



## 2019 ANNUAL REPORT

# about

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**Edith Cowan University Student Guild** is an independent not for profit organisation run by and for ECU students.

We exist to promote the interests of our members, whilst providing support services and provision of extra-curricular activities and events on campus.

The Guild is overseen by a group of 13 students called the Senate who are elected annually. In 2019, a new Senate were voted in, mainly from the Inspire team, only 3 of whom had been involved in the Guild previously. This brought new ideas and plans to the table, as well as a fresh perspective and intent to resolve some issues carried over from prior years that remained outstanding.

# values

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To be recognised as a progressive student centered organisation focused on holistically representing, supporting and caring for student needs.

**fun** student centered  
diversity **integrity**  
team work



# president's report

FROM ELSA CHEW ON BEHALF OF ABHISHEK MEHTA

2019 has been a series of tumultuous events for the ECU Student Guild. Following the unprecedented turmoil resulting from actions of the 2018 instability of the Guild, most of 2019 was faced with resolving disputes that were causing harm to the reputation of the Guild. The Senate that had been elected by the student body for 2019 continues with their best efforts to manage their departments even under those extenuating circumstances.

The first few months in 2019 were purely focused on sustaining the usual business of the Guild and attending to advocacy services as best as possible for all ECU students as the term began. The appointed CEO at that time had been placed on administrative leave since the end of 2018 and two Guild Student Assist officers employed during the events of 2018 resigned, one in early January 2019 and the other in February 2019. The Guild's Administration and HR Coordinator then resigned in March 2019.

During February and March, lengthy recruitment processes were undertaken to employ one permanent full-time GSA and two permanent part-time GSA's. At around the same time, we also recruited an Administrative Services Coordinator and a Business Services Officer. By mid-year 2019, through a transparent and accountable recruitment process, the Guild was able to fill all vacant positions with candidates who bring a wealth of experience with them.

The Guild CEO returned from administrative leave in early June of 2019. The Senate worked closely with the Operations team to resolve outstanding matters which had not been attended to during the period of CEO leave. This helped the Guild to regain some stability to its usual business. The overall process had provided the Guild a full complement of resources to offer essential advocacy, support and referral services to members at a much larger scale than before.



Through the second quarter of the year, the Guild was also able to conduct many academic workshops, social events, and various initiatives to positively impact the student body through trying times.

In August 2019, the Guild CEO accepted a voluntary redundancy. The Guild's Financial Controller took on the position of Acting CEO in the interim whilst recruitment begun for the Operations Manager through a transparent and accountable process. Our focus was to restore the reputation of the Guild while at the same time cater to the needs of the students in ECU which has always been the purpose for the core existence of the organisation.

Continued Over...

During this period, we established a Policy and Accountability Committee (PAC) which has now been renamed the Continuous Improvement and Development Committee (CIDC). This committee has been effective in proposing, structuring, and reviewing policies and procedures that could be constructive in effectively managing the proceedings of the Guild for a more positive future.

Since then, the Guild has successfully managed to initiate events that targeted all demographics of students and promoted cultural diversity. The Acting CEO had also done an amazing job in facilitating the Guild elections to prepare the Guild for a great start in 2020. In the meantime, a weekly Operations Manager (Acting CEO) and President meeting had been established to ensure more effective communication moving forward.

In October of 2019, Lisa Dwyer was successfully appointed as the Guild's Operations Manager. The ECU Student Guild has acknowledged Acting CEO, Melissa Johnston for all her contributions as provided to the Guild throughout challenging periods and commends her selfless efforts for stepping up in the leadership role to help steer the direction to the benefit of all members of the Guild. The Guild's focus has been on rebuilding relationships both internally and also with external parties. We further provided effective training and extensive support to the elected senate for the year 2020.

Overall, the Guild has transitioned into a more student centric environment and working more effectively with each other in a professional manner. As always, I would like to take this opportunity, on behalf of the ECU Student Guild, to thank all Operations staff and also the 2019 Senate members for their endurance with the events of 2019 that were challenging for all.



Elsa Chew  
Guild President 2020



# operations manager report

**FROM MELISSA JOHNSTON**

**(ACTING CEO: AUGUST 2019 – OCTOBER 2019)**

2019 was the year in which The Guild focused its attentions on resolving contentious issues that dated back to mid-2018. I am happy to say by mid-2019 all issues had been resolved and the Guild was able to move forward with a fresh outlook, with no lingering issues.

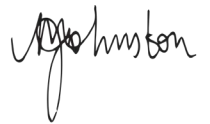
While it was a challenging year for our team, this also brought opportunities for improvement and our demonstrated support for each other during this difficult period, while still providing ongoing student support and services, was a fantastic sign of how strong we are as a group and how well we work together.

One of our key achievements early in the year was the implementation of a new practice management software system, to allow much improved record keeping around the Guild Student Assist support services. Previously, we used an Excel based system but having encountered some fatal errors, we had to urgently find an alternative solution and selected Cliniko after reviewing our requirements, market options and recommendations. We have found it to be a low cost and extremely user-friendly solution, which has given us improved records management and reporting.

We have seen our membership numbers grow year on year by over 10% and while not all of you are directly using our services we are always here in the background making sure the University is accountable and ensuring that your rights and their responsibilities are being upheld.

We look forward to building on this and more in the year to come, continuing to provide our growing student numbers with ongoing support and engagement, contributing to the positive campus culture that we all endeavour to create.

The appointment of our new Operations Manager, Lisa Dwyer, in October 2019 by the Senate, has gone a long way toward our fresh start and has given our Operations team both direction and leadership going forward. I would like to welcome Lisa to the Guild and look forward to working together.



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





# operations manager report

## FROM LISA DWYER (APPOINTED OCTOBER 2019)

Having joined the Guild team in October 2019, I am honoured to be able to lead such a dynamic and energetic team, committed to achieving the best outcomes for students during their studies at Edith Cowan University.

I would like to thank Melissa Johnston our Financial Controller for expertly guiding the organisation between August and October. Her support and dedication during what was quite a tumultuous time is commended.

In the last quarter of 2019 the focus was on reviewing the Guilds previous performance and practices with a view to making improvements across risk areas for 2020. Improvements that have been identified include development of a fit for purpose IT infrastructure that is less bound by complicated and unnecessary data structures in order to support the day to day operations of the business. We will also work on improving our Policy and Procedures for 2020, identifying outdated policy and implementing new policies to better suit our environment.

Ongoing development of University policy around Academic Appeals has required some key developments in the way that we support students, a task which has been confidently undertaken by our Guild Student Assist Officers and I am pleased to say that we have worked with the University both at a Senate and Operational Level to manage those changes in the best interests of all students at ECU.

We also spent considerable time supporting our new Senate for 2020, upskilling and knowledge sharing with Senate members on process and procedures to ensure that they have the skills and support necessary to comprehensively support students. We have a

fantastic Senate in 2020, from a variety of different schools who are extremely keen and able to deliver support to all students across the year. I look forward to working with Elsa Chew and her Senate over the next year to improve all of our services to students.

I would like to also acknowledge the hard work of all Staff members over the past year, many of whom joined the organisation in 2019, who show a dedication to the students of ECU and who work tirelessly to deliver support and activities to students across the year.

I look forward to 2020 with excitement and enthusiasm, in the knowledge that our amazing Team of Senate and staff will deliver outstanding support to students, overcoming and adapting to whatever challenges may be put in front of us.



**Lisa Dwyer**  
**Operations Manager**



# services

## GUILD STUDENT ASSIST

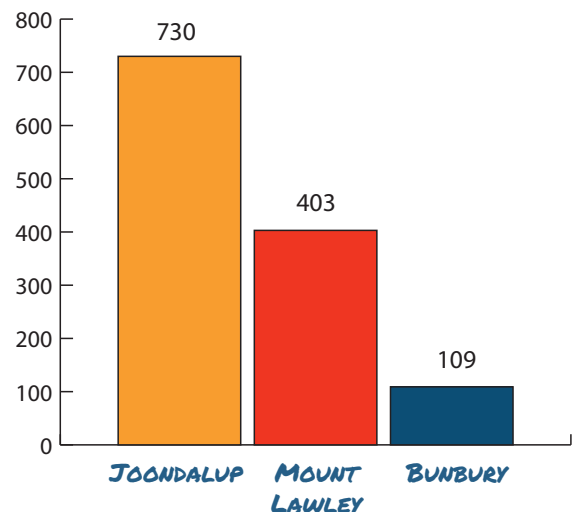
Our Student Assist Officers have been busier than ever, guiding students in need through the avenues of support on academic matter such as appeals, withdrawals and complaints; financial support; welfare support; referral to external services, as well as a range of other services.

A total of 1049 students were supported by our Guild Student Assist Officers in 2019 over 1563 appointments.

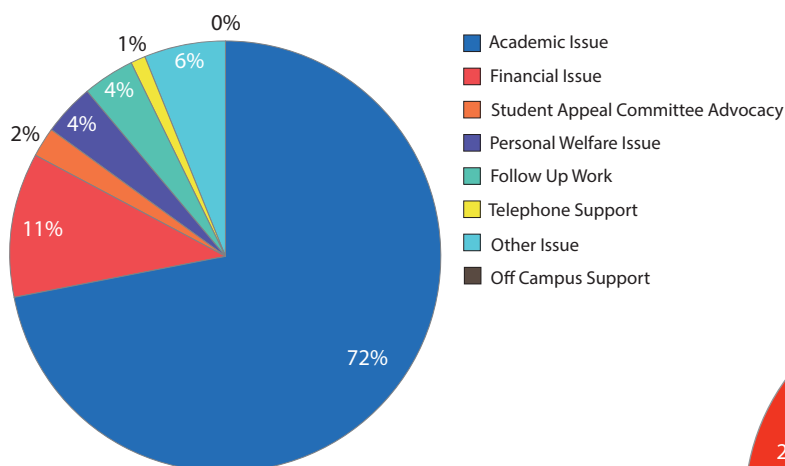
We have also provided \$26,295 of Financial Support to students in need.



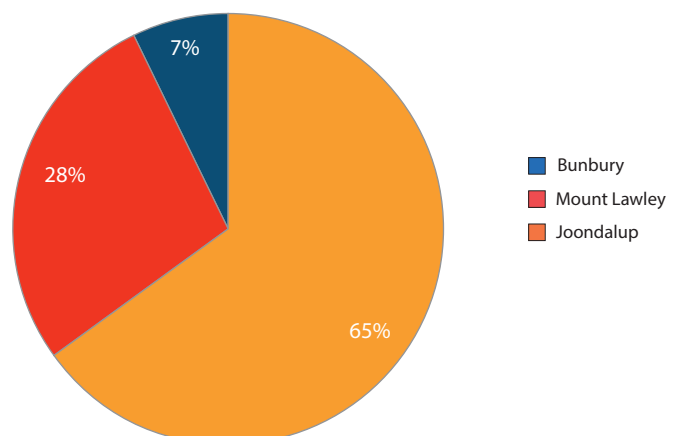
**TOTAL NUMBER OF STUDENTS REQUESTING ASSISTANCE BY LOCATION**



**TYPE OF SUPPORT PROVIDED**



**SUPPORT BY LOCATION**



## BOOKSHOP

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. In 2019 The Guild bought back 412 books and sold a total of 497 books.



## ACTIVITIES AND EVENTS

In 2019 we ran over 200 events including fairs, fetes, forums, workshops, social sports and parties. We handed out over 8,700 sausages! That is a lot of work for a small but dedicated team!

Our parties, hosted in collaboration with ECU Parties and Events (who provide a great group of volunteer support workers), continued to be great nights out, with over 1,690 tickets sold to our major events - we thank all members and their guests for attending and participating in promoting on-campus life!

We have invested in some equipment and staging so we will be well placed to host bigger and better event in the coming years without the high equipment hire costs.

We also took over hosting 'O' Day from the University for the first time in several years and had an amazing attendance from clubs and students. We distributed over 5,000 welcome packs containing 2019 diaries, a reusable coffee cup, assorted stationery items and other goodies to get everyone back into the swing of study.

## CLUBS

The Guild manages student club affiliations and had over 50 student clubs in 2019 with a combined 1200 members register via our website, and over \$50,000 in funding provided to support their events and activities. We love seeing students with common interest come together and support each other, especially when they are away from home or their usual support networks. It provides a fantastic starting point for students to get together and build friendships.





# services

## DIRCKSEY

Dircksey appointed Elisha Hammond as editor of Dircksey in 2019. The first edition was released for Orientation and was distributed to all new students who attended Orientation Sessions and Guild Fair.

Three further editions were released during the year. Whilst technical and staffing issues affected the release of the last edition, the strong commitment of Dircksey team members saw the final edition of the year 'BUZZ' fill 76 pages with student content.



## SOUTH WEST REPORT

In 2019, the Guild held 28 events. These events were targeted to suit a broad range of students. Events included cultural, welfare, recreational and educational themes. Some events, such as the ECU Ball and the orientation sundowner were made possible with the support and collaboration of the University and the Guild. The events are planned early in the year by the South West Coordinator and the two Guild Senators. Budgets are prepared by the South West Coordinator to meet the Guilds funding and align with the events planned for the year.

Bread is donated to the Guild by Bakers Delight and is available for collection by students on Thursday. The Guild also stocks breakfast supplies, noodles, baked beans etc. Fruit, coffee, tea and milk are also available in the student lounge.

During 2019 the Guild offered training courses, such as Auslan and Senior First Aid at a highly discounted price to students. Auslan had 8 students and two ECU staff attend, while approximately 20 students attended the Senior First Aid course.

The Guild provided food and fuel vouchers to students experiencing financial hardship. Fuel vouchers assisted students travel to educational workshops and large social events held on the Perth campus.

Guild student assistance can be accessed from the South West Coordinator in relation to grievances, appeals, inquiries and welfare issues. As this is a small campus generally these issues can be resolved very quickly. The University staff and the Guild have a very good working relationship and this helps to address problems with ease.



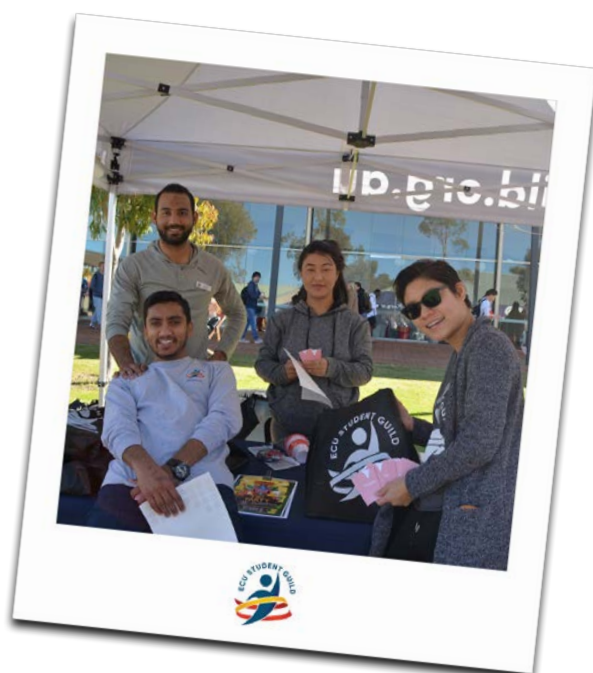
# our future

The full range of Guild services and benefits are open to ECU Guild Members. Guild membership is free to all current ECU students including UniPrep Students.

## OUR FUTURE

As a Guild we plan to continue to grow and develop our organisation in 2020 whilst continuing to provide the outstanding services to students that we currently deliver. We have a number of projects planned for 2020 including:

- IT Infrastructure Improvement Project – In 2020 we aim to improve our digital capabilities by providing an up to date IT Infrastructure to ensure that we are capable of supporting Senate and staff with excellent digital resources to support our students ensuring that our data is secure and protected. This project will include a hardware update and cloud migration.
- Expanding and improving on our Events and Activities – Developing more on campus events for the students of ECU, that are affordable and driven by students, whilst engaging positively with Sponsors to deliver outstanding activities.
- Development of the Guild's Strategic Plan for 2020 – 2025 – We will review our Vision, Mission and Values along with creating a relevant and outcome focused Strategic Plan to guide the organisation across the next 5 years.
- Review of our support options for students to ensure that we offer help in the best way – Our Guild Student Assist Officers will review the support offered to students and adapt programs to better suit the current and future cohorts.
- Development and ongoing review of Organisational Policies and Procedures – In 2020 we will conduct a full review of our policies and procedures to ensure that we have in place robust policies and procedures to better support our staff and student, ensuring that the organisation is relevant and adaptive to the changing environment.



# our team

The Guilds Operations team work hand in hand with the Senate to achieve its goals by providing the resources and knowledge necessary to implement and realise the plans for the year. The Operations team is comprised of 10 full-time and part-time staff, plus several casuals to support events and activities.

Operations Team	Position	
Lisa Dwyer	Operations Manager	(Appointed October 2019)
Melissa Johnston	Financial Controller	
Lauren Reed	Marketing & Communications Officer	
Paul Harnett	Activities & Events Coordinator	
Dianne Webster	South West Coordinator	(Bunbury Campus)
Samantha Barrie	Guild Student Assist Officer	(Appointed March 2019)
Carly Elvin	Guild Student Assist Officer	(Appointed February 2019)
Jonathan Treloar	Guild Student Assist Officer	(Appointed February 2019)
Anthea Marshall	Business Administration Coordinator	(Appointed February 2019)
Nikki Schroder	Business Services Officer	(Appointed May 2019)
Alex Fabbri	Casual	
Ryan Carter	Casual	
Samuel Van Dieman	Casual	
Darren McGrath	Casual	
Desire Monty	Casual	
Meg Long	Casual	
Laurence Walsh	Casual (SW)	



## 2019 SENATE

Committee Member	Position	Dates
Abhishek Mehta	President	Commenced term 1st December 2018 Completed term 30th November 2019
Sarah Cavanough	General Secretary	Commenced term 1st December 2018 Maternity Leave from 30 July 2019 Term ended 30th November 2019
Elsa Chew	Acting General Secretary	From 30 July 2019 Completed term 30th November 2019
Seema Berhani	Vice President (Academic)	Commenced term 1st December 2018 Completed term 30th November 2019
Faizan Akram	Vice President (Equity & Diversity)	Commenced term 1st December 2018 Completed term 30th November 2019
Alfred Koche	Vice President (Social Activity)	Commenced term 1st December 2018 Resigned 1st August 2019 (graduated)
Rajesh Kumar	Vice President (Social Activity)	Appointed 1st August 2019 Completed term 30 November 2019
Elsa Chew	Environmental & Sustainability Officer	Commenced term 1st December 2018 Accepted position of Acting General Secretary 30 July 219
Vimal Khetiya	International Officer	Commenced term 1st December 2018 Completed term 30th November 2019
Dago Om	Postgraduate Officer	Commenced term 1st December 2018 Completed term 30th November 2019
Ellen Mayhew	South West Officer	Commenced term 1st December 2018 Completed term 30th November 2019
Wakini Gichira	South West General Senator	Completed term 30th November 2018 Completed term 30th November 2019
Rajesh Kumar	General Senator	Commenced term 1st December 2018 Resigned 1 August 2019 to accept VP Social
Georgia Maher	General Senator	Completed term 30th November 2018 Completed term 30th November 2019
Syed Shah	General Senator	Commenced term 1st December 2018 Completed term 30th November 2019
Brian Njane	General Senator	Appointed 8th September 2019 Completed term 30th November 2019

# financial controller report

*FROM MELISSA JOHNSTON*

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Financially, the Guild continues to rely almost entirely on SSAF funding from the University for our ~\$2m revenue, with limited opportunities arising for commercial activity. We continue to develop our skills and internal capacity with a view to gaining future opportunities so that we will be well placed to dive in when one presents.

We are making great improvements towards our in-house capabilities and improving our systems, policies and processes to provide a strong framework to move forward with. It is hard to grow and expand without first having a strong foundation so we are getting this solid base strong to begin with.

With strong budget management and co-operation we have been able to manage our funding across our departments with limited difficulty, resulting in the ability to upgrade some equipment late in the year and limit our unspent funds for 2019.

# KPI Quarterly Financial Report Q4 2019

Edith Cowan University Student Guild

ABN 87 081 487 187

As at 31 December 2019



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# Statement of Financial Position

## Edith Cowan University Student Guild As at 31 December 2019

	NOTES	31 DEC 2019	31 DEC 2018
<b>Assets</b>			
<b>Current Assets</b>			
Bank accounts	4	607,841	129,461
Receivables & Accruals	5	513,206	1,100,935
Inventory	6	14,097	17,063
Prepayments	7	57,383	59,829
<b>Total Current Assets</b>		<b>1,192,526</b>	<b>1,307,288</b>
<b>Non-Current Assets</b>			
Property, plant and equipment	8	82,664	60,536
Intangibles	9	-	6,052
Investment Reserves	10	845,650	800,494
<b>Total Non-Current Assets</b>		<b>928,314</b>	<b>867,082</b>
<b>Total Assets</b>		<b>2,120,840</b>	<b>2,174,370</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
GST		15,430	24,415
Creditors & accruals	11	186,873	124,302
Other Current Liabilities		-	1,400
Provision for Legal Settlement		-	10,000
Employee provisions	12	102,077	150,177
<b>Total Current Liabilities</b>		<b>304,381</b>	<b>310,294</b>
<b>Total Liabilities</b>		<b>304,381</b>	<b>310,294</b>
<b>Net Assets</b>		<b>1,816,460</b>	<b>1,864,076</b>
<b>Equity</b>			
Retained Earnings		1,816,460	1,864,076
<b>Total Equity</b>		<b>1,816,460</b>	<b>1,864,076</b>

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

# Income & Expenditure Statement

## Edith Cowan University Student Guild For the year ended 31 December 2019

	OCT-DEC 2019	OCT-DEC 2018	2019	2018
<b>Income</b>				
SSAF Funding	457,275	489,218	1,957,275	1,989,218
Other Revenue	24,781	28,997	102,047	130,221
<b>Total Income</b>	<b>482,056</b>	<b>518,215</b>	<b>2,059,322</b>	<b>2,119,439</b>
<b>Direct Costs</b>				
<b>Student Support Program Costs</b>				
SSAF01 - Provision of Food & Drink	(180)	4,227	17,680	13,425
SSAF02 - Supporting Sporting & Recreational Activity	108,857	83,817	213,043	278,339
SSAF03 - Club Administration Support	30,035	23,723	60,794	70,002
SSAF06 - Health & Welfare of Students	28,276	22,801	64,508	52,211
SSAF09 - Helping Students with their Financial Affairs	30	(884)	11,995	20,507
SSAF12 - Library & Reading Rooms	(2,209)	1,806	24,065	40,475
SSAF13 - Supporting Student Artistic Activities	5,239	-	10,537	-
SSAF14 - Supporting Production & Dissemination of Student Media	6,401	6,524	18,343	27,044
SSAF15 - Helping Students Develop Study Skills	24,290	12,475	44,974	13,734
SSAF17 - Student Advocacy re University Rules	1,024	6,000	2,464	6,388
SSAF18 - Information to help students through Orientation	13,996	(20)	68,609	73,700
SSAF19 - Helping Overseas students	7,507	328	11,747	5,506
<b>Total Student Support Program Costs</b>	<b>223,266</b>	<b>160,797</b>	<b>548,758</b>	<b>601,332</b>
<b>Total Direct Costs</b>	<b>223,266</b>	<b>160,797</b>	<b>548,758</b>	<b>601,332</b>
<b>Gross SSAF Surplus/(Deficit)</b>	<b>258,790</b>	<b>357,418</b>	<b>1,510,565</b>	<b>1,518,107</b>
<b>Indirect Costs</b>				
Administrative Overheads	(14,228)	52,339	102,534	126,613
Infrastructure Overheads	59,630	46,906	135,432	121,406
Salaries & Wages	276,669	281,592	1,154,931	1,058,709
Salary On-Costs	64,833	50,990	109,631	169,235
Election Costs	15,609	21,515	15,618	21,630
<b>Total Indirect Costs</b>	<b>402,513</b>	<b>453,343</b>	<b>1,518,146</b>	<b>1,497,591</b>
<b>SSAF Surplus/(Deficit)</b>	<b>(143,724)</b>	<b>(95,925)</b>	<b>(7,581)</b>	<b>20,515</b>
<b>Non-SSAF</b>				
<b>Income</b>				
Interest & Investment Income	8,631	(64,493)	58,979	8,445
Other Income	(1,050)	(568)	(659)	1,047
<b>Total Income</b>	<b>7,582</b>	<b>(65,061)</b>	<b>58,320</b>	<b>9,493</b>
<b>Expenses</b>				
Interest & Investment Costs	1,435	1,360	5,867	5,449
Depreciation	9,432	2,832	35,149	28,455

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



	OCT-DEC 2019	OCT-DEC 2018	2019	2018
B22 Cafe opportunity	-	4,070	-	12,875
<b>Total Expenses</b>	<b>10,867</b>	<b>8,262</b>	<b>41,016</b>	<b>46,779</b>
<b>Total Non-SSAF</b>	<b>3,286</b>	<b>73,322</b>	<b>(17,304)</b>	<b>37,286</b>
<b>Combined SSAF/Non-SSAF Surplus/Deficit</b>	<b>(147,010)</b>	<b>(169,247)</b>	<b>9,723</b>	<b>(16,771)</b>

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

# Statement of Cash Flows

## Edith Cowan University Student Guild For the 3 months ended 31 December 2019

	OCT-DEC 2019	OCT-DEC 2018
<b>Cash flows from Operating Activities</b>		
SSAF Received	1,102,145	-
Receipts from customers	27,674	31,302
Payments to suppliers and employees	(661,334)	(718,403)
Interest Paid	(3)	-
<b>Total Cash flows from Operating Activities</b>	<b>468,482</b>	<b>(687,102)</b>
<b>Cash flows from Investing Activities</b>		
Dividends received	345	664
Interest received	3,680	5,312
Payment for property, plant and equipment	(31,236)	(13,910)
Increase in investments	1,083	696
<b>Total Cash flows from Investing Activities</b>	<b>(26,127)</b>	<b>(7,238)</b>
<b>Net increase/(decrease) in cash held</b>	<b>442,354</b>	<b>(694,340)</b>
<b>Cash Balances</b>		
Opening cash balance	168,496	828,947
Closing cash balance	610,851	134,607
Movement in cash	442,354	(694,340)

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

# Notes to the Financial Statements

## Edith Cowan University Student Guild For the 3 months ended 31 December 2019

### 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 themanagement of the Guild. The assets are brought to account at cost and amortised over the useful life of the asset.

	2019	2018
<b>2. Revenue</b>		
SSAF Revenue	1,957,275	1,989,218
<b>Non-SSAF Revenue</b>		
Book Sales	20,946	26,839
Plan B/IOOF Change in Market Value	23,928	(41,485)
Plan B/IOOF Distribution	22,961	35,949
Insurance Claims	-	852
Interest received	12,090	13,981
Merchandise Sales	55	36
Ticket Sales	79,284	100,096
Proceeds from sale of assets/Disposal of Fixed Assets	(993)	727
Other Revenue	1,824	2,718
<b>Total Non-SSAF Revenue</b>	<b>160,096</b>	<b>139,714</b>
<b>Total Revenue</b>	<b>2,117,371</b>	<b>2,128,932</b>
	2019	2018

## 3. Expenses

Depreciation	35,909	30,122
Amortisation	5,059	5,409
Superannuation	117,882	121,796
<b>Total Expenses</b>	<b>158,850</b>	<b>157,326</b>

	2019	2018
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## 4. Cash & Cash Equivalents

### Cash Balances

#### Bank Accounts

Bendigo Bank	606,322	129,902
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These notes should be read in conjunction with the attached compilation report.

	2019	2018
PayPal Merchant Account	1,697	2,691
<b>Total Bank Accounts</b>	<b>608,019</b>	<b>132,594</b>
<b>Other Cash Items</b>		
Vouchers	-	790
Petty Cash	2,830	1,224
<b>Total Other Cash Items</b>	<b>2,830</b>	<b>2,014</b>
<b>Total Cash Balances</b>	<b>610,850</b>	<b>134,607</b>
Credit Cards	(3,009)	(5,147)
<b>Total Cash &amp; Cash Equivalents</b>	<b>607,841</b>	<b>129,461</b>
	2019	2018

## 5. Receivables

<b>Receivables</b>		
Accounts Receivable	511,799	1,094,775
Other Debtors - Student Loans	3,998	6,786
Less: Provision for Doubtful Debts	(2,261)	(2,716)
Accrued Income	(331)	2,090
<b>Total Receivables</b>	<b>513,206</b>	<b>1,100,935</b>
<b>Total Receivables</b>	<b>513,206</b>	<b>1,100,935</b>
	2019	2018

## 6. Inventory

<b>Inventories</b>		
Stock on Hand - Books	14,097	17,063
<b>Total Inventories</b>	<b>14,097</b>	<b>17,063</b>
<b>Total Inventory</b>	<b>14,097</b>	<b>17,063</b>
	2019	2018

## 7. Prepayments

Prepayments - Other	39,657	49,920
Prepayments - Insurance	17,726	9,909
<b>Total Prepayments</b>	<b>57,383</b>	<b>59,829</b>
	2019	2018

## 8. Property Plant and Equipment

<b>Plant and Equipment</b>		
<b>Plant and equipment at cost</b>		
<b>Plant and equipment (Low Value Pool) at cost</b>		
Low Value Assets (\$300-\$1000) - at cost	29,071	24,470
Low Value Assets - acc dep	(29,071)	(24,042)
<b>Total Plant and equipment (Low Value Pool) at cost</b>	<b>-</b>	<b>428</b>
<b>Plant and equipment (ML) at cost</b>		
P & E - ML - at cost	44,492	57,264

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

	2019	2018
P & E - ML - acc dep	(33,636)	(40,053)
<b>Total Plant and equipment (ML) at cost</b>	<b>10,856</b>	<b>17,212</b>
<b>Plant and equipment (BU) at cost</b>		
P & E - BU - at cost	10,847	10,941
P & E - BU - acc dep	(10,280)	(9,646)
<b>Total Plant and equipment (BU) at cost</b>	<b>567</b>	<b>1,295</b>
<b>Plant and equipment (JO) at cost</b>		
P & E - JO - at cost	190,327	140,406
P & E - JO - acc dep	(119,086)	(98,805)
<b>Total Plant and equipment (JO) at cost</b>	<b>71,241</b>	<b>41,601</b>
<b>Total Plant and equipment at cost</b>	<b>82,664</b>	<b>60,536</b>
<b>Total Plant and Equipment</b>	<b>82,664</b>	<b>60,536</b>
<b>Total Property Plant and Equipment</b>	<b>82,664</b>	<b>60,536</b>
	2019	2018

## 9. Intangibles

<b>Other Intangible Assets</b>		
Software - Recfind	-	32,469
Less: Provision for Amortisation	-	(26,417)
<b>Total Other Intangible Assets</b>	<b>-</b>	<b>6,052</b>
<b>Total Intangibles</b>	<b>-</b>	<b>6,052</b>
	2019	2018

## 10. Investments

<b>Financial assets - Managed Funds</b>		
Plan B/IOOF - Managed Fund - Investment	503,085	485,703
Plan B/IOOF - Managed Fund - Change in Market Value	(35,839)	(59,767)
<b>Total Financial assets - Managed Funds</b>	<b>467,246</b>	<b>425,936</b>
<b>Term deposits</b>		
Bendigo Bank - TD 2014+2015 SSAF excess	378,405	374,558
<b>Total Term deposits</b>	<b>378,405</b>	<b>374,558</b>
<b>Total Investments</b>	<b>845,650</b>	<b>800,494</b>
	2019	2018

## 11. Creditors & Accruals

<b>Current</b>		
<b>Creditors</b>		
Trade Creditors	104,538	42,498
Sundry Creditors	522	-
Accruals	3,547	8,804
Rounding	-	1
Suspense	-	-
<b>Total Creditors</b>	<b>108,607</b>	<b>51,304</b>

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

	2019	2018
<b>Payroll</b>		
Accrued Wages	14,229	6,033
Other payroll accruals payable	483	1,013
PAYGW Payable	28,682	33,605
Superannuation Payable	34,872	32,346
<b>Total Payroll</b>	<b>78,266</b>	<b>72,998</b>
<b>Total Current</b>	<b>186,873</b>	<b>124,302</b>
<b>Total Creditors &amp; Accruals</b>	<b>186,873</b>	<b>124,302</b>
	2019	2018

**12. Employee Provisions**

Provision for Long Service Leave	58,915	53,179
Provision for Annual Leave	43,162	96,998
<b>Total Employee Provisions</b>	<b>102,077</b>	<b>150,177</b>
	2019	2018

**13. Retained Earnings**

Retained Earnings	1,864,076	1,880,847
Transfers from Reserves	(57,339)	-
Current Year Earnings	9,723	(16,771)
<b>Total Retained Earnings</b>	<b>1,816,460</b>	<b>1,864,076</b>

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



# Spending Program by SSAF Category

## Edith Cowan University Student Guild For the 3 months ended 31 December 2019

	JAN-MAR 2019	APR-JUN 2019	JUL-SEP 2019	OCT-DEC 2019	TOTAL	2019 OVERALL BUDGET	OVER/(UNDER) \$	OVER/(UNDER) %
<b>Income</b>								
SSAF Funding	500,000	500,000	500,000	457,275	1,957,275	2,000,000	(42,725)	-2%
<b>Total Income</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	<b>457,275</b>	<b>1,957,275</b>	<b>2,000,000</b>	<b>(42,725)</b>	<b>-2%</b>
<b>Expenditure</b>								
<b>Student Support Program Costs</b>								
SSAF01 - Provision of Food & Drink	9,307	11,218	11,687	5,552	37,765	30,280	7,485	25%
SSAF02 - Supporting Sporting & Recreational Activity	100,358	148,424	92,763	189,340	530,884	518,316	12,568	2%
SSAF03 - Club Administration Support	55,849	54,239	83,027	89,179	282,294	297,525	(15,231)	-5%
SSAF06 - Health & Welfare of Students	78,964	90,268	114,263	114,738	398,232	421,241	(23,009)	-5%
SSAF09 - Helping Students with their Financial Affairs	11,400	7,612	4,545	4,663	28,221	24,458	3,763	15%
SSAF12 - Library & Reading Rooms	554	2,459	8,019	(677)	10,355	10,907	(552)	-5%
SSAF13 - Supporting Student Artistic Activities	4,905	5,741	9,829	11,080	31,555	30,181	1,374	5%
SSAF14 - Supporting Production & Dissemination of Student Media	21,205	19,609	30,940	28,326	100,080	108,792	(8,712)	-8%
SSAF15 - Helping Students Develop Study Skills	23,515	35,582	34,718	52,163	145,977	142,342	3,635	3%
SSAF17 - Student Advocacy re University Rules	39,657	42,633	63,237	49,191	194,718	227,203	(32,485)	-14%
SSAF18 - Information to help students through Orientation	75,216	22,593	32,894	44,308	175,011	159,691	15,320	10%
SSAF19 - Helping Overseas students	4,962	4,527	7,139	13,136	29,764	29,064	700	2%
<b>Total Student Support Program Costs</b>	<b>425,892</b>	<b>444,905</b>	<b>493,060</b>	<b>600,999</b>	<b>1,964,856</b>	<b>2,000,000</b>	<b>(35,144)</b>	<b>-2%</b>
<b>Total Expenditure</b>	<b>425,892</b>	<b>444,905</b>	<b>493,060</b>	<b>600,999</b>	<b>1,964,856</b>	<b>2,000,000</b>	<b>(35,144)</b>	<b>-2%</b>
<b>Gross SSAF Surplus/(Deficit)</b>	<b>74,108</b>	<b>55,095</b>	<b>6,940</b>	<b>(143,724)</b>	<b>(7,581)</b>	<b>-</b>	<b>(7,581)</b>	<b>-</b>
<b>SSAF Surplus/(Deficit)</b>	<b>74,108</b>	<b>55,095</b>	<b>6,940</b>	<b>(143,724)</b>	<b>(7,581)</b>	<b>-</b>	<b>(7,581)</b>	<b>-</b>

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

	JAN-MAR 2019	APR-JUN 2019	JUL-SEP 2019	OCT-DEC 2019	TOTAL	2019 OVERALL BUDGET	OVER/(UNDER) \$	OVER/(UNDER) %
<b>Non-SSAF</b>								
<b>Income</b>								
Interest & Investment Income	25,764	17,625	7,460	8,631	59,480	-	59,480	-
Other Income	15	(769)	644	(1,050)	(1,160)	-	(1,160)	-
<b>Total Income</b>	<b>25,779</b>	<b>16,856</b>	<b>8,104</b>	<b>7,582</b>	<b>58,320</b>	<b>-</b>	<b>58,320</b>	<b>-</b>
<b>Expenses</b>								
Interest & Investment Costs	1,347	1,412	1,673	1,435	5,867	-	5,867	-
Depreciation	12,478	6,880	6,359	9,432	35,149	-	35,149	-
<b>Total Expenses</b>	<b>13,825</b>	<b>8,292</b>	<b>8,032</b>	<b>10,867</b>	<b>41,016</b>	<b>-</b>	<b>41,016</b>	<b>-</b>
<b>Total Non-SSAF</b>	<b>(11,954)</b>	<b>(8,563)</b>	<b>(73)</b>	<b>3,286</b>	<b>(17,304)</b>	<b>-</b>	<b>(17,304)</b>	<b>-</b>
<b>Combined SSAF/Non-SSAF Surplus/Deficit</b>	<b>86,062</b>	<b>63,658</b>	<b>7,013</b>	<b>(147,010)</b>	<b>9,723</b>	<b>-</b>	<b>9,723</b>	<b>-</b>

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