

UQU CLUBS & SOCIETIES AUDIT REQUEST FORM

IMPORTANT – BEFORE YOU PROCEED:

1. For training purposes, the Treasurer of the club concerned herein is advised to attend the UQU Audit Workshop presented by the Clubs and Societies Administrator, which is to be held on the fourth day immediately after the last Monday of August.
2. The deadline for submission of the audit request form is Friday of the second week of September, unless stated otherwise by the Clubs & Societies Administrator.
3. By R190.1 (I), a club who fails to be audited annually may attract disciplinary action.
4. Any of the following practices will be considered as a failure to submit and will be subject to disciplinary action:
 - 1) **Submission after the deadline.**
Disciplinary action: 25% reduction on the club grant in the following year.
 - 2) **No submission of the audit request form and the requested items specified therein.**
Disciplinary action: No grant at all for the following year. Disaffiliation of the club may apply as an additional penalty option.
 - 3) **Submitted the audit request form and the requested items specified therein but audit failed.**
Disciplinary action: No grant at all for the following year provided the club continues to exist and operates upon a successful Annual General Meeting.
 - 4) **Audit approved but failed to hold an Annual General Meeting before 30 November.**
Disciplinary action: The club will be requested to hold an Annual General Meeting as soon as practical upon the receipt of a written notification from the Clubs and Societies Administrator. Failure of compliance may result in a 25-50% reduction of grant for the following year or disaffiliation by the Clubs and Societies Committee.
5. The Clubs and Societies Administrator can exercise a discretionary right given all the relevant circumstances of the club with respect to execution of an appropriate disciplinary action.
6. The Clubs and Societies Committee has the right to investigate any complaint raised by an interested individual or another club with respect to the audit submission of the club.
7. Should there be any enquiries concerning the audit request form or the audit process, please direct to the Clubs and Societies Administrator:
james.hudson@uqu.com.au.

NAME OF CLUB/ SOCIETY: _____

DATE FORM SUBMITTED: / / James' Initial upon receipt

BANK ACCOUNT NUMBER: 064 158 _____

AUDIT PERIOD: 1 September 20 _____ to 31 August of the following year

*(The **deadline** for submission of the audit request form is Friday of the second week of September. Please refer to Page 1 for information on disciplinary actions for failure to submit.)*

THE FOLLOWING ITEMS **MUST** BE PRESENTED WITH THIS FORM:

- Transaction Ledger (Excel)
- Bank Statements
- Cheque Books (if applicable)
- Receipts for all expenditure
- Deposit Books
- Receipt Books for all income

1.	Opening bank balance	
2.	Amount of unrepresented Cheques (previous year)	
3.	Start of Audit Period Balance (=1-2)	
4.	Years Income	
5.	Years Expenses	
6.	Balance at End of Period (=3+4-5)	
7.	Amount of unrepresented Cheques (current year)	
8.	End of Period Bank Balance (=6+7)	

"I declare that at the close of the accounts referred to herein there were no outstanding unpaid debts and that these books are a true indication of the clubs financial transactions for the Audit period."

 TREASURER'S PRINT NAME

 TREASURER'S SIGNATURE