

As reported by the President, despite four meetings being inquorate the outcome saw Senators, Jason D'Souza and Kelsey Field lose their positions due to non-attendance and Senator Todman removed by an overwhelming Special Majority vote of the membership on 8 May 2017.

During this quarter the result of the by-election for the Presidency was announced, with Sam Martyn being elected unopposed.

To fill the vacant positions left by these Senators, a number of students submitted applications to the Senate, where they were reviewed. The new Senators filling these positions are:

- Vice-President (Academic) – Stewart Lee;
- Environmental Sustainability Office – Oliver Kung;
- International Officer – Rakhi Mahbuba.

The Senate also recognised a need for more focus on International Students at ECU, and voted to Co-opt another General Senator – Syed Shariq Ahmed, to assist the International Officer with her department.

**Caitlin Gibbs**  
General Secretary

# VICE PRESIDENT - ACADEMIC REPORT

## Vice President – Academic Report

I shall preface this report by noting that I became an ECU Student Guild Senator on June 5th 2017 and so I have only been in my current role for a short period. The month of June was therefore a very busy one, with much of the work being carried out behind the scenes to ensure that the Guild met its various obligations.

The first task conducive to this end was to ensure the Guild had student representatives on the Curriculum, Teaching & Learning Committees in each of the eight (8) Schools. This process was started in the first week of June and by the quarter's end, only two (2) of the eight (8) positions had yet to be filled. I shall provide a progress update for this in my Quarter 3 SSAF Report.

The month of June was also a time vital to rebuilding the trust of the Academic Societies that operate on our campuses and who rely on the Guild's support. Many of the Societies' committee members had informed me that up to that point, they had been feeling neglected and ignored with little or no contact from the Undergraduate Studies Department. Much of this was ameliorated in June; contact was made again and clubs started to receive funding from the Guild.

Further, I began to work with three (3) unaffiliated Societies to help them into a position whereby they could affiliate before the start of Semester 2.

A new Undergraduate Studies Department policy was written and submitted six (6) months before a policy review was due. This was to ensure that the policy was relevant and reasonable.

I reestablished communication with the Australian Red Cross Blood Service, and the Guild's Red25 group was again operational. Red25 is a group blood donation program, of which the Guild played an active part in the year 2016.

Finally, at a more visible level, I began to plan a LinkedIn workshop, whereby students would participate in a workshop that will help them to build a professional profile for use as a networking tool, and to have pictures taken by a professional photographer to accompany such a profile. I expect this to take place in Semester 2.

**Stuart Lee**  
**VC - Academic**



## Vice President – Equity & Diversity Report

The objective of the Equity and Diversity department is to assist, encourage and serve student groups regardless of their diverse backgrounds. It reaches out to all students who are facing equity issues on a daily basis and help them get involved around campus with fellow students who might face similar problems. All the collectives have been attending the monthly departmental meetings. The Equity and Diversity department facilitate the barbeque at The Aboriginal and Torres Strait Islander event at Joondalup campus during National Reconciliation Week. The Equity and Diversity department also helped Ethnocultural Collective host “Ifthar Dinner” in Ramadan. A number of students attended the event and the event was very well received by students.

### ECU Disability collective

- Fundraised for Guide Dogs WA.

### Ethnocultural Collective

- Ethnocultural Collective hosted an “Ifthar Dinner” for the students who were fasting during the month of Ramadan.

### ECU Mature Age Student Network

- Regular events like coffee mornings at Joondalup and Mount Lawley.

### Queer Collective

- Held a barbeque fundraiser and a photo campaign on International Day Against Homophobia, Biphobia and Transphobia in support of LGBTQIAP+ students on campus; and
- Hosted regular “Queer Beers events” at Joondalup and Mount Lawley.

### Woman’s Community

- Did a workshop on consent;
- Held “Crafternoon” at Equity Space; and
- Other regular events like Coffee Mornings.

**Aqila Burhani**

**VP – Equity & Diversity**

# VICE PRESIDENT – SOCIAL COUNCIL REPORT

## Vice President – Social Activity Report

The second quarter of 2017 consisted of a number of social events and initiatives on campus. The events aimed to increase campus involvement and social engagement at ECU as well as bringing different student groups together to socialize.

### Club Admin

During April-June a lot of time was spent rebuilding relations with clubs, running them through affiliation processes and re-affiliating clubs as well as assisting with their events and providing resources and financial support. We hosted a social council in May, in which all the social clubs gathered and discussed current club happenings, were informed of Guild updates and were free to ask any questions.

### Quiz Nights

In April we launched monthly quiz nights at the ECU Joondalup Tavern. We brought in Quizmeisters, a well-established quiz hosting company that provides the content, questions and host for the event. The event is free for guild members to enter and \$5 pizza and drink specials are available. The first event was a huge success, with all tables being reserved and great feedback from attendees. We ran our second quiz night in May, which was also fully booked out and received great reviews.

### 4th Annual Toga Party

In April the Guild ran its fourth annual Toga Party at the ECU Joondalup Tavern. The Event was our largest Toga Party yet, with over 400 students in attendance. The event used the Taverns courtyard and interior, providing two stages of music to allow for choice based on the student's preference as well as a pop-up bar and free Pizza. The event was fully themed with roman columns, vines and other decorations spread over the event.

### ECU Winter Fest

Winter Fest was the ECU Guilds large end of semester social event. The event moved to a new, previously unused Warehouse location on ECU's campus west, which provided us with a safe indoor venue to use during the winter months. The event attracted almost 400 students and included a mainstage featuring well known Australian DJs KLP and Discovery as well as a pop-up bar and winter theming around the event, including a snow machine.

**Jason Duffin**

**VP – Social Activity**

# FINANCIAL STATEMENTS

## Financial Controller Report

The June quarter has seen continued efforts to monitor and improve the Guilds financial reporting and utilization of Xero accounting features.

We have been coordinating with the University's finance team to ensure financial reports provided as part of this report (refer Appendix 1), are able to provide the level of information sought to assure the University of our compliance with various requirements.

We are testing Xero electronic timesheets and other online functionality to create further efficiencies.

We have been finalizing the 2017 budget, which has recently been approved and 2017 Fees Allocation Deed, which is pending but approved in principle.

It was pleasing to see the University agree to no longer charge the Guild rent for space occupied, in line with other universities in WA. This provides for an extra \$40,000 of SSAF funding to be utilised for student support services, rather than an overhead.

We have been active in inviting Auditors to provide quotations to be recommended as the Guilds auditor for 2017, 2018 & 2019. The Guild has received 4 quotes from the 8 invited firms and has recommended our preferred option to the University.

**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

Support Type	Student Assist	Referral	GSA & Guild Office			
			R Dale ML	C Reed JO & ML	C Terhorst JO & ML	D Webster BUN
			Number of support instances			
<b>Financial assistance:</b>						
General enquiry			5	8	27	3
Food vouchers			2	3	4	1
Study supplies			-	2	-	-
Emergency loan			2	19	14	1
Ad-Hoc / Finance issues			2	1	3	-
			<b>11</b>	<b>33</b>	<b>48</b>	<b>5</b>
<b>Appeals:</b>						
Result Appeal			6	7	28	-
Unit Failure			2	2	22	-
Exclusion appeal			5	13	19	-
Withdrawal / Extension			7	16	15	-
Misconduct / Other			6	7	5	-
			<b>26</b>	<b>45</b>	<b>89</b>	<b>0</b>
<b>Welfare &amp; Education:</b>						
Grievances / complaints			2	19	6	3
Equity & Diversity			5	3	2	-
			<b>7</b>	<b>22</b>	<b>8</b>	<b>3</b>

# OPERATIONAL ACTIVITIES

Support Type	Student Assist	Referral	GSA & Guild Office			
			R Dale ML	C Reed JO & ML	C Terhorst JO & ML	D Webster BUN
			Number of support instances			
Equal Opportunity			1	1	-	-
Sexual harassment			-	-	-	-
Anxiety / Stress			5	4	20	2
Health / wellbeing			4	-	10	3
Academic / study concerns			8	6	12	3
Course / exam extensions			6	6	-	2
Scholarships			-	-	-	1
			<b>24</b>	<b>17</b>	<b>42</b>	<b>11</b>
<b>Other Support / Queries:</b>						
Centrelink / Medicare			-	1	2	1
Course Fees			-	1	6	-
Accommodation / Housing			2	-	-	1
Legal			1	4	-	-
Visas / immigration			-	1	4	-
Support / Reference letters			-	-	-	1
Careers / Employment			2	-	-	1
Clubs / Activities / General			41	10	2	3
Second Hand Books			9	4	11	2
Guild membership			15	5	8	4
Child Support			-	-	-	3
Volunteering			-	-	3	4
			<b>70</b>	<b>26</b>	<b>36</b>	<b>20</b>

# OPERATIONAL ACTIVITIES

## RELATED MEETINGS

Associated Meetings	GSA			
	R Dale	C Reed	C Terhorst	D Webster
Department of Education Services WA	-	-	-	-
Equal Opportunities Commission WA	-	-	-	-
Student Appeals Committee (SAC)	-	2	2	-
Guild Staff/GSA meetings	2	2	3	4
General University meetings as GSA	1	4	5	6
Vice Chancellor's Student Advisory Forum	-	-	-	-
	<b>3</b>	<b>8</b>	<b>10</b>	<b>10</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
The End of Semester Winter Buffet was held at the TAFE Epicure restaurant and was a very enjoyable night. The array of food on offer was definitely a drawcard for students to attend. This event offers students the opportunity to meet and mingle with other student across all disciplines on the South West campus.			
ADIHOT Day was celebrated by the opening of the Queer Space room and staff and students attended for the opening.			

### 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

# OPERATIONAL ACTIVITIES

Date	Event	CAMPUS				EVENT SUPPORT		
		JO	ML	BUN	EXT	Staff	Senate	Attendees
07/04/17	World Health Day			x		2	1	45
26/04/17	Hug an Australian Day			x		1	1	40
28/04/17	Uni Choice Lunch			x		1	1	20
04/05/17	May the 4 <sup>th</sup> be with you			x		1	1	40
12/05/17	International Nurses Day			x		1	1	30
17/05/17	ADIHOT Day			x		1	0	25
25/05/17	Australia's Biggest Morning Tea			x		2	1	45
30/05/17	Wellness Day			x		1	1	40
01/06/17	End of Semester Winter Buffet			x		2	1	40
03/06/17	Pirates of the Caribbean Movie			x		0	0	30
3rd April	Guild Student Assist Brunch & Beyond		X			3	1	FT/Only
7th April	ECU International TCU		X			1		ECU/Equip
18th April	Women's Community 'Hunting Ground' Screening	X				1	2	Equip/O
20th April	Women's Community 'Hunting Ground' Screening		X			1	2	Equip/O
21st April	Disability BBQ + Puppies	X				1	2	150
24th April	GSA Brunch & Beyond	X				4	2	FT/Only
26th April	Business & Law Careers BBQ	X				1	2	ECU/Equip
27th April	Women's Community Self Defense Workshop	X				1	2	Equip/O
29th April	Peter Cowan writers Centre	X				1		ECU/Equip
1st May	GSA Brunch & Beyond		X			3	1	FT/Only
2nd May	AIME BBQ	X				1		Equip/O
2nd May	Socialist Alternative Club		X			1	*1	Equip/O
3rd May	AIME BBQ		X			1		Equip/O
3rd May	Engineers Without Borders BBQ	X				1		Equip/O
3rd May	Socialist Alternative Club		X			1	*1	Equip/O
4th May	ISS/ECU Staff BBQ	X				1		ECU/Equip
5th May	JETS Karaoke Tavern	X				1		Equip/O
8th May	GSA Brunch & Beyond	X				4	2	FT/Only
8th May	Socialist Alternative Club		X			1	*1	Equip/O



# OPERATIONAL ACTIVITIES

9th May	Socialist Alternative Club		X			1	*1	Equip/O
10th May	Nursing & Midwifery BBQ	X				1		Equip/O
10th May	Socialist Alternative Club		X			1	*1	Equip/O
12th May	Nurses & Midwifery Day	X				1		Equip/O
15th May	BBQ Fundraiser - Nurses	X				1		ECU/Equip
15th May	GSA Brunch & Beyond		X			3	1	FT/Only
15th May	Socialist Alternative Club		X			1	*1	Equip/O
16th May	Socialist Alternative Club		X			1	*1	Equip/O
17th May	IDAHOBIT BBQ	X				2	2	150
17th May	Socialist Alternative Club		X			1	*1	Equip/O
19th May	Marketing Students 'On My feet' BBQ	X	X			1		ECU/Equip
22nd May	Stress Less: GSA	X				3	1	FT/Only
22nd May	Campus Living Village – Karaoke	X				1		ECU/Equip
24th May	Nurses Cake Stall	X				1		Equip/O
24th May	Quiz Night Tavern	X				1	2	FT/Only
25th May	Edith Cowan Aviators - BBQ	X				1		Equip/O
26th May	Chinese Students Social Association – Dragon boat Festival	X				1		Equip/O
26th May	Cabaret Club – BBQ + Marquee		X			1		Equip/O
29th May	Stress Less: GSA		X			3	1	FT/Only
29th May	Eid al-Fitr	X				1	2	FT/Only
30th May	NAIDOC – Cultural Event	X				2		150
3rd June	End Of Semester Party	X						
9th June	Enactus Film Night	X				1		Equip/O
13th June	Tokyo City University Farewell BBQ		X			1		160
15th June	Nurses BBQ	X				1		Equip/O
20th June	Nurses BBQ	X				1		Equip/O
21st June	Nurses BBQ	X				1		Equip/O

# OPERATIONAL ACTIVITIES

## RELATED MEETINGS

	CAMPUS	
	JO & ML	BUN
Health & Wellness	-	1
University Staff & Committees	-	2
SW Campus Activities Group	-	5
Guild Network Community Group	-	3
Bunbury Student Activities	-	4
ECU Sport Committees	-	0
Guild Clubs & Committees	-	0
Network & Community	-	2
Student Connect Activities	4	2
Student Villages	2	0
Tavern Events Management	-	0
Guild Staff meetings	5	4
	<b>11</b>	<b>23</b>

# OPERATIONAL ACTIVITIES

## MARKETING AND PROMOTIONS

### Overview

The ECU Student Guild's marketing activities in Q2 were focused on developing and optimising multiple platforms to communicate the Guild's core offerings to students.

### Brand Development.

The updated logo brings the brand in line with current styles and delivers a logo that can be used easily across all mediums (website, print, merchandise and signage). The style guide provides CMYK, PMS and RGB options and usage rules to ensure consistency. Having clear and concise styling rules means stronger brand value going forward and will ultimately build brand recognition across all our key clubs and business areas. Strong brand recognition will be invaluable as the Guild looks for commercial opportunities.

New look logos were considered however given the relatively young age of the Guild and the cost of changing existing signage and merchandise, it was decided that updating the current logo would be just as effective and minimize the roll over period and expense to clubs.

### Website Progress.

The new Guild website was loaded onto the BlueHost server however due to technical issues the timeline has been pushed back to ensure the website's security and performance. Whilst regrettable this will ultimately prove beneficial in the long run as cyber security concerns continue to rise in the wider community. The security of student and operational data is paramount and all efforts are being made to build a durable and secure website.

The new hosting set up will see a dedicated online club space and provide a greater level of customization and growth potential than currently allowed.

### Social Media and Promotions.

The Guild continues to build a following on social media with a 3% increase in audience for the quarter and 10% increase YTD. Through partnering with local organization's such as Darklight, Scitech and Buzz Marketing, the Guild has given away over \$1,300 worth of tickets and merchandise to ECU Guild members via social media and on site events. The Guild Discount Partner Program has also seen the addition of new businesses in the Joondalup, Mount Lawley and Bunbury area which provides additional value to ECU Guild students.

The Guild also aims to develop a working relationship with the ECU Careers Hub to help boost volunteer and paid work opportunities for students and is open to promoting other ECU's strategic programs.

### Dircksey Advertising

Dircksey, the independent student magazine funded by the ECU Guild secured advertising from UniBank and The Department of Health for a combined \$2,405. Booking regular advertising is still inconsistent however the move to promoting online editions to build readership is a step towards building value for potential advertisers.

# OPERATIONAL ACTIVITIES

Overall the marketing activities of the student Guild were slowed in Q2 due to unforeseen circumstances (staff leave and technical issues) but the foundation tools and resources including social media, web delivery and branding, have been built to ensure marketing activities can progress in Q3.

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

# 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	Book Count		Book Value (net)	
Opening Stock: 1 April 2017	242		8,771	
Closing Stock: 30 June 2017	417		21,621	

  

Transactions	Campus		
	JO	ML	BUN
<b>Book Buy Backs</b>			
Number of transactions	48	-	-
Number of books	89	-	-
Buy back value	\$4,131.50	-	-
<b>Book Sales</b>		ML	BUN
Total number of transactions	42	-	-
Number of books	45	-	-
Sales value	-	-	-
Cash/EFTPOS sales	\$834.50	-	-
PayPal sales	\$879.50	-	-

# OPERATIONAL ACTIVITIES

## 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.	Focus for this quarter was the ratification of the 2017 budget; the budget was ratified by the Senate on the 31 <sup>st</sup> March 2017. The Finance team are moving forward with further enhancements within the Xero accounting system particularly in the areas of electronic timesheets via the Xero 'Me' app, with ongoing testing.
<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).	Development of the Guild's new website has been delayed due to ongoing technical issues; however, it is still progressing. Currently waiting on the installation of the new card readers for the Guild's new printers. Improvements to the Guild's internal Wi-Fi capabilities were planned and approved during the quarter, which will allow for remote Ubiquiti access management tools across all three campuses. This will increase overall security and significantly reduce the time needed to make necessary changes, and therefore reduce support costs involved in having to attend each campus office.
<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 CEO's Credit Card and Monthly Reconciliation, how to Use and Reconcile CEOs MasterCard, implementation of Setmore appointment booking system for GSA Support.
<b>Change Management</b>	Recruit a replacement GSA officer	GSA Claudia Reed commenced Maternity Leave for 12 months as of Monday 19 <sup>th</sup> June 2017. Jesse Williams was appointed by recruitment process as GSA for a fixed term contract. South West Coordinator Dianne Webster commenced Annual & Long Service Leave for a period of 12 months. Jessica Healy was appointed by recruitment process as South West Coordinator and commenced on Monday 26 <sup>th</sup> June 2017. Current GSA Caity Terhorst was also offered a fixed term contract.

# OPERATIONAL ACTIVITIES

## HR Records

Meet governance obligations. Minimise user overhead; maximize functionality and reporting capability.

Ongoing Work Cover claims for CEO, Brett Callender & Financial Controller, Melissa Johnston.

Consistent progress on the Guilds new Enterprise Agreement.

## Governance

Maintain and adhere to all overarching governance documentation including statute, rules and the constitution.

Full review and drafting of the Guilds Election Procedures occurred during the Quarter for submission to the University for approval before the calling of the next annual elections.

# 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

SOCIAL CLUBS:	EDUCATION CLUBS:
Chinese Students and Scholars Club	Engineering Society
ECU Badminton Club	ECUate Society
ECU Parties and Events Club	Finance & Accounting Society
ECU Quidditch Club	AMSO Society
WASTV Club	CASSA Society
Enactus Club	ICSA Society
The Gospel Stand Club	Aviators Society
Women in Engineering Club	Nursing & Midwifery Society
ECU eSports Club	WASP
Youth Movement Club	Amuse Society
ECU Malaysia Club	IR Society
ECU Liberal Club	
Socialist Alternative Club	
ECU Islamic Club	
The Love Foundation Club	
Collective Hope Club	
POWA Anime 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 Collective
ECU Disability Collective
ECU Ethnocultural Collective
Mature Age Student Network Collective (MASN)
ECU Queer Collective
ECU Wellbeing Collective
ECU Women's Community Collective

# STUDENT GUILD CONTACT INFORMATION

## Student Guild Contact Information

<b>SAMUEL MARTYN</b> PRESIDENT	<b>BRETT CALLENDER</b> CEO	<b>MELISSA JOHNSON</b> FINANCIAL CONTROLLER
<b>Tel</b> (61) 08 6304 2651 <b>Mob</b> 0432 560 920 <b>s.martyn@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>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**



# APPENDIX 1

# **KPI Quarterly Financial Report**

Edith Cowan University Student Guild

# Contents

3	Statement of Financial Position
4	Income & Expenditure Statement
5	Statement of Cash Flows
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12	Spending Program by SSAF Category

# Statement of Financial Position

Edith Cowan University Student Guild

As at 30 June 2017

	NOTES	30 JUN 2017	30 JUN 2016
<b>Assets</b>			
<b>Current Assets</b>			
Bank accounts	2	152,903	1,250,869
Receivables & Accruals	3	1,059,884	26,777
Inventory	4	21,621	16,275
Prepayments	5	18,428	40,626
Other Current Assets	6	-	5,500
<b>Total Current Assets</b>		<b>1,252,836</b>	<b>1,340,046</b>
<b>Non-Current Assets</b>			
Property, plant and equipment	7	76,773	79,786
Intangibles	8	14,734	21,219
Investment Reserves	9	793,053	587,461
<b>Total Non-Current Assets</b>		<b>884,560</b>	<b>688,466</b>
<b>Total Assets</b>		<b>2,137,396</b>	<b>2,028,511</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
GST		53,581	52,561
Creditors & accruals	10	74,438	51,594
Employee provisions	11	135,313	135,511
<b>Total Current Liabilities</b>		<b>263,332</b>	<b>239,667</b>
<b>Total Liabilities</b>		<b>263,332</b>	<b>239,667</b>
<b>Net Assets</b>		<b>1,874,064</b>	<b>1,788,845</b>
<b>Equity</b>			
Retained Earnings		1,874,064	1,788,845
<b>Total Equity</b>		<b>1,874,064</b>	<b>1,788,845</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 6 months ended 30 June 2017

	JAN-JUN 2017	JAN-JUN 2016
<b>Income</b>		
SSAF Funding	950,000	950,000
Other Revenue	50,429	80,042
<b>Total Income</b>	<b>1,000,429</b>	<b>1,030,042</b>
<b>Direct Costs</b>		
Student Support Program Costs	256,224	243,440
Bookshop Costs	(2,494)	3,236
<b>Total Direct Costs</b>	<b>253,730</b>	<b>246,676</b>
<b>Gross Profit</b>	<b>746,699</b>	<b>783,366</b>
<b>Indirect Costs</b>		
Administrative Overheads	41,848	30,709
Depreciation	24,595	20,628
Infrastructure Overheads	60,367	88,696
Salaries & Wages	376,300	416,093
Salary On-Costs	73,807	84,778
Interest & Investment Costs	2,587	2,357
Records Project	-	7,000
<b>Total Indirect Costs</b>	<b>579,503</b>	<b>650,261</b>
<b>Profit/(Loss)</b>	<b>167,196</b>	<b>133,105</b>

# Statement of Cash Flows

## Edith Cowan University Student Guild For the 6 months ended 30 June 2017

	JAN-JUN 2017	JAN-JUN 2016
<b>Cash flows from Operating Activities</b>		
Receipts from grants	522,500	1,045,000
Receipts from customers	38,341	61,529
Payments to suppliers and employees	(845,771)	(767,433)
<b>Total Cash flows from Operating Activities</b>	<b>(284,930)</b>	<b>339,096</b>
<b>Cash flows from Investing Activities</b>		
Dividends received	4,341	4,274
Interest received	6,826	5,751
Interest Paid	(20)	-
Payment for property, plant and equipment	(5,520)	(32,803)
Increase in investments	(1,774)	(4,546)
<b>Total Cash flows from Investing Activities</b>	<b>3,854</b>	<b>(27,325)</b>
<b>Net increase/(decrease) in cash held</b>	<b>(281,076)</b>	<b>311,771</b>
<b>Cash Balances</b>		
Opening cash balance	441,655	911,547
Closing cash balance	160,579	1,223,318
Movement in cash	(281,076)	311,771



# Notes to the Financial Statements

## Edith Cowan University Student Guild For the 6 months ended 30 June 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. 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.

**k. 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.

**l. 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.

**m. 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.

**n. 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.

	JAN-JUN 2017	JAN-JUN 2016
<b>2. Cash &amp; Cash Equivalents</b>		
<b>Cash Balances</b>		
Bank Accounts	157,043	1,218,248
Other Cash Items	3,536	5,070
<b>Total Cash Balances</b>	<b>160,579</b>	<b>1,223,318</b>
Credit Cards	(7,676)	(8,263)
BankWest - TD	-	35,814
<b>Total Cash &amp; Cash Equivalents</b>	<b>152,903</b>	<b>1,250,869</b>

	JAN-JUN 2017	JAN-JUN 2016
<b>3. Receivables</b>		
<b>Receivables</b>		
Accounts Receivable	1,055,927	27,171
Other Debtors - Student Loans	4,233	-
Less: Provision for Doubtful Debts	(5,217)	(1,297)
Accrued Income	4,942	903
<b>Total Receivables</b>	<b>1,059,884</b>	<b>26,777</b>
<b>Total Receivables</b>	<b>1,059,884</b>	<b>26,777</b>

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

	JAN-JUN 2017	JAN-JUN 2016
<b>4. Inventory</b>		
<b>Inventories</b>		
Stock on Hand - Books	21,621	16,275
<b>Total Inventories</b>	<b>21,621</b>	<b>16,275</b>
<b>Total Inventory</b>	<b>21,621</b>	<b>16,275</b>
	JAN-JUN 2017	JAN-JUN 2016
<b>5. Prepayments</b>		
Prepayments - Other	15,346	37,168
Prepayments - Insurance	3,082	3,458
<b>Total Prepayments</b>	<b>18,428</b>	<b>40,626</b>
	JAN-JUN 2017	JAN-JUN 2016
<b>6. Other Current Assets</b>		
Bonds	-	5,500
<b>Total Other Current Assets</b>	<b>-</b>	<b>5,500</b>
	JAN-JUN 2017	JAN-JUN 2016
<b>7. Property Plant and Equipment</b>		
<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	7,617	1,289
Low Value Assets - acc dep	(7,617)	(1,153)
<b>Total Plant and equipment (Low Value Pool) at cost</b>	<b>-</b>	<b>135</b>
<b>Plant and equipment (ML) at cost</b>		
P & E - ML - at cost	48,744	40,574
P & E - ML - acc dep	(30,602)	(23,343)
<b>Total Plant and equipment (ML) at cost</b>	<b>18,143</b>	<b>17,231</b>
<b>Plant and equipment (BU) at cost</b>		
P & E - BU - at cost	10,598	6,921
P & E - BU - acc dep	(6,519)	(5,155)
<b>Total Plant and equipment (BU) at cost</b>	<b>4,079</b>	<b>1,767</b>
<b>Plant and equipment (JO) at cost</b>		
P & E - JO - at cost	123,732	101,863
P & E - JO - acc dep	(69,181)	(41,210)
<b>Total Plant and equipment (JO) at cost</b>	<b>54,551</b>	<b>60,653</b>
<b>Total Plant and equipment at cost</b>	<b>76,773</b>	<b>79,786</b>
<b>Total Plant and Equipment</b>	<b>76,773</b>	<b>79,786</b>
<b>Total Property Plant and Equipment</b>	<b>76,773</b>	<b>79,786</b>

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

	JAN-JUN 2017	JAN-JUN 2016
<b>8. Intangibles</b>		
<b>Other Intangible Assets</b>		
Software - Recfind	32,469	32,469
Less: Provision for Amortisation	(17,735)	(11,250)
<b>Total Other Intangible Assets</b>	<b>14,734</b>	<b>21,219</b>
<b>Total Intangibles</b>	<b>14,734</b>	<b>21,219</b>
	JAN-JUN 2017	JAN-JUN 2016

## 9. Investments

<b>Financial assets - Managed Funds</b>		
Plan B/IOOF - Managed Fund - Investment	434,388	414,752
Plan B/IOOF - Managed Fund - Change in Market Value	(15,893)	(26,801)
<b>Total Financial assets - Managed Funds</b>	<b>418,495</b>	<b>387,951</b>
<b>Term deposits</b>		
Bendigo Bank-TD 2014+2015 SSAF	374,558	199,510
<b>Total Term deposits</b>	<b>374,558</b>	<b>199,510</b>
<b>Total Investments</b>	<b>793,053</b>	<b>587,461</b>
	JAN-JUN 2017	JAN-JUN 2016

## 10. Creditors & Accruals

<b>Current</b>		
<b>Creditors</b>		
Trade Creditors	48,539	19,563
Accruals	9,032	-
Jets Holding Account	2,464	18,839
Rounding	-	(1)
<b>Total Creditors</b>	<b>60,035</b>	<b>38,401</b>
<b>Payroll</b>		
Other payroll accruals payable	159	(100)
PAYGW Payable	14,244	13,294
<b>Total Payroll</b>	<b>14,403</b>	<b>13,194</b>
<b>Total Current</b>	<b>74,438</b>	<b>51,594</b>
<b>Total Creditors &amp; Accruals</b>	<b>74,438</b>	<b>51,594</b>
	JAN-JUN 2017	JAN-JUN 2016

## 11. Employee Provisions

Provision for Long Service Leave	34,445	42,403
Provision for Annual Leave	100,868	93,107
<b>Total Employee Provisions</b>	<b>135,313</b>	<b>135,511</b>

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

	JAN-JUN 2017	JAN-JUN 2016
<b>12. Retained Earnings</b>		
Retained Earnings	1,706,868	1,655,740
Current Year Earnings	167,196	133,105
<b>Total Retained Earnings</b>	<b>1,874,064</b>	<b>1,788,845</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 6 months ended 30 June 2017

	JAN-MAR 2017	APR-JUN 2017	2017 YTD
<b>Income</b>			
SSAF INCOME	475,000	475,000	950,000
<b>Total Income</b>	<b>475,000</b>	<b>475,000</b>	<b>950,000</b>
<b>Total Income</b>	<b>475,000</b>	<b>475,000</b>	<b>950,000</b>
<b>Expenses</b>			
<b>Direct Costs</b>			
SSAF 01 - Food & Drink	4,041	8,098	12,139
SSAF 02 - Sport & Recreation	92,263	134,408	226,672
SSAF 03 - Club Admin Support	57,469	58,209	115,678
SSAF 06 - Health & Welfare	65,226	61,792	127,018
SSAF 09 - Financial Affairs	18,239	13,736	31,975
SSAF 12 - Library & Reading Rooms	(996)	(10,019)	(11,015)
SSAF 13 - Aristic Activity	2,317	1,994	4,311
SSAF 14 - Student Media	17,892	21,409	39,301
SSAF 15 - Study Skills	20,683	20,166	40,849
SSAF 17 - Advocacy	53,697	51,061	104,758
SSAF 18 - Orientation	64,062	14,221	78,282
SSAF 19 - International	2,382	1,578	3,960
<b>Total Direct Costs</b>	<b>397,275</b>	<b>376,653</b>	<b>773,928</b>
<b>Total Expenses</b>	<b>397,275</b>	<b>376,653</b>	<b>773,928</b>
<b>SSAF SURPLUS/(DEFICIT)</b>	<b>77,725</b>	<b>98,347</b>	<b>176,072</b>
<b>Other Income</b>			
Non-SSAF revenue	8,813	6,925	15,739
<b>Total Other Income</b>	<b>8,813</b>	<b>6,925</b>	<b>15,739</b>
<b>Non-SSAF Expenses</b>			
Interest and finance charges	4	16	20
Depreciation	12,557	12,038	24,595
<b>Total Non-SSAF Expenses</b>	<b>12,561</b>	<b>12,054</b>	<b>24,615</b>
<b>OPERATING PROFIT/(LOSS)</b>	<b>73,977</b>	<b>93,219</b>	<b>167,196</b>