

**Curtin University Student Guild**  
**Finance Induction for 2024 Executive Representatives**

**Contents**

1.	HOW THE FINANCE DEPARTMENT WORKS .....	1
2.	HOW ANNUAL BUDGETS WORK .....	2
3.	HOW TO MONITOR MONTHLY STUDENT SPENDING. ....	3
4.	INCURRING EXPENSES.....	3
5.	HOW TO PROCESS INVOICES .....	4
6.	WHAT IS A TAX INVOICE.....	5
7.	HOW TO BE REIMBURSED FOR OUT OF POCKET EXPENSES.....	6
8.	PLANNING AND MANAGING TRAVEL EXPENSES .....	6
9.	ADDITIONAL NOTES .....	7
10.	ATTACHMENTS.....	9
A.	<b>EXPENSE CLAIM REIMBURSEMENT FORM (Section 7 ii) .....</b>	<b>9</b>
B.	<b>STATEMENT BY SUPPLIER (HOBBY FORM) (Section 6 iv).....</b>	<b>10</b>
C.	<b>LEAVE FORM (Section 9 i).....</b>	<b>11</b>
D.	<b>STATEMENT OF FINANCIAL PERFORMANCE (Section 3).....</b>	<b>12</b>
E.	<b>BUDGET REPORT (For further information see Section 2) .....</b>	<b>13</b>

## 1. HOW THE FINANCE DEPARTMENT WORKS

The finance Department consists of the following staff members:

Sally Corbett – Finance Officer (4331)  
Jo Boldison – Senior Finance Officer (3092)  
Karen Rennie – Management Accountant (2462)

The Finance Department has a number of functions.  
Some of those functions are:

- (i) **Creditors (Accounts Payable).** This is where all monies owed to third parties are recorded as an expense and are paid when due. If you need assistance regarding a payment, please see **Sally Corbett** or email [finance@guild.curtin.edu.au](mailto:finance@guild.curtin.edu.au).
- (ii) **Debtors (Accounts Receivable).** If organising a special event/conference etc. which requires invoices to be raised for deposits/registration fees, please discuss your requirements with our Finance Officer **Sally Corbett** to ensure the correct process and forms are being used. Also, if any money is owed to the Guild for any reason whatsoever, Sally can again help with this.
- (iii) **Payroll.** This is the paying of salaries on a fortnightly basis. The person in charge of that area is **Jo Boldison**, and she will be able to help you regarding questions associated with your pay.
- (iv) **Monthly Financial Results.** Monthly accounts are a financial summary of what happened in the Guild overall, and in all individual portfolios, during a particular month. If you need assistance regarding monthly accounts, please see **Karen Rennie**.
- (v) **Annual Budgets.** Budgets are an estimate of future streams of income and expenditure. They are prepared based on the input provided by Portfolio Managers and Student Executives. If you need assistance regarding budgets please see **Karen Rennie**.

## **2. HOW ANNUAL BUDGETS WORK**

(See sample of a budget report [below](#))

### **(i) The Budget Process**

The Management Accountant prepares a budget for the following year, on an annual basis for all the different Guild portfolios.

The process generally begins in around August by using a copy of the current year's budget. Income and expenses are adjusted to allow for CPI changes and growth. The salaries and wages budgets are adjusted to allow for award or other increases for the coming year. The Management Account then asks for feedback from the Secretary and Portfolio Managers to see if there are any changes they may like to see in terms of moving funding around between the individual budgeted expense lines within their areas.

The result is the first draft of next year's budget.

### **(ii) Finance & Risk Committee**

One of the jobs of the Finance & Risk committee is to review the budget each year. At the September meeting the first draft is reviewed and suggestions made. These are then incorporated into the budget as and where possible.

The final budget is then presented at the November meeting of this committee. The committee then recommends the budget to Guild Council.

### **(iii) Guild Council**

The final version of the budget is provided to the Guild Council at its November meeting. The Council has the right to ask questions and receive clear responses to their questions from either the Guild President, Managing Director, Secretary and/or Management Accountant. Complex enquiries are encouraged to be asked before the Guild Council meets so that clear answers can be given at the Council meeting.

Once Council is satisfied that the budget is sustainable the budget is generally approved.

### **(iv) Accessing Budgets**

The final Guild budget is available M-Files. A link for the excel version of the budget will be emailed to all the Executives.

### **(v) Budget Changes**

As mentioned above, budgets are prepared based on historical information as well as on future expectations of the managers. In the case of the Student Executives, because their representative period is limited to one year, it is necessary for the incumbent team to make assumptions and decisions for the incoming team.

The incoming Representatives may be able to modify the original budget if they desire, as long as these changes don't affect the overall allocation to Student Representation. Any changes will have to be supported by a planned course of actions/activities. Please see the Management Accountant with regards to this issue.

Please keep in mind, the budgets are an allocation of funding for services to be performed by the Student Representatives for the **benefit** of their student members.

#### (vi) Representation Budget Areas

Representation is split into 5 main Budget areas:

- 1) President - **3001**. This area covers all wages and expenses directly attributed to the President position, including things like campaigns and travel.
- 2) Representation - **3002**. This area includes all wages and expenses incurred by the Executive positions except Activities, the Representatives and the honorariums for the Equity Officers. This includes things like union fees, activities, campaigns, conferences and t-shirts.
- 3) Activities - **3003**. This area covers all wages and expenses directly attributed to the VP - Activities position, including BBQ's and Activities.
- 4) Governance - **3004**. This includes election costs, Induction costs, and travel to conferences for Guild council members, insurance for the Representation division and AGM costs, as well as salaries for the Secretary.
- 5) WASM – **3005**. This includes the wages, expenses and revenue all relating to the Guild Representatives at WASM.

### 3. HOW TO MONITOR MONTHLY STUDENT SPENDING.

Every month the Student Executive will receive a copy of their expenditure in the form of a monthly report, called '**Financial Report October 2023**' (See [example below](#)) via an email link in M-Files.

This report will compare the last month's revenue and expenses with the budgeted revenue and expenses. It would be great if all the Executives should check their area to ensure that all transactions included are based on their understanding of what has occurred in the prior month.

Any Revenue or Expenses that are higher than the budgeted amount need to be followed up by the Secretary. Additionally, if there is anything in the reports that the Executive does not understand, this may be followed up with the Management Accountant.

### 4. INCURRING EXPENSES

- (i) Prior to incurring an expense, **check that the budget includes an allocation for the item in question**. If the amount is included in the budget, or if on a year to date basis you still have an unused allocation, then the cost can be incurred, on the proviso that the purchase is the best value for money, **and** it is of benefit to the Guild.
- (ii) Expenses not authorised as per the outline above, might be considered to be personal expenses rather than expenses of the Guild. Under these circumstances the Guild will require that the person ordering the item(s) reimburse the Guild for those expenses. **Only the Managing Director, Portfolio Managers and Executives have the authority to incur a debt on behalf of the Guild. No-one however, can personally approve their own expense.**
- (iii) If you have already spent the full budgeted amount in a line item and you definitely require the expense, look at the other line items and determine if there is a line where you have not spent your whole budget. If you are satisfied that you can meet your overall budget, talk to

the Management Accountant to arrange for the change to your budgeted line items. A purchase can then be made, provided the price is the best value for money you can get, **and** it is of benefit to the Guild.

- (iv) If you find that there is no leeway in your budget but you still require the purchase, because it is indispensable to carrying out your duties as a Student Representative, then you can apply for additional expenditure. **Please consult with the Secretary or Management Accountant for further information.** Remember that you must be able to justify your expenditure and show that it is going to benefit the students that you represent via the Guild.
- (v) Before you purchase anything, first find out if the Guild has a preferred supplier for the item you are seeking. You can do that by liaising with one of our Portfolio Managers. Determine where the item you are seeking fits within the Portfolios of the Guild and consult with the Manager of that Portfolio who will then direct you to our preferred suppliers. If the item is of high cost, then please organise some quotes before deciding, following the instructions under **5(i)** and **(ii)** above.
- (vi) If you require the use of one of the corporate credit cards to make a purchase you still need to have the expense authorised before requesting to use the card. Please also follow steps outlined in **5 (i)** and **(ii)** above.

## 5. HOW TO PROCESS INVOICES

- (i) All invoices must be sent to [invoices@guild.curtin.edu.au](mailto:invoices@guild.curtin.edu.au) as a PDF Attachment. Please ensure your name or dept. is used as an order number on the invoice so Finance will know who to allocate the invoice to for authorisation. Once received, finance will assign the invoice to the relevant authorised signatory via M-Files. The invoice will then require coding and approval for payment, finance will not be able to pay invoices without correct codes. All Student Representatives spending must be approved by one of the Executives. Purchases from overseas suppliers is generally not allowed. The Guild is not a specialist in imports. Imported items are vastly available in Australia and in the end the local goods are often less expensive than imported ones, due to quantity purchased, Freight, Import Duties and GST.
- (ii) The Guild's policy is to pay all monies owed on time, i.e. by the due date. If the invoice is received well before its due date, it will not be paid until it is due unless there is the incentive of a discount for early payment. **Please ensure all invoices are coded and authorised by the deadline date on the assignment via M-Files to avoid overdue invoices.** The Curtin Student Guild has an AAA credit rating when it comes to the creditors; please ensure that we can keep it that way.
- (iii) Finance processes invoices for payment once a week, normally on a Thursday. Cut off for these payments are COB on Monday. The Finance staff understands that there are some **rare** occasions where the payment is urgent and needs to be paid outside of these days. If this is the case, please discuss this with the finance dept.

## 6. WHAT IS A TAX INVOICE

- (i) A Tax Invoice is an invoice that must contain the following details:
- The supplier's Australian Business Number (ABN).
  - The Supplier's name.
  - Tax invoice number
  - The name and address of the receiver of the goods or service should always be **Curtin Student Guild**, and/or the name of the outlet E.g. G-Mart. we cannot accept anything else.
  - The date of issue of the invoice.
  - A brief description of what has been sold.
  - The details of the price and whether or not it includes GST.

For further confirmation please refer to the ATO Fact sheet found [here](#).

### (ii) AUSTRALIAN BUSINESS NUMBER (ABN)

Businesses are required to register for GST if their turnover is greater than \$75,000 per year or \$150,000 for non-profit organisations and to obtain an Australian Business Number (ABN). If annual turnover is less than \$75,000 GST registration is optional. An unregistered business cannot claim or charge GST.

If a supplier doesn't have an ABN, 47% tax must be deducted from the amount paid to the supplier and forwarded to the Australian Taxation Office. We prefer not to have to deduct the 47% so the **alternative** and the **preferred** method for payment of an invoice to an unregistered business is to complete the form **called "Statement by Supplier Form"** also known as "**Hobby Form**". More about this form can be read below. Once the form has been correctly completed by the supplier and signed it will need to be submitted together with the invoice to Finance for payment.

### (iii) GST

GST is a broad based tax of 10% on the supply of most goods and services consumed in Australia. To be able to claim the GST credits, businesses must ensure that the supplier's tax invoice complies with the requirements of the ATO ([see ATO-GST for Small Business-NAT3014 here](#))

- GST Free Supplies include milk, raw chicken, vegetables, fresh fish, eggs, cheese, tea, coffee, sugar (basic food items).
- GST Supplies include pizza's, hot dogs, cakes, pies, ice-cream, confectionery, soft drinks and services (non basic items)

### (iv) 'Statement by Supplier form' or 'Hobby Form'

In the past we have had suppliers who do not have an ABN, are not registered for GST, but are providing their services to the Guild. If after asking the supplier for the above mentioned requirements, you are advised that they are not registered for GST and do not have an ABN number, you must request that they complete, sign and deliver to Finance together with their invoice a form called '**Statement by a Supplier**' also known as '**Hobby Forms**' ([see example of form here](#)). If the payer (Curtin Student Guild) has reasonable grounds to believe that the statement the supplier makes is false or misleading, they are required to withhold 47% (from 1 July 2017) from the total payment for the supply. This decision will be based on the information as outlined in the "Steps to work out if you are in business) section on the ATO Website which can be found [here](#).

As per the ATO website. The Payer (Curtin Student Guild) may be subject to penalties if they do not withhold an amount when required. The penalty will be equal to the amount that should have been withheld. It is an offence not to withhold, and the payer may be prosecuted in appropriate cases. See Full Details [here](#).

## **7. HOW TO BE REIMBURSED FOR OUT OF POCKET EXPENSES.**

**Guild related expenses must be approved before being incurred.** There should be an allocation in your budget, and it should be approved by any of the holders of the positions listed on **5 (ii)** above with the described consequences should this requirement not be followed.

(i) ***Expenses***

Expenses incurred without prior approval will not be reimbursed.

(ii) ***Reimbursements***

Reimbursements for Guild related expenses can be claimed using an Expense Reimbursement Claim Form via M-Files (**see example form [here](#)**). The original of the Tax Invoice must be attached to all claims for reimbursement. Via the “supporting documentation property in the MetaData, copies are not acceptable. The original of your EFTPOS or visa transaction is required but is not acceptable in lieu of an original Tax Invoice. The Form is in M-Files in a workflow. Complete the form and save, the form will then appear in your “Assigned” section in M-Files. Open the form to complete, attach the supporting documentation, check the form in. Once checked in finance will allocated it if required for management approval and process the payment in the next payment run. Reimbursements will be paid via a direct credit into your nominated bank account.

## **8. PLANNING AND MANAGING TRAVEL EXPENSES**

Before you plan to travel, ensure that there is an allowance in your budget to do so. Once this is established you need to arrange for accommodation if required, and method of travel.

(i) ***TRAVEL***

If you need to travel by air, you will need to book your flight. Before you do check the various airlines providing services to your destination. Once you have found the most economical airfare, you can either use one of the corporate credit cards, or pay for the travel and then obtain a reimbursement. Again, this must have prior approval through the proper channels.

(ii) ***ACCOMMODATION***

Sometimes accommodation costs are included in the cost of the Seminar or Conference you are attending. In this case the accommodation will be paid at the same time as the conference costs. Ensure you follow the instructions above on **“How to Process Invoices” [above](#)**.

In cases where the accommodation costs need to be paid separately, ensure that you make the booking and that the cost has been allocated in your budget. Once this is confirmed authorise the Tax Invoice obtained from the accommodation provider, and pass it on to the Finance Dept for payment following the instructions of **“How to Process Invoices”** as per **[above](#)**.

(iii) ***OUT OF POCKET TRAVEL EXPENSES***

Sometimes all meals are included in the cost of a Conference or Seminar. In cases where meals are not included, you might be entitled to a refund. Ensure that these costs are not excessive, i.e. when added to the other Conference, Travel and Registration expenses, should not add up to more than the ‘\$1,000 (for example) allowance; the amount depends on how much has been allocated to your department based on expected costs.

In general, hire of cars is not an option and buses and trains are to be used instead of taxis. There might be some exceptions and these must be discussed and be approved **before** you incur the expense.

In order to successfully claim a reimbursement of travel expenses, **you must provide the finance department with original Tax Invoices or Tax Receipts. Ensure that alcohol is not a part of your claim.**

## 9. ADDITIONAL NOTES

### (i) **PAYROLL**

- It would be of help to the Finance department, if the Guild Executive keep Finance informed regarding any changes affecting the Student Council members' remuneration. Changes can be things like new nominations, changes of office, changes of bank details and terminations.
- Executives receiving remuneration based on an hourly rate need to complete Leave forms for either Annual Leave (4 Weeks) or sick leave (2 weeks). The forms need to be authorised by an executive or the Managing Director and passed on to Finance for completeness of staff records. (*see example of form [below](#)*)
- Student representatives and officers do not receive annual leave or sick leave entitlements.
- Payroll information is to be submitted to payroll by 10am on the Monday following the end of the payroll fortnight to be included in that payroll. This is all Executive timesheets and Representative Payroll Form. Anything submitted late, will be included in the following payroll unless discussed with payroll directly.

### (ii) **REGIONAL CAMPUSES**

- The value of the WASM yearly budget is developed by the outgoing executives and included in the overall Guild budget to be approved by Council.
- The WASM representatives must keep in mind that the funds allocated must be used to provide services for the benefit of the members, not the office bearers.
- Invoices for expenses to the total allocated by the budget are forwarded to Finance to be paid as per the usual processes.
- WASM also has a credit card, held by one of the executives. Monthly reconciliations and receipts must be forwarded to Finance at the end of each month, and be approved by the Guild Executive.
- A Statement of Financial Performance will be forwarded to WASM each month to show how actuals are tracking alongside the budget.

### (iii) **EXECUTIVES RESPONSIBILITY REGARDING FINANCE**

- In order to prevent large cash flow fluctuations the Guild selects and settles the creditor's account on a weekly basis, depending on when the invoices are due and payable.
- The members of the Executive Body are signatories to all the financial transactions that take place at the Guild. All weekly payments need the approval of 2 signatories, one Executive and one Manager (Managing Director, Management Accountant or Acting Managing Director). This approval can be in the form of a cheque that requires a signature or an electronic transaction, which requires approval via online banking. Is this changing where they aren't signing in the bank?
- Salary and wages are paid electronically on a Wednesday or Thursday on rare occasions, and creditor payment runs on a Thursday. It is **imperative that at least one executive is in the office to approve each payment**. If the payroll is not approved before 3PM on the payment day, the bank will delay it until the following day.



- The responsibility of signing and approving payments rests mainly with the Secretary, but since the position is not full time, the other executives will be called upon to approve payments from time to time. It would be of help to Finance if the Secretary, once they know their availability, lets the Finance Department know. That way Finance will be able to work around that schedule most of the time.

**10. ATTACHMENTS**

**A. EXPENSE CLAIM REIMBURSEMENT FORM** ([Section 7 ii](#))  
(Can be found [here](#))



**EXPENSE CLAIM REIMBURSEMENT**

(REIMBURSEMENT OF GUILD RELATED OUT OF POCKET EXPENSES)

PAYABLE TO:	_____		
REIMBURSEMENT AMOUNT:\$	_____		
REASON FOR PURCHASE:	_____		
INCLUDE WITH PAY:	<input type="checkbox"/> YES (complete section 2 only)	<input type="checkbox"/> NO (complete sections 1 and 2)	
SEND PAYMENT TO:	<input type="checkbox"/> REQUESTERS ACCOUNT		
	BSB:	_____ - _____	
	ACCOUNT NUMBER:	_____	
	<input type="checkbox"/> CHEQUE TO BE COLLECTED		
	CONTACT WHEN READY:	_____	
	<input type="checkbox"/> NAME:	_____	
	ADDRESS:	_____	
	SUBURB:	_____	POSTCODE: _____
ACCOUNT TO BE CHARGED TO:	<input type="checkbox"/>	<input type="checkbox"/>	- <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
_____	_____	SIGNATURE	DATE
_____	_____	SIGNATURE	DATE

**AN EXPENSE CLAIM WILL NOT BE REIMBURSED UNLESS ACCOMPANIED BY A TAX INVOICE/RECEIPTS.**

**A credit card or EFTPOS receipt alone is not adequate for reimbursement; a receipt must show more than just the cost of the purchase.**



**C. LEAVE FORM** ([Section 9 i](#))  
(Can be found [here](#))



**LEAVE FORM**

Approved by Supervisor	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
x _____	

EMPLOYEE TO COMPLETE			
Employee Name:			
Position:		Location:	
Dates Required: <i>(Include times if req.)</i>	Commencement of Leave Date:		Last Day of Leave:
	Date:	Time:	Date: Time:
Type of Leave:			<i>Indicate with <input checked="" type="checkbox"/></i>
<input type="checkbox"/> Annual Leave	<input type="checkbox"/> Personal → → →	Personal Leave – Type/Purpose	
<input type="checkbox"/> TOIL [ <i>3 hrs+ when only TOIL</i> ]	<input type="checkbox"/> Long Service Leave	<input type="checkbox"/> Sick	<input type="checkbox"/> Carer's
<input type="checkbox"/> Study	<input type="checkbox"/> Compassionate	<input type="checkbox"/> Religious	<input type="checkbox"/> Other
<input type="checkbox"/> Leave Without Pay	<input type="checkbox"/> Other _____	<input type="checkbox"/> Personal	_____
<i>Please note: TOIL always marked when in conjunction with any other leave</i>			
Total Number of Days:	_____ Days	Breakdown:	
Total Number of Working Hours required:	_____ Hours ( <i>as per standard hours worked per designated day</i> )		
Signature of Employee: _____			Date: _____/_____/_____

*If your reason for leave is confidential and you do not wish to disclose on this form, you will need to discuss this with your manager. While the Guild will endeavour to accommodate your leave request (at the date and time requests) **approval of your leave application is not automatic.***

*If you are intending to book travel or accommodation, you should not confirm bookings until you receive notice that your application has been approved. The Guild accepts no liability for any costs incurred for loss of deposits or change or travel plans.*

MANAGER TO COMPLETE	
The above leave is:	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
<i>Where leave is approved Is relief Staff arranged?</i>	<i>Where leave is not approved? Have you discussed this with the employee?</i>
Signature of Manager: _____	Date: _____/_____/_____

⌘ .....

Notification of Leave Approval ( <i>once your application has been processed this portion of the form will be returned to you advising you as to whether or not your application has been approved</i> )			
Employee's Name:			
Section/Location:			
Leave Request:	From:	To:	Type:
Your Leave Application has been:	<input type="checkbox"/> Approved		<input type="checkbox"/> Not Approved

**D. STATEMENT OF FINANCIAL PERFORMANCE** [\(Section 3\)](#)

Curtin Student Guild - Statement of Financial Performance  
 For Period: (2020M10) October  
 Department: 10\_3002 Representation



	YTD			Month			2020
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
2000 Salaries	(67,361)	(69,356)	1,995	(6,367)	(7,189)	822	(82,975)
2001 Holiday Pay	(2,486)	(2,157)	(329)	(176)	(218)	42	(2,592)
2007 Honorarium	(13,248)	(14,904)	1,656	(1,863)	(1,863)	0	(18,630)
2010 Superannuation SGC	(6,548)	(6,589)	41	(615)	(683)	68	(7,883)
3630 Insurance - Workers Comp'	(1,074)	(1,499)	425	(55)	(161)	105	(1,807)
<b>Wages Total</b>	<b>(90,717)</b>	<b>(94,504)</b>	<b>3,787</b>	<b>(9,076)</b>	<b>(10,113)</b>	<b>1,037</b>	<b>(113,886)</b>
2003 JobKeeper Wages (top up)	(204,900)	(172,845)	(32,055)	(10,311)	0	(10,311)	(172,845)
1510 JobKeeper Income	347,625	292,500	55,125	26,625	0	26,625	292,500
Net JobKeeper	142,725	119,655	23,070	16,314	0	16,314	119,655
1650 Orientation Tour ISC	0	0	0	0	0	0	0
<b>Other Revenue Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
2165 Activities	(3,530)	(5,417)	1,886	(64)	(542)	477	(6,500)
2510 Campaigns	(1,016)	(1,667)	651	0	(167)	167	(2,000)
2600 Computer Software	(3,891)	0	(3,891)	0	0	0	0
2630 Conferences, Travel & Registration	(2,709)	(1,483)	(1,226)	0	0	0	(1,483)
2830 Meeting Expenses	(20)	0	(20)	0	0	0	0
3590 Insurance Travel	(1,440)	(1,106)	(333)	(144)	(111)	(33)	(1,328)
4255 Orientation Tour - ISC	0	0	0	0	0	0	0
4590 Publications from Department	(385)	0	(385)	0	0	0	0
4830 Stationery	(789)	(590)	(199)	(22)	(59)	37	(708)
4990 Student Unions	(24,938)	(23,379)	(1,559)	(1,559)	(2,338)	779	(28,055)
5150 Telephone Expenses	(195)	(506)	311	0	(51)	51	(607)
5195 Uniforms	(1,954)	(1,011)	(943)	0	0	0	(1,011)
<b>Other Expenses</b>	<b>(40,868)</b>	<b>(35,159)</b>	<b>(5,709)</b>	<b>(1,789)</b>	<b>(3,266)</b>	<b>1,477</b>	<b>(41,692)</b>
<b>Net Profit/(Loss) before AD SG</b>	<b>11,141</b>	<b>(10,008)</b>	<b>21,149</b>	<b>5,449</b>	<b>(13,379)</b>	<b>18,828</b>	<b>(35,923)</b>



E. BUDGET REPORT (For further information see [Section 2](#))



Curtin Student Guild Budget  
 Year end 31 December 2020  
 Department: 10\_3002 Representation

Acc	Description	January	February	March	April	May	June	July	August	September	October	November	December	2020
2000	Salaries	(7,317)	(6,363)	(6,810)	(6,999)	(7,060)	(6,620)	(7,317)	(6,871)	(6,810)	(7,189)	(6,492)	(7,128)	(82,975)
2001	Holiday Pay	(228)	(198)	(218)	(218)	(208)	(218)	(228)	(208)	(218)	(218)	(208)	(228)	(2,592)
2002	Sick Pay	0	0	0	0	0	0	0	0	0	0	0	0	0
2007	Honorarium	(1,656)	(207)	(1,863)	(1,863)	(1,863)	(1,863)	(1,656)	(207)	(1,863)	(1,863)	(1,863)	(1,863)	(18,630)
2010	Superannuation SGC	(695)	(604)	(647)	(665)	(671)	(629)	(695)	(653)	(647)	(683)	(617)	(677)	(7,883)
2015	Payroll Tax	0	0	0	0	0	0	0	0	0	0	0	0	0
3630	Insurance - Workers Comp'	(160)	(118)	(154)	(157)	(158)	(150)	(160)	(128)	(154)	(161)	(148)	(160)	(1,807)
	<b>Wages Total</b>	<b>(10,056)</b>	<b>(7,491)</b>	<b>(9,691)</b>	<b>(9,902)</b>	<b>(9,960)</b>	<b>(9,480)</b>	<b>(10,056)</b>	<b>(8,066)</b>	<b>(9,691)</b>	<b>(10,113)</b>	<b>(9,327)</b>	<b>(10,055)</b>	<b>(113,886)</b>
1650	Orientation Tour ISC	0	5,055	0	0	0	0	0	0	0	0	0	0	5,055
	<b>Other Revenue Total</b>	<b>0</b>	<b>5,055</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,055</b>
2165	Activities	(1,685)	(1,685)	(1,685)	(1,685)	(1,685)	(1,685)	(1,685)	(1,685)	(1,685)	(1,685)	(1,685)	(1,685)	(20,220)
2510	Campaigns	(211)	(211)	(211)	(211)	(211)	(211)	(211)	(211)	(211)	(211)	(211)	(211)	(2,528)
2630	Conferences, Travel & Registration	(2,022)	(2,022)	(2,022)	(2,022)	(2,022)	(2,022)	(2,022)	(2,022)	(2,022)	(2,022)	(2,022)	(2,022)	(24,264)
3590	Insurance Travel	(111)	(111)	(111)	(111)	(111)	(111)	(111)	(111)	(111)	(111)	(111)	(111)	(1,328)
4255	Orientation Tour - ISC	0	(5,055)	0	0	0	0	0	0	0	0	0	0	(5,055)
4830	Stationery	(59)	(59)	(59)	(59)	(59)	(59)	(59)	(59)	(59)	(59)	(59)	(59)	(708)
4990	Student Unions	(4,676)	(4,676)	(4,676)	(4,676)	(4,676)	(4,676)	(4,676)	(4,676)	(4,676)	(4,676)	(4,676)	(4,676)	(56,111)
5150	Telephone Expenses	(51)	(51)	(51)	(51)	(51)	(51)	(51)	(51)	(51)	(51)	(51)	(51)	(607)
5195	Uniforms	(1,011)	0	0	0	0	0	0	0	0	0	0	0	(1,011)
	<b>Other Expenses</b>	<b>(9,825)</b>	<b>(13,869)</b>	<b>(8,814)</b>	<b>(8,814)</b>	<b>(8,814)</b>	<b>(8,814)</b>	<b>(8,814)</b>	<b>(8,814)</b>	<b>(8,814)</b>	<b>(8,814)</b>	<b>(8,814)</b>	<b>(8,814)</b>	<b>(111,832)</b>
	<b>Net Profit/(Loss) before AD SG</b>	<b>(19,880)</b>	<b>(16,304)</b>	<b>(18,505)</b>	<b>(18,716)</b>	<b>(18,774)</b>	<b>(18,294)</b>	<b>(18,869)</b>	<b>(16,879)</b>	<b>(18,505)</b>	<b>(18,927)</b>	<b>(18,141)</b>	<b>(18,869)</b>	<b>(220,663)</b>