

4th QUARTER, DECEMBER 2018



FEES ALLOCATION DEED REPORT

Edith Cowan University (ECU) Student Guild



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PRESIDENTS REPORT

No report submitted by the President

Stewart Lee

President (Outgoing to 30/11/2018)

No report submitted by the President

Abhishek Mehta

President (Incoming from 1/12/2018)

CEO REPORT

No report available as the CEO was on ongoing Administrative Leave

Brett Callender
CEO

GENERAL SECRETARY REPORT

No report submitted by the General Secretary

Steven Gregory Warren

General Secretary (Outgoing to 30/11/2018)

No report submitted by the General Secretary

Sarah Cavanough

General Secretary (Incoming from 1/12/2018)

VP - ACADEMIC REPORT

No report submitted by the VP - Academic

Sarah Cavanough

VP – Academic (Outgoing to 30/11/2018)

The Academic department (AC) aims to help and support students by providing additional teaching and learning opportunities for students, as well as opportunities for professional development. Typically, this is achieved through events like Conference week and short courses through the summer break. In 2019, we aim to adopt subsidized short courses that form part of student's pre-practicum checklists or are required for the benefit of their professional development. The subsidized fee will allow students the opportunity to participate in these short courses without having to worry about the cost.

Workshop courses to be held in 2019

- First Aid Workshops at Joondalup, Mt Lawley and South West Campus
- Manual Handling and CPR course
- Auslan Course
- White Card Workshop

Other events considered for planning by the VPA for 2019.

- Swimming Lessons
- Mental Health First Aid course
- Deportment and grooming course

As well as planning and organizing workshops, the AC department will continue its role as the main coordinator and supporter of academic clubs, chairing the Undergraduate Studies Department (USD) meetings and appointing undergraduate representatives for each of the eight schools Teaching and Learning committees.

Seema Behrami

VP – Academic (Incoming from 1/12/2018)

VP – EQUITY & DIVERSITY REPORT

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:

Attended Senate meetings and followed up on issues raised.

- Attended VC's reconciliation committee meeting 3 – advocated for an equity space in ML
- Held second color festival v.2 due to high demand in semester one
- Held equity meeting – advocated for more collaborative events and better quality events
- Filed and finalised reports for SSAF and equity meetings
- Correspondence on finances and second semester affiliation policy
- Attended and followed up on issues raised at Equity meetings Organised and held Refugee Day to recollect the contribution of Refugee to Australian society.
- Organised and held Multicultural Fest to promote multiculturalism at ECU.
- Organised and held ECU Got Talent to fish out budding talents at ECU.
- Organised and held Diwali Night with other collectives to celebrate one of the largest ethnicity at ECU's vital festival.
- Organised and held Health Day to promote the significance of health. Collaborated with Wellbeing community.
- Organised and held NAIDOC week with this year's theme "Because of her we can".
- Held Colour festival to promote diversity on campus, in this matter, Indian culture. Colour festival is often seen as a fun event but there are really very meaningful cultural elements to it. We brought a key note speaker from Hindi Samaj to explain about what is it all about.
- Chaired Dc meeting. Gathered evidence for investigation. Appointed and held meetings with disciplinary committee members. Sent out notices to referrals. Set the date and time for hearing. Followed up on the penalties.

- Meetings with collectives- Updated and managed their events and finance.
- Finance follow up of collectives with Mel. Collectives and welfare jobs.
- Attended VC's reconciliation committee meeting.
- Found new presidents for Women's community. Worked out events and budget with them.
- Promoted Equity space on website. Worked out ideas, words, pictures with Lauren Reed, Promotions Manager, and put them on the guild website.
- Attended secretariat meetings and followed up on issues raised at the meetings. Voted and dissented issues cohesively compromising to the policies, rationality, and set of belief.
- Held meetings to grant conference business cases. Followed up to make sure the attendees report what they learnt at the conferences back to the respective bodies of students they believe would benefit.
- Advocated for Equity space at Mount Lawley campus at the Equity and Diversity Committee meeting.
- Attended and followed up on VCSAF meetings. No absence.
- Equity and Diversity Committee Meeting. Attended and followed with no absence.

ECU Disability collective

1. COLLECTIVE ADMINISTRATION

We have focused on organising the back-end administration of the Collective so that when new people come through to run it, they can hit the ground running and not have to focus too much on admin. This has been a work in progress and something I have been focusing on in between my health-issues and my studies. When we catch-up, I can show you what we've done if you like, in case other clubs are interested.

2. ADVOCACY

We have corresponded with Collective members about various matters they've experienced while studying at ECU. We've referred them on appropriately to get the support they need, including sending them to Deb Duffy and her new colleague (there are two Equity Officers in ECU now) to get Learning Assessment Plans (LAPs) as well as Student Assist for individual support. The issues we have discovered that may require further action by the Guild, and by Jesse who sits on the Disability Access & Inclusion Sub-Committee are:

- Many lecturers are still not recording their lectures and putting them online for those that cannot attend. This is contrary to what the Vice-Chancellor has been promising for some time. Lecturers' resistance to this has meant students with access issues relating to their health and disability have missed out and have had to rely on very basic PowerPoint slides to remain up to date with their studies which is frustrating.

- Lecturers within the School of Business and Law are apparently still insisting that attendance of tutorials is compulsory for "participation marks". Attendance is not compulsory, and cannot be made compulsory under ECU policy unless it's something like a "lab" and it is an inherent requirement of the unit/course. Participation needs to be either through discussion in tutorials WHEN the student attends, or other appropriate alternatives such as discussions through Blackboard. Even putting "attendance" as a component of participation marks is contrary to ECU's policy and disadvantages students with disabilities.
- Following on from that, a lecturer within the School of Arts & Humanities has allegedly said that if a student cannot attend class then they need to write a 1500-word essay on that week's module as the alternative to attendance for participation. This is not a reasonable adjustment; 1500 is very onerous for each week. A simple Blackboard discussion post would be more appropriate. If this is indeed true, then it is again severely disadvantaging students with disabilities who have access issues. I have experience with this myself in a Journalism unit – it is very unfair.
- The university is apparently very reluctant to have weekly readings transcribed into Braille for vision-impaired and blind students. They only want to do the key readings and unit outlines. They allegedly cite "costs" as an issue for this, but this is what students pay their tuition fees for. Not to mention ECU turns a profit each year from its myriad of activities. Cost isn't the barrier; ECU's lack of priorities is. All materials should be given to the student in the medium that they require to access them in. That is not unreasonable – every student has a human right to education.

3. COLLABORATION

We have been speaking with other Disability Collectives and Departments in the country and learning about their activities and campaigns. We were told that the "accessible study spaces" that we trialed gave them the idea to attempt them too. I think they had more luck than we did, as they're bigger universities with more people in total on-campus. ECU students tend to only come on campus when they absolutely need to. Which makes sense for students with access issues; they're better off studying at home where they have already adapted their environment to how they need. Given we've had no further feedback on the study spaces, we likely won't do them again. Also, some of the resources were stolen from the rooms and paying for them each time is not ideal.

4. EVENTS

We haven't had many events; we have mostly been supporting others' events. We did have one Collective member take the lead with something, which was fantastic. She held a forum regarding a mental illness (Borderline Personality Disorder), and she did all of the ground-work for it and we simply provided the catering. I will upload the receipts for that soon, but it was well-attended and I will reach out to her again to see if she'd be interested in perhaps taking up more of a leadership role in the Collective.

Additionally, we collaborated with other disability organisations and held an event on-campus, relating to the National Disability Insurance Scheme (NDIS) and its roll-out in the North Metropolitan region. We have fronted a lot of the costs as the focus has largely been young people at people at University. ECU Equity also supported the event and promoted it to all students who registered their disability with ECU. This was also useful for students who do not necessarily have a disability themselves, but children with disabilities and they have caring obligations. Informing them about these changes means they will have greater capacity to access support and better succeed in their studies at ECU. The event was a success and we're very happy to have run with it. Hopefully we can do another one like it in Semester 1 2019.

Ethnocultural collective

- Organised Pakistan and India Independence Day
- Collaborated with Equity department for Refugee Day
- Regular meetings and coffee meet ups
- Planned and collaborated with VP Equity for other events

Mature Age Student Network (MASN)

- Joondalup: weekly connection at Cafe 6.
- Bunbury: Launched (by Shirley) with 15 students signing up.
- Mt Lawley: regular catch ups over a coffee.
- Found new committees as the previous ones had to pull out due to enrolment issues
- MASN meetings
- Free lunch as a support network

Wellbeing community

Organised and held R U Ok? Day in a huge scale with a great turnout. We had stress ball pool, food, and helpline cards. We also had a Psychology lecturer to talk about mental health. Well received by students and staff.

Since O'Day the wellbeing community has hosted 8 unwind events. For these we opened up the equity space during Thursday lunchtime for students to come and unwind from university stresses by meeting new people and talking about university life and pressures with friendly faces in a safe environment. These events have been really positive and have gotten more popular each week. This coming week we are finishing our "letters to myself" project. During last year's RUOK Day and Mental health week, we had a "to myself, from myself" box where people were invited to write a letter to themselves or fill out a letter template that we provided them to offer

them encouragement during difficult or stressful times, such as through documenting in the letter all the times/things that they previously found challenging, which now don't seem nearly so bad to remind them that things always get better. Students could either take this home with them or put it in an envelope with their address on it and into our post box for us to post to them at a later date. We are posting them over the next week, so students get them as encouragement during this stressful assignment period and before exam time. We are going to start up our weekly yoga sessions again over the next few weeks carrying on into next semester and will having our "Vision board workshop" in the upcoming weeks.

Queer collective

We had Bingay, Queer Beer and collaborated with Women's Community for a quirky conference. This semester we're were lucky enough to be able to get to o-days on all 3 campuses for the first time. We were also present at the metro campus guild days with a record number of sign-ups across guild week. We started a weekly 'pride space's session for LGBTQ students to come and study, play games, chill or ask the committee anything. This is making use of the refurbished equity space. We held some queer beers on each campus in week 3 with a great turn out at Joondalup. By far our biggest achievement this semester has been ECU's first ever pride week. For this we held movie nights, scavenger hunts and t-shirt tie-dying events on both metro campuses throughout the week and we capped the week off with ECU's first pride themed party 'Big Gay Out'. Big Gay Out was a great event on the Mt Lawley campus and everyone who went had a great time enjoying the gay themed music from wonderful DJs and an excellent performance from 2 drag queens. That about sums up our semester so far and we look forward to finishing off the semester strong with IDAHOBiT and a few more queer beers events as well as continuing pride space.

Women's community

We have been running a series of "Coffee & Conversation" events at the Joondalup campus, which have had a great turnout, and equally good feedback. Our first event was themed around teaching internationally, our second event was a high tea event featuring Anne Ally speaking on the importance of intersectionality in feminism, and our third is coming up next week – a collaboration with the Psych Society and Queer Collective – and is a psychoanalysis of the Dick Pic phenomena. NAIDOC week was an important event for us, with the theme this year being "Because of Her We Can", we were there supporting the events that were being run, with traditional painting available, and a collaborative yarn tree to be worked on together. We also held a movie night earlier in the semester, which was less successful, but a good night by those who attended. Another collaborative event coming up is "Wine About It" at the Tavern, in collaboration with Queer Collective's "Queer Beers".

In addition to events, we have been doing some advocacy work behind the scenes, most notably of which was our work with the security team in promoting the use of the Now Force app, and having it included in most if not

all course induction programs. Also, wheels are in motion for all bathroom stalls on campus to have stickers on them to help take away the hassle or worry about having to find one to suit your needs. One of the things I am proud of is the pamphlet that we put together that collates a range of resources that may be helpful to those in our community; including doctors, crisis care, family counselling, as well as playgroups and gyms in the area, which have been readily available in the Guild office.

Vesh Arumugam

VP Equity & Diversity (Outgoing to 30/11/2019)

From 1 December 2018

Welfare jobs done by the VP:

- Held Equity meetings
- Advocating for an equity space at ML campus
- Attended RAP meetings
- Catalogued budget
- Presented proposal of events
- Organising and planning future events
- Attended secretary meeting
- Attended Senate meeting
- Helped out with Guild day and O'days
- Organised and sponsored Lunar New Year celebration
- Organised and sponsored Multicultural festival
- Organised and sponsored Colour festival
- Sponsored International women's day
- Organised and sponsored Harmony day collaborated with university.
- Organising Ramadan dinner

ECU Disability collective

- Represented at the Guild Fair 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

Ethnocultural collective

- Represented at the Guild Fair Days
- Attended Equity meetings
- Presented draft budget and proposal of events
- New members recruited
- Represented at Harmony day

- Represented at Multicultural festival day
- Helping department for Ramadan dinner

Mature Age Student Network (MASN)

- Coffee meet up
- New members recruited
- Represented at the Guild Days

Queer collective

- Planned events and budget
- Participated at the Guild Fair Days
- Held AGM and collective meetings
- Organised Queer beers

Women's community

- Attended equity meeting
- Presented draft budget and proposal of events
- Held International women's day
- Doing pampering sessions
- Represented at Mental Health Day

Wellbeing community

- Attended equity meetings
- Presented draft proposal
- Represented at Guild Fair Days.

Faizan Akram

VP Equity & Diversity (Incoming from 1/12/2018)

VP – SOCIAL ACTIVITY REPORT

No report submitted by the VP – Social Activity

Caitlin Gibbs

VP Social Activity (Outgoing to 30/11/2018)

From 1 December 2018

Commencing office and training.

Following a successful election, I commenced office with the team that won. Went through training on what was expected of me and what I was expected to be performing. The first part was a bit an uphill task though, as there was no proper handover, the previous office bearer was hesitant in doing a handover which dragged the process of fitting in and made it a bit difficult to take off well.

Luckily with the help of other Guild senators and staff, I managed to get into it. Starting off with was the years planning events and making contact to relevant personnel.

Upon commencing office, I have started planning for the year's events and activities, as follows:

- Be involved on the O Day & Guild Day;
- Sundowner; first week of the semester. To be held at Joondalup campus in conjunction with ECU Parties & Events and Perth Social Club;
- Toga - First major event of first semester. Held on 18th April 2019, Thursday before Easter break (mid-semester break);
- Planning underway for End of Semester One party – theme to be confirmed (possibly held at the ECC or Sports Centre);
- Planning commenced for Halloween Party (mid semester 2) - check on the budget and suitable dates. (refer last year's event);
- Planning commenced for Oktoberfest; Tentatively on 1st October 2019 as semester 2 event;

- Guild Ball; Allocate a day and start planning early. Toward end of semester 2; Proposed locations are either Crown or Optus Stadium ball rooms. Optus preferred - very accessible and the name will attract more members.
- Sports Day; Create to host ECU sport day, involving all other sports, from running, soccer, golfing and volleyball.
- Help with International day and work/support other portfolios Environment, Equity and Senators.
- Met ECU Quidditch club on their dispute
- email other clubs re affiliation for 2019
- Started planning the for the events and budgeting. Checked with the Casino and Optus stadium on availability and prices of the of their rooms.
- Meeting CSO for more info and guidance on events.
- Contacted Murdoch, Curtin for possible collaboration. UWA not forthcoming.
- Attended senate and secretariat meeting as stipulated in the standing orders.

Alfred Koech

VP Social Activity (Incoming from 1/12/2018)

FINANCIAL CONTROLLER REPORT

The December quarter completed the year with ongoing issues unresolved for staff and senate, causing continuing concern and unrest. Several key staff have resigned from the guild resulting in staff shortages, while the CEO remains on Administration Leave at the behest of the majority of the senate. Operations staff are continuing to maintain the functions of the guild as best they can, in the circumstances to continue to provide guild services in trying conditions.

The senate themselves continue to be in conflict over numerous issues. The power struggles and ongoing legal fees and potential legal liability are a real concern from a financial point of view given the lack of information, communication and transparency from key members of senate that has continued throughout the year.

The elections were held in October 2018 for the 2019 senate, who will commence office on 1 December 2018 for 12-month term and the incumbent supported ticket (LIFT) was unsuccessful, with the opposing ticket (INSPIRE) winning through. Thereafter, much senate business was blasé and lacking efforts and the handover by most secretariat members was all but non-existent. This created a difficult transition for the new senate coming into a very unpleasant workplace with massive unresolved issues that they have had to work very hard since, to rectify and undo a large legal mess. Significant operational issues requiring input for completion by the President were left unfinished and incomplete including the employee Enterprise Agreement and the Café 22 Commercial Project.

With respect to the Financial report, the audit has since been completed (April 2019), with an unqualified audit report issued.

The following points are drawn to your attention with respect to SSAF over/under spending in accordance with the SSAF deed reporting requirements, and the final audited Financial Report, separately provided:

1. Overall, the Guild was \$16,428 under budget, on SSAF spending, originally budgeted at \$2m;
2. The SSAF income was reduced from \$2m to \$1,989,218, per the actual 2018 SSAF income figures provided by ECU;
3. An additional \$10,000 legal settlement was provided for (not previously advised to ECU) being the estimated legal fees for the CEO. This was required by the auditor after discussions with the Guilds legal team;
4. Various SSAF categories resulted in over/under spending during the 2018 year as a result of:
 - a. changes to senate plans within required limits that resulted in budget reallocations;
 - b. requests to ECU governance for changes to budget allocations that were granted;
 - c. events that did not proceed as planned due to senate changes in agenda/priorities;

- d. uptake of budgeted funding not fully utilized in some areas eg clubs, senate wages;
- e. some indirect costs such as legal fees much higher than budgeted (approved by ECU), then allocated pro-rata across SSAF categories based on original budgets but as indirect portion of actual spending was higher than initially budgeted, depending on the initial budget and the pro-rata allocation, some categories were impacted more heavily by the allocation of indirect than others.

Over:

f. SSAF 01 – Provision of Food & Drink	\$2,960	15%
g. SSAF 09 – Helping Students with Financial Affairs	\$12,971	37%
h. SSAF 12 – Library & Reading Room	\$6,989	56%
i. SSAF 14 – Supporting the Production & Dissemination of Student Media	\$19,728	17%

Under

j. SSAF 06 – Health & Welfare of Students	(\$18,160)	(30%)
k. SSAF 15 – Helping students develop study skills	(\$25,656)	(15%)
l. SSAF 19 – Helping overseas students	(\$27,210)	(30%)

With the new 2019 senate having commenced on 1 December 2018, and working through many of the issues instigated by the 2018 senate, I am hopeful of a more stable and less volatile work environment in 2019, where I can focus back onto the financial controls and systems to allow senate and operations to monitor and maintain their departmental and event/activity financial status, rather than being distracted and occupied by other tasks and issues outside of my role and scope.

Melissa Johnston
Financial Controller

NOTE: See Appendix 1 – Quarterly Financial Report

OPERATIONAL ACTIVITIES – GUILD STUDENT ASSIST

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.

Please note reduced capacity at Joondalup campus to service student enquiries, due to a resignation of a GSA officer and delayed recruitment due to internal issues. Please also note that some information on the below table may be incomplete due to some records from absent staff being incomplete or inaccessible.

CASELOAD REGISTER

Support Type	Student Assist	Referral	J Williams	C Reed	D Webster
			ML	JO (0.4 FTE)	BUN
Financial assistance:	Source stats unknown				
General enquiry			unknown	11	3
Food vouchers			1	0	1
Study supplies			0	0	0
Fuel Vouchers			0	1	0
Transport Grants			0	0	0
Emergency loan			2	1	0
Ad-hoc/Finance Issues			0	6	12
Christmas Vouchers			25	28	25
TOTAL			28	47	41
Appeals:					
Result Appeal			27	16	2
Unit Failure			5	22	2
Exclusion appeal			1	6	0
Withdrawal / Extension			8	6	1
Misconduct / Other			3	5	0
TOTAL			44	55	5

Welfare & Education:

Grievances / complaints	3	7	3
Equity & Diversity	0	1	0
Equal Opportunity	0	0	0
Sexual harassment	0	0	0
Anxiety / Stress	0	8	1
Health / wellbeing	0	7	1
Academic / study concerns	2	4	6
Course / exam extensions	0	2	2
Scholarships	0	0	0
TOTAL	5	29	10

Other Support / Queries:

Centrelink / Medicare	0	1	1
Course Fees	1	1	0
Accommodation / Housing	2	1	2
Legal	0	0	0
Visas / immigration	2	0	3
Support / Reference letters	0	0	1
Careers / Employment	0	0	1
Clubs / Activities / General	0	4	1
Second Hand Books	0	1	0
Guild membership	0	1	0
Child Support	0	0	2
Volunteering	0	0	0
TOTAL	5	9	11

Associated Meetings

Department of Education Services WA	unknown	unknown	0
Equal Opportunities Commission WA	unknown	unknown	0
Student Appeals Committee (SAC)	unknown	unknown	0
Guild Staff/GSA Meetings	unknown	unknown	1
General University Meeting as GSA	unknown	unknown	4
Vice Chancellor's Student Advisory Forum	unknown	unknown	0
			5

OPERATIONAL ACTIVITIES – ACTIVITIES MANAGEMENT

Overview

Activities have 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
HALLOWEEN Party: Friday 2 nd November	X		
GUILD BALL: Saturday 24 th November (Off Campus)			

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

		Event Support					
Date	Event	JO	ML	BU	Staff	Senate	Attendees
1st Oct	Multi-Cultural Festival	FT/Only			3	4	
2nd Oct	School of Business & Law BBQ	ECU/Equip			1		
	Taco Day			FT/Only	2	1	50
4th Oct	Urbi BBQ	FT/Only			2		
6th Oct	POWA Screening	Equip/O			2		
8th Oct	Guild Student Assist - Pancakes		FT/Only		2	2	
9th Oct	Student Nursing & Midwifery BBQ	Equip/O			1		
9th Oct	Guild Student Assist – Mental Health		FT/Only		2	2	
10th Oct	Occupational Therapy Mental Health	ECU/Equip			2		
	Mental Health Day			FT/Only	2	1	37
11th Oct	Guild Student Assist – Mental Health	FT/Only			2	2	
11th Oct	Urbi BBQ	FT/Only			2		
12th Oct	Guild Student Assist – Mental Health	FT/Only			2	2	
12th Oct	Tokyo City University Student Fair		ECU/Equip		1		
13th Oct	ECU Jets – Award Night	Equip/O			1	2	
16th Oct	Student Nursing & Midwifery BBQ	Equip/O			1		
17th Oct	Edith Cowan College - Orientation	ECU/Equip			1		

18th Oct	Aviators BBQ	Equip/O			1		
18th Oct	Urbi BBQ	FT/Only			2		
19th Oct	Dwali Day Festival	FT/Only			2	4	
20th Oct	Quidditch BBQ	Equip/O			1		
23rd Oct	Guild BBQ	FT/Only			2		
24th Oct	Occupational Therapy Week	ECU/Equip			2		
29th Oct	ECU Speech Pathology Bake Sale	Equip/O			1		
30th Oct	AIME Program Day	FT/Only			2		
	Wellness Day			FT/Only	2	2	67
30th Oct	Guild Student Assist Stress Less Day		FT/Only		2	2	
31st Oct	AIME Program Day		FT/Only		2		
1st Nov	Guild Student Assist Stress Less Day	FT/Only			2	2	
2nd Nov	ECU Psych Society BBQ	Equip/O			1		
9th Nov	Edith Cowan College - Audio	ECU/Equip			1		
11th Nov	Razmedia - BBQ	ECU/Equip			1		
16th Nov	Communications BBQ + Marquee	ECU/Equip			1		
20th Nov	AIME Program Day	FT/Only			2		
23rd Nov	Omani Students Club	Equip/O			1		
24th Nov	Communication and Security Science Assoc – LAN + EOS	Equip/O			1		

	Guild Family Fun Day			FT/Only	2	2	120
27th Dec	Christmas Dinner			>number	1	2	20
28th Nov	AIME Program Day		FT/Only		2		
30th Nov	Wellness Event	Equip/O			1		
1st Dec	ECU SW Ball			Number +/-	0	2	110
3rd Dec	Edith Cowan College - Audio	ECU/Equip			1		
4th Dec	AIME Program Day	FT/Only			2		
5th Dec	AIME Program Day	FT/Only			2		
12th Dec	Tokyo City University Farewell	ECU/Equip			1		
12th Dec	VARIO BBQ	ECU/Equip			1		
19th Dec	Volunteers, Staff & Students Dinner			>number	2	2	21
21st Dec	Edith Cowan College Graduation		ECU/Equip		1		
Every Thurs	Free Bread	X	X	X			
Every Fri	Free Fruit	X	X	X			
Weekly	Breakfast/Milk Condiment Supplies	X	X	X			

RELATED MEETINGS	Campus			
	JO	ML	BU	EXT
Health & Wellness	1	1	1	
University Staff & Committees	2		2	
SW Campus Activities Group			4	
Guild Network Community Group			2	
Bunbury Student Activities			5	
ECU Sport Committees	1			
Guild Clubs & Committees	2			
Network & Community			2	
Student Connect Activities	2		1	
Student Villages			1	
Tavern Events Management				
Guild Staff meetings				

MARKETING AND PROMOTIONS

Guild marketing and promotional activities finished strongly in Q4 with many on campus activities and external end of year events.

GSA and Guild Activities

The end of semester finished in a flourish with several GSA events and the Guild participating in the Wellness Expo, Multicultural Fest and Stress Less Week. Participation in these events helps boost the profile of the Guild among students on campus and was particularly helpful to engaging students with the Guild Student Assist service that provides advocacy and welfare.

The Guild elections were also held in late October and for the first time were run entirely on line. The MSL system allows for online voting to be managed via the click of a button and run through a separately purchased domain ecuguildvote.com.au. Despite some challenges with the ECU system going down, the voting time was increased to make up for the system outage and the overall voting process was simple to follow. The efficiency of the online system is best seen in the vote counting stage and an exercise that would usually take days was completed in under an hour. There were some potential issues identified with the online system however the positives outweigh the minor inconveniences and I'd hope we would pursue the system in 2019.

Other notable events included the End of Semester Halloween party held at Edith Cowan College which attracted over 700 students and the Guild Ball which was expanded to 600 people and sold out in September.

Social Media and Activations.

In total the Guild gave away \$8,564 worth of prizes via social media activations with a large focus on movies and food vouchers. These partnerships offer a valuable pathway to create strong relationships with local businesses for the benefit of the student cohort. Due to limited advertising opportunities it remains difficult to rapidly grow our existing network of contacts. An area of potential growth for 2019 has been identified as digital advertising options across the Guild's social networks.

The Guild increased its Facebook reach by an estimated 1500 students and expanded social media to include Instagram and LinkedIn. Maintaining a strong online presence is essential to growing awareness among Guild members and to build a strong platform from which to promote our services and programs.

Guild Clubs

There were 898 requests to join a club via the Guild Clubs site for 2018 and with the number of Guild affiliated clubs growing to over 56 clubs across academic, equity, social and sports categories. To extend upon the current

Guild Clubs Site which provides every club with a page and bio, clubs that wish to have their own site can create a sub site under clubs.ecuguild.org.au and through domain mapping retain their own domain i.e. ECU Engineers have built a sub site ecuengineers.com that sits under the Guild WordPress Multi-Site.

Club emails are expected to be rolled out in time for Q1 2019 to provide every club with a guild email that can be recovered in the event of club disruption.

2019 Planning

Orientation planning with ECU's Student Life team has been confirmed with the Guild to provide BBQ lunches for the seven smaller induction sessions across the Joondalup, Mount Lawley and Bunbury campuses. Due to the small timeframe Guild Clubs will not be invited to the induction sessions and instead will have a larger focus at Guild Day in the first week of semester. Core Guild services such as Guild Student Assist will be handing out Guild bags at each induction session. All merchandise including the Guild 2019 Diary is expected to arrive by February in time to prepare Guild Bags for inductions.

Dircksey

The final edition of Dircksey was distributed in early October and secured \$945 of advertising revenue which went back in to Dircksey activities. Outgoing editor Holly Ferguson held interviews for the vacant position and sub editor Elisha Hammond was selected to continue as Editor for 2019. Moving forward Dircksey will continue to publish student work quarterly in their magazine however there will be an increased focus on digital content to generate further student engagement and contribution opportunities.

Despite some internal challenges the Guild continued to build momentum in 2018 by synergizing us on campus and online presence. Several clubs produced high quality academic, social and networking events that offered students a real sense of community involvement and growth opportunities outside of their study and were well received and attended.

Lauren Reed

Marketing & Promotions Officer

GUILD SECONDHAND BOOKSHOP

Overview

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

- Buyback 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 markup 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 sale 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.

Please note we did not have a bookshop officer during this quarter due to a resignation of a staff member earlier in the year and delayed recruitment of a replacement, due to internal issues. As a result, other staff were covering this role.

Stock take

Opening Stock:

Closing Stock:

Book Count	Book Value (net)
384	\$16,105.05
170	\$17,063.30

Transactions

Book Buy Backs

Number of transactions

Number of books

Buyback value

Campus		
JO	ML	BUN
63	5	-
142	5	-
\$6,569.50	\$204.50	-

Transactions

Book Sales

Total number of transactions

Number of books

Sales value

Cash sales

Campus		
JO	ML	BUN
57	-	1
75	-	5
\$3,805	-	\$242
\$1,991	-	-

PayPal sales

\$1,814	-	\$242
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GUILD OPERATIONAL ADMINISTRATION

Initiatives / Activities

ITEM - ACTIVITY	OBJECTIVE	ACTION
Finance procedures	To meet governance compliance obligations. Ensure consistency of application by all stakeholders.	Approval by Senate of the 2018 Budget is now complete. The Finance team are still moving forward with further enhancements within the Xero accounting system mainly in relation to Purchase Orders via Xero.
IT Infrastructure review	To ensure the system capable of meeting the Guild's evolving needs moving forward. Ensure all campus offices are accessing and using the same standard operating environment (SOE).	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. This is now in place and being implemented within the whole guild.
Policy and Procedure	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. Constitution & Election Procedure changes approved at the AGM.
Change Management	Recruit a replacement GSA officer	Recruitment for 1 Permanent Guild Student Assist Officer (GSA) was cancelled as ordered by the Guild President Stewart Lee. Mr Jesse Williams was awarded 2 permanent days and 3 contract days, a total of 5 days, Miss Caitlin Morgan-Ter-Horst was awarded 3 permanent days only. Applicants were notified that the position had been suspended due to internal governance issues. Mr Lewis Price resigned his position as Administration Assistant, this position has not been filled due to the ongoing instability between the President & CEO.
HR Records	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.	Mr Brett Callender, CEO was and is still on Administrative Leave pending an investigation by the Guild President Stewart Lee & General Secretary Greg Warren, Brett reactivated his Workers Compensation Claim with CGU Insurance prior to being placed on Administrative Leave, An Investigator from LKA Group carried out interviews with selected

Senate & Staff for CGU, the Guild is still awaiting the outcome from CGU. Miss Caitlin Morgan Ter-Horst also has a current worker's compensation claim with for CGU for her treatment in relation to her position within the guild, the Guild is still awaiting an outcome from CGU. There is an ongoing worker's compensation claim for the Financial Controller, Melissa Johnston.

Staff Enterprise Agreement negotiations are still ongoing, the President Stewart Lee has taken ownership of this process and staff are still waiting for it to be finalised.

Governance

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

New Postgraduate Officer – Joel Coyle was appointed by the Senate.

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.

SOCIAL CLUBS:	
AIME RECONCILIATION CLUB	The Sound
ARTS MANAGEMENT STUDENT ORGANISATION (AMSO)	WASP
BOOMERANG	Collective Hope
CASSA	Intelligence & Counter-terrorism Student Association (ICSA)
CHINESE STUDENTS & SCHOLARS ASSOCIATION	ECU Buddhist Youth Club
CLUB FRED	
ECU BADMINTON CLUB	
ECU CHEERLEADERS	
ECU FRENCH CLUB	
ECU PARTIES & EVENTS	ACADEMIC CLUBS:
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	

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.

ABORIGINAL STUDENT UNION
ECU DISABILITY COLLECTIVE
ECU ETHNOCULTURAL COLLECTIVE
MATURE AGE STUDENT NETWORK (MASN)
ECU QUEER COLLECTIVE
ECU WELLBEING COMMUNITY
ECU WOMEN'S COMMUNITY

STUDENT GUILD CONTACT INFORMATION

ABHISHEK MEHTA PRESIDENT	BRETT CALLENDER CEO	MELISSA JOHNSON FINANCIAL CONTROLLER
Tel (61) 08 6304 2651 Mob 0422 671 372 a.mehta@ecuguild.org.au	Tel (61) 08 6304 5915 Mob 0473 925 831 b.callender@ecuguild.org.au	Tel (61) 08 6304 5134 Mob 0419 936 836 m.johnston@ecuguild.org.au

Edith Cowan University (ECU) Student Guild
Building 34.215 ECU Joondalup Campus
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APPENDIX 1

Edith Cowan University Student Guild

KPI Quarterly Financial Report Q4 2018

ABN 87 081 487 187

For the year ended 31 December 2018

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Statement of Financial Position

Edith Cowan University Student Guild As at 31 December 2018

	NOTES	31 DEC 2018	31 DEC 2017
Assets			
Current Assets			
Bank accounts	2	129,461	675,844
Receivables & Accruals	3	1,100,935	604,258
Inventory	4	17,063	25,531
Prepayments	5	59,829	55,867
Total Current Assets		1,307,288	1,361,500
Non-Current Assets			
Property, plant and equipment	7	60,536	70,431
Intangibles	8	6,052	11,460
Investment Reserves	9	800,494	811,472
Total Non-Current Assets		867,082	893,364
Total Assets		2,174,370	2,254,864
Liabilities			
Current Liabilities			
GST		24,415	48,825
Creditors & accruals	10	124,302	193,224
Employee provisions	11	150,177	131,967
Provision for Legal Settlement		10,000	-
Deferred Income		1,400	-
Total Current Liabilities		310,294	374,016
Total Liabilities		310,294	374,016
Net Assets		1,864,076	1,880,847
Equity			
Retained Earnings		1,864,076	1,880,847
Total Equity		1,864,076	1,880,847

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 2018

	2018	2017
Income		
SSAF Funding	1,989,218	1,964,744
Other Revenue	126,134	128,283
Total Income	2,115,352	2,093,027
Direct Costs		
Student Support Program Costs		
SSAF01 - Provision of Food & Drink	13,425	16,852
SSAF02 - Supporting Sporting & Recreational Activity	278,339	280,175
SSAF03 - Club Administration Support	70,002	54,815
SSAF06 - Health & Welfare of Students	40,845	43,050
SSAF09 - Helping Students with their Financial Affairs	31,873	27,192
SSAF12 - Library & Reading Rooms	40,475	9,046
SSAF13 - Supporting Student Artistic Activities	-	1,609
SSAF14 - Supporting Production & Dissemination of Student Media	27,044	28,330
SSAF15 - Helping Students Develop Study Skills	13,734	15,391
SSAF17 - Student Advocacy re University Rules	6,388	6,509
SSAF18 - Information to help students through Orientation	73,700	71,266
SSAF19 - Helping Overseas students	5,506	8,264
Total Student Support Program Costs	601,332	562,498
Total Direct Costs	601,332	562,498
Gross SSAF Surplus/(Deficit)	1,514,020	1,530,528
Indirect Costs		
Administrative Overheads	125,716	107,761
Bad Debts	896	665
Infrastructure Overheads	121,406	134,010
Salaries & Wages	1,058,709	935,761
Salary On-Costs	169,235	138,581
Election Costs	21,630	27,928
Total Indirect Costs	1,497,591	1,344,707
SSAF Surplus/(Deficit)	16,428	185,821
Non-SSAF		
Income		
Interest & Investment Income		
Interest received	13,981	17,924
Plan B/IOOF Change in Market Value	(41,485)	2,182
Plan B/IOOF Distribution	35,949	27,778
Total Interest & Investment Income	8,445	47,883

	2018	2017
Other Income	5,134	4,249
Total Income	13,580	52,132
Expenses		
Interest & Investment Costs	5,449	16,943
Depreciation	28,455	47,031
B22 Cafe opportunity	12,875	-
Total Expenses	46,779	63,974
Total Non-SSAF	33,200	11,842
Combined SSAF/Non-SSAF Surplus/Deficit	(16,771)	173,979

Statement of Cash Flows

Edith Cowan University Student Guild For the year ended 31 December 2018

	2018	2017
Cash flows from Operating Activities		
Receipts from grants	1,693,718	2,090,000
Receipts from customers	143,166	145,898
Payments to suppliers and employees	(2,376,598)	(1,996,934)
Cash receipts from other operating activities	852	-
Total Cash flows from Operating Activities	(538,862)	238,965
Cash flows from Investing Activities		
Proceeds from sales of property, plant and equipment	800	763
Dividends received	35,949	27,778
Interest received	13,981	17,924
Interest Paid	(7)	(40)
Payment for property, plant and equipment	(25,731)	(25,478)
Increase in investments	(30,507)	(22,582)
Total Cash flows from Investing Activities	(5,515)	(1,635)
Net increase/(decrease) in cash held	(544,377)	237,329
Cash Balances		
Opening cash balance	678,985	441,655
Closing cash balance	134,607	678,985
Movement in cash	(544,377)	237,329

Notes to the Financial Statements

Edith Cowan University Student Guild For the year ended 31 December 2018

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.

	2018	2017
2. Cash & Cash Equivalents		
Cash Balances		
Bank Accounts	132,594	676,999
Other Cash Items	2,014	1,985
Total Cash Balances	134,607	678,985
Credit Cards	(5,147)	(3,140)
Total Cash & Cash Equivalents	129,461	675,844

	2018	2017
3. Receivables		
Receivables		
Accounts Receivable	1,094,775	596,624
Other Debtors - Student Loans	6,786	3,966
Less: Provision for Doubtful Debts	(2,716)	(2,480)
Accrued Income	2,090	6,147
Total Receivables	1,100,935	604,258
Total Receivables	1,100,935	604,258

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

	2018	2017
4. Inventory		
Inventories		
Stock on Hand - Books	17,063	25,531
Total Inventories	17,063	25,531
Total Inventory	17,063	25,531
	2018	2017
5. Prepayments		
Prepayments - Other	49,920	48,930
Prepayments - Insurance	9,909	6,937
Total Prepayments	59,829	55,867
	2018	2017
6. Other Current Assets		
	2018	2017
7. Property Plant and Equipment		
Plant and Equipment		
Plant and equipment at cost		
Plant and equipment (Low Value Pool) at cost		
Low Value Assets (\$300-\$1000) - at cost	24,470	16,895
Low Value Assets - acc dep	(24,042)	(16,895)
Total Plant and equipment (Low Value Pool) at cost	428	-
Plant and equipment (ML) at cost		
P & E - ML - at cost	57,264	55,222
P & E - ML - acc dep	(40,053)	(33,994)
Total Plant and equipment (ML) at cost	17,212	21,228
Plant and equipment (BU) at cost		
P & E - BU - at cost	10,941	10,598
P & E - BU - acc dep	(9,646)	(9,129)
Total Plant and equipment (BU) at cost	1,295	1,470
Plant and equipment (JO) at cost		
P & E - JO - at cost	140,406	130,976
P & E - JO - acc dep	(98,805)	(83,243)
Total Plant and equipment (JO) at cost	41,601	47,734
Total Plant and equipment at cost	60,536	70,431
Total Plant and Equipment	60,536	70,431
Total Property Plant and Equipment	60,536	70,431
	2018	2017
8. Intangibles		
Other Intangible Assets		
Software - Recfind	32,469	32,469

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

Less: Provision for Amortisation	(26,417)	(21,009)
Total Other Intangible Assets	6,052	11,460
Total Intangibles	6,052	11,460
	2018	2017

9. Investments

Financial assets - Managed Funds		
Plan B/IOOF - Managed Fund - Investment	485,703	455,196
Plan B/IOOF - Managed Fund - Change in Market Value	(59,767)	(18,283)
Total Financial assets - Managed Funds	425,936	436,914
Term deposits		
Bendigo Bank-TD 2014+2015 SSAF	374,558	374,558
Total Term deposits	374,558	374,558
Total Investments	800,494	811,472
	2018	2017

10. Creditors & Accruals

Current		
Creditors		
Trade Creditors	42,498	85,084
Sundry Creditors	-	2,079
Accruals	8,804	6,500
Rounding	1	-
Suspense	-	-
Total Creditors	51,304	93,663
Payroll		
Accrued Wages	6,033	39,628
Other payroll accruals payable	1,013	672
PAYGW Payable	33,605	27,156
Superannuation Payable	32,346	32,105
Total Payroll	72,998	99,561
Total Current	124,302	193,224
Total Creditors & Accruals	124,302	193,224
	2018	2017

11. Employee Provisions

Provision for Long Service Leave	53,179	43,281
Provision for Annual Leave	96,998	88,686
Total Employee Provisions	150,177	131,967
	2018	2017

12. Retained Earnings

Retained Earnings	1,880,847	1,706,868
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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 2018

	JAN-MAR 2018	APR-JUN 2018	JUL-SEP 2018	OCT-DEC 2018	TOTAL	2018 OVERALL BUDGET	UNDER/(OVER) \$	UNDER/(OVER) %
Income								
SSAF Funding	500,000	500,000	500,000	489,218	1,989,218	2,000,000	10,782	1
Total Income	500,000	500,000	500,000	489,218	1,989,218	2,000,000	10,782	1
Expenditure								
Student Support Program Costs								
SSAF01 - Provision of Food & Drink	3,809	5,170	6,411	7,142	22,533	19,573	(2,960)	(15)
SSAF02 - Supporting Sporting & Recreational Activity	178,133	66,540	74,164	151,847	470,684	467,751	(2,933)	(1)
SSAF03 - Club Administration Support	69,319	87,464	104,714	115,883	377,379	386,998	9,619	2
SSAF06 - Health & Welfare of Students	64,633	72,415	92,301	113,913	343,261	361,421	18,160	5
SSAF09 - Helping Students with their Financial Affairs	14,706	3,537	17,920	12,224	48,388	35,417	(12,971)	(37)
SSAF12 - Library & Reading Rooms	13,626	1,365	3,793	635	19,420	12,431	(6,989)	(56)
SSAF13 - Supporting Student Artistic Activities	1,788	2,141	2,747	2,914	9,591	13,764	4,173	30
SSAF14 - Supporting Production & Dissemination of Student Media	29,035	33,139	39,819	30,491	132,483	112,755	(19,728)	(17)
SSAF15 - Helping Students Develop Study Skills	25,088	29,581	37,939	51,774	144,382	170,038	25,656	15
SSAF17 - Student Advocacy re University Rules	45,360	53,549	66,681	74,965	240,554	240,313	(241)	-
SSAF18 - Information to help students through Orientation	64,740	24,807	31,739	22,380	143,666	150,376	6,710	4
SSAF19 - Helping Overseas students	4,823	5,389	5,183	5,053	20,448	29,163	8,715	30
Total Student Support Program Costs	515,060	385,098	483,411	589,220	1,972,790	2,000,000	27,210	1
Total Expenditure	515,060	385,098	483,411	589,220	1,972,790	2,000,000	27,210	1
Gross SSAF Surplus/(Deficit)	(15,060)	114,902	16,589	(100,002)	16,428	-	(16,428)	-
SSAF Surplus/(Deficit)	(15,060)	114,902	16,589	(100,002)	16,428	-	(16,428)	-

	JAN-MAR 2018	APR-JUN 2018	JUL-SEP 2018	OCT-DEC 2018	TOTAL	2018 OVERALL BUDGET	UNDER/(OVER) \$	UNDER/(OVER) %
Non-SSAF								
Income								
Interest and Investment Income	(2,673)	18,817	56,794	(64,493)	8,445			
Other Income	-	727	897	3,510	5,134			
Total Income	(2,673)	19,544	57,691	(60,983)	13,580			
Expenses								
Interest & Investment Costs	1,339	1,363	1,387	1,360	5,449			
Depreciation	8,822	8,665	8,137	2,832	28,455			
B22 Cafe opportunity	2,265	-	6,540	4,070	12,875			
Total Expenses	12,426	10,028	16,063	8,262	46,779			
Total Non-SSAF	15,099	(9,516)	(41,628)	69,245	33,200			
Combined SSAF/Non-SSAF Surplus/Deficit	(30,159)	124,418	58,217	(169,247)	(16,771)			