



# Treasurers Handbook

Congratulations on your position as the Treasurer! The role of Treasurer is a significant and critical role within each club. While some elected Treasurers have an advantage of studying finance, accounting or similar, many students new to the role, do a great job.

This handbook has been designed to help support and equip you with the information, skills and knowledge required to succeed. This handbook can also be used in conjunction with the ‘Executive handbook’ which can be found on the UQU website.

## CONTENTS

---

Contents.....	2
Duties.....	3
Grants.....	4
Start Up Grant.....	4
Budgeting.....	4
Fundraising and Sponsorship.....	5
Donations.....	5
Joint Events.....	6
EFTPOS.....	6
Financial Audit.....	7
Documenting Transactions.....	9
General Ledger.....	11
An Example of a Good Audit.....	14
Duties at AGM.....	17
Relevant Financial Documents.....	18
Clubs and Societies Office Contact.....	18

## DUTIES

---

The Treasurer is responsible for monitoring the finances of the club/society, documents and collecting income and expenditure and delivering updates to the committee about the clubs' financial state. A great treasurer will:

- Keep accurate records of income and expenditure and record in the general ledger throughout the year (for the period 1st September to 31st August for the relevant year);
- Ensure all payments made are legitimate and have been authorised by the club management committee, not one individual;
- Keep the club informed of its financial position;
- Ensure that Club/Society funds are not used for personal investment or gain;
- Use Xero to collect financial information if earning over 60k in income annually or if receipt keeping is becoming difficult due to the number of transactions;
- Submit a financial audit (September) and have it approved prior to the AGM. Audits can take up to two weeks to process if everything is in order. You should allow extra three to four weeks if additional information is requested. An AGM cannot be held before receiving the approved audit paperwork;
- Present a financial report at the Annual General Meeting;
- Pay invoices and manage grant funding;
- Attend Treasurer's workshop (recommended);
- Attend committee meetings and report on financials;
- Prepare budgets for income and projected spending;
- Keep a current list of all financial members;
- Prepare a financial statement of all major transactions for the annual audit;
- Conduct a thorough Treasurers handover for the new incoming Treasurer (see UQ Union website).

**Remember:** The club's money is the members' money, and the club is a non-profit. You should not be afraid to end the year with less money than you started, if you are spending the money for the benefit of your members. This of course should not be the goal every year, but your society should not be collecting money year after year because the Treasurer does not want to spend it.

Of all the committee positions, the Treasurer is unintentionally the one most likely to get their club disaffiliated, by failing to keep accurate records, losing receipts or failing to submit a financial audit.

## GRANTS

---

Each year, affiliated clubs are eligible for a beginning of year start-up grant and to apply for grant funding throughout the year.

### Start Up Grant

The 'start up' grant is a grant allocated at the beginning of the year that is intended to be used for Semester 1 Market Day. Each club receive the same amount and is deposited into the clubs bank account approximately 1-2 weeks before Market Day.

Any the money is intended for clubs to use the money for Market Day, if you have not changed over your executives on the bank form and processed this at the bank prior to market day you will be ineligible to receive the grant.

Clubs newly affiliated throughout the year will receive a start-up grant but will not have access to the additional grant funding until the following year.

### Grant by application

The C&S department assesses grant applications on a regular basis from February to October. The grant application form can be found on the UQ Union website if you scroll down [here](#). Depending on the application, payment will be made to the club bank account or on to a grant card.

## BUDGETING

---

As a Treasurer, it is your responsibility to ensure that your Club doesn't become insolvent. The bank account of the Club should never become overdrawn, and it's important to budget to ensure that the Club can successfully hold events throughout the year for its members without experiencing financial problems.

The following steps can help you budget efficiently:

- Plan all the likely events that your Club will have for the year with your executive.
- For each event, determine what the likely expenses might be and what income might be generated.
- Consider any risks for each event, e.g. the impact of low attendance, sponsors cancelling etc.
- What cash flow is required for each event- Will you have enough to cover the event?

It is acceptable to make a profit on the event, provided it is within the limits detailed in the C&S Regulations. As a Treasurer, it's important to provide sufficient funds in the balance for the coming financial year. If you are concerned over the financial performance of the Club at any stage, please contact us at [clubs@uqu.com.au](mailto:clubs@uqu.com.au).

We recommend creating a Profit and Loss account to keep track of the available funds you have left to prevent overspending:

Club Non-Profit Profit and Loss Statement 1st September 2019 - 31st August 2020		
<b>Income</b>		<b>Comments:</b>
Membership Fees	\$700	70 Members
UQU Grant	\$350	Start-up Grant
BBQ Fundraiser	\$200	
Sponsorship	\$200	
Ticket Sales	\$1,000	Sold 100 Tickets
<b>Total Income:</b>	<b>\$2,450</b>	
<b>Expenses</b>		<b>Comments:</b>
Venue Rental	\$300	Schonell Theatre
Event preparation	\$400	End of Year event
Expense for BBQ	\$50	Coles and Kmart
Vouchers and Gifts	\$50	10 x \$5 vouchers
Merchandise	\$500	10 Hoodies
<b>Total Expense:</b>	<b>\$1,300</b>	
<b>Net Profit (Loss):</b>	<b>\$1,150</b>	

## FUNDRAISING AND SPONSORSHIP

- As a club, you are welcome to apply for external sponsorship and organise fundraising activities and do not need permission from the Union to do so. You must however include this income in your audit information.
- Be clear about what you are fundraising for, as people are more likely to give for a worthwhile goal;
- Gather up a small group/sub-committee to look after the fundraising for the year. They may need to liaise with the social committee if planning fundraising events;
- Plan a fundraising calendar of activities to promote to members;
- Think of ways to attract external funds from the broader community;
- Keep a copy of your application for further reference.

## DONATIONS

Clubs and Societies are governed by their constitution but certain clubs may be associated with charities. These clubs may hold events to raise funds with the intention of remitting the funds to the relevant external charity. The accounting of these funds is no different. All money or income collected should be banked into the Club bank account and supported by appropriate cash collection systems and documentation.

Similarly, the funds paid to the external charity should be supported by appropriate documentation, this could be in the form of a formal letter or receipt from the external charity with the amount and purpose clearly documented. The formal letter or receipt will also support the income tax deductibility of the amount paid.

## JOINT EVENTS

Joint events are a great way for Clubs to benefit from potentially larger crowds, greater exposure, higher income and larger sized events that may not be possible when organising alone. When organising joint events some things to consider are:

- Does everyone know what their responsibilities are?
- Is there a coordinator of the subcommittee?
- Do we have enough money for the deposit?
- Has everyone agreed, in writing to what they are paying for?
- If we need the support/assistance of the Union, have we allowed enough time for them to assist?
- How do I know that everyone has agreed to what we have discussed?
- The Union will provide assistance where possible such as public liability certificate and letters of support.

By far, the biggest issue with joint events, is in regards to payments. Often, clubs have verbally agreed but when the bill arrives, the group disagrees about payment. The easiest way of managing this is to get three quotes for items over \$1000 and putting all discussions in writing and circulating to the group. Once written confirmation is received, organising with what has been agreed.

## EFTPOS

We have a couple of EFTPOS machines which can be requested to be borrow via [clubs@uqu.com.au](mailto:clubs@uqu.com.au) (or during walk-in hours). As clubs usually use the machines for BBQs, often they must be returned in time for the next group to use.

If you borrow the EFTPOS machine, you must print two reconciliation reports. One for us that is named and provided to us to pay into your bank account. And the other for your records and to populate into your general ledger (for your audit).



The machines reset themselves each day at midnight so make sure you print the report each day before then. If you use the machine over the weekend, you must print a report on each day (before midnight if you use it on multiple days). There are instructions as to how to print the report in the EFTPOS bag we give you but for your information:

**Printing reconciliation report instructions:**

Step 1 Press **Menu**

Step 2 Press Settlement Reports

Step 3 Press Reconciliation Reports

Step 4 Press Current

Step 5 Press Summary

Step 6 Press All Cards

Step 7 Press **OK**

*Note: Machine, charger, printer rolls and dockets must be returned to Clubs & Societies and signed back in by the agreed time period. The C&S Department is open between 8:00am to 4:00pm. Please text, call or email us if there are any problems with returning them on time. Clubs that do not return the machine by the agreed time may be banned from using the machines for up to 12 months. There is a 2% bank fee charge on transactions that total \$500 or more each day. UQU will deduct this amount before we transfer the funds to your account.*

## FINANCIAL AUDIT

---

Each year in September, clubs are required to submit a financial audit for the year prior to the clubs Annual General Meeting (AGM). As you cannot hold your AGM without an approved financial audit, we recommend you keep on top of your finances throughout the year and submit the audit well in advance of your AGM in case we need any follow up documentation. Audits can take us up to two weeks to review and be returned to you. Approximately 25% of audits are returned, requesting additional information before they can be approved, this can take an additional three to four weeks. Clubs who hold their AGM before having their audit approved will be ineligible for full funding the following year.

During the audit we look at your income and expenditure in your general ledger and cross reference it to the bank statements. If statements and the ledger are identical, we then look at your receipts and invoices and ensure all is accounted for. An example of a good audit is later in this guide.

**Financial audit checklist:**

- **General Ledger** – Containing all incoming and outgoing expenses
- **Receipts** – Electronic copy of all income and expenditure (numbered on general ledger).
- **Bank Statements** – From 1<sup>st</sup> September – 31<sup>st</sup> August for relevant year (should be identical to general ledger)
- **Cash books** (only if cash payments are taken). Can be in hard copy.

Files should be sent through to [clubs@uqu.com.au](mailto:clubs@uqu.com.au) in a Zip File, link or similar if the files are large. Some of the most common reasons audits are returned are:

- Receipts not being numbered electronically and on the ledger. Receipts numbered 1-100 is easiest. We should be able to work our way down the ledger line by line and see each receipt in order of timeline.
- Incomplete documentation (the cover page that you'll supply with your audit has a checklist to ensure you capture and supply everything, and can be found under 'Financial Audit' on the Union website.
- Missing receipts or invoices, particularly expenses. This includes reimbursements. If you are reimbursing someone, they should supply you with a receipt, otherwise you'll not have a proof of payment come audit time. Signed statutory declaration forms are required for any missing receipts.

Once you have conducted your general ledger, matched the bank statements to the ledger and numbered all the receipts/invoices, you'll be able to complete this table (below, which is a snippet of the financial audit cover form). This will need to be completed and submitted with your audit, and will be returned to you, signed and dated once approved. You should keep this cover form with your audit records. Financial audit documents can be found on the website, but will also be sent in the monthly communications email and on the Facebook page leading up to the audit.

<b>a</b>	Start of audit period balance / Opening bank balance (1 Sept – 31 Aug)	\$
<b>b</b>	Yearly income (General Ledger)	\$
<b>c</b>	Yearly expenses (General Ledger)	\$
<b>d</b>	Balance at end of period / End of period bank balance (31 Aug)	\$

- Start of audit period balance** – This is the exact balance your club's bank account has at the start of the auditing period, e.g. midnight on the 1<sup>st</sup> of September. This will be shown as the balance of the final transaction of the previous audit period.
- Yearly Income** – Throughout the year, you will have had to keep track of all income in your general ledger. This is the sum of all your income throughout the year.
- Yearly Expenses** – Throughout the year, you will have had to keep track of all expenses in your general ledger. This is the sum of all your expenses throughout the year.
- Balance at end of period** – Closing bank balance at the end of auditing period, on the 31<sup>st</sup> of August. All transactions before and during this date must be accounted for.

Yearly income – yearly expenses + start of audit balance = Balance at the end of the period

*\*\* The above equation is a good way to proof-check whether each figure is accurate. If the equation does not work, please review your general ledger to see where the discrepancy may have occurred.*

## DOCUMENTING TRANSACTIONS

---

All incoming and outgoing transactions must be kept and recorded during your time as Treasurer. This includes membership income, sponsorship, receipts for reimbursements, invoices and receipts for purchases.

### **Cash**

If you do collect cash payments e.g. memberships or BBQ fundraisers, it is important to document these transactions using a receipt book or similar, which can then be presented at the financial audit. Monies should be deposited into the bank within a timely period e.g. seven days.

### **Bank Withdraw and Deposit**

Whenever you make a withdrawal or deposit from your club account, you must record this transaction in your general ledger and keep a receipt. You should also make a note on what this transaction was for in your general ledger. If you are withdrawing cash e.g. float for Market Day, this should also reappear in the bank statement when you redeposit the money, and otherwise it simply looks like a cash withdrawal for an individual.

### **Reimbursements**

If you need to reimburse a member for an item, you must obtain a receipt from them otherwise you'll be missing receipt/s for you audit documents. Should you not do this, you'll need to obtain a statutory declaration (see below) for each receipt that is missing.

### **Banking**

As the Treasurer, you should have access and authority over the bank account. We require a minimum of two signatories on the account to deter theft and fraudulent transactions within clubs. Both the C&S Manager and Finance Manager have the ability to view accounts. If you choose to give your password out, and misconduct occurs, both parties will be liable to return any funds. Parties will not only need to repay the money but face disciplinary action from the University and/or criminal charges.

If you require a cash float for Market Day, barbeque, or another event, you, and a second signatory can make a withdrawal from your club's account in whichever denominations you choose. The float should be returned within a reasonable period of time (seven days) following such an event.

The St Lucia branch offer a 24 hour service to deposit cash at the vestibule machine. You need to obtain a cash deposit card for this first however. One of the two machines counts coins and notes, the other just notes. The deposit card comes with a pin. There is also a change machine, allowing you to put in money, and get the same amount back in denominations of your preference. The change machine requires a Commonwealth Bank card to activate, which includes a deposit card.

### **Business Authority Form - Banking**

All clubs must open a Commonwealth Bank account at the St Lucia branch (opposite UQ Union building). For new clubs or those changing executive signatories, you need to complete the Commonwealth Bank 'Authority for business accounts' form. Details on how to complete the form below:

Once completed drop the form and **minutes** from the meeting where new executives were voted in to the UQ Union office. Once both have been signed, they will be returned to you to take to bank. Once approved by the bank, you will need approval and oversight by at least 2 of the account signatories at any given time. Two signatories on the account are required to avoid any fraudulent transaction. Your club will not be distributed a debit card.

**Note:** If the new signatory already has a Commonwealth Bank account, it is recommended but not essential they attend the bank. If they do not already have a Commonwealth Bank profile, they will need to take 100 points form of ID with them to the bank when submitting forms.

**Q1** - Complete details if an existing club/society.

**Q2** - Select the 2nd option (two signatories). You can have more if you wish (print an additional form).

**Q3** - Complete up to 3 of the signatories. The fourth signature is for the UQ Union Finance or C&S manager.

**Q4** - Select 'No'.

**Q5** - Select either 'incorporated' or 'unincorporated'.

**Q6** - Same executives to sign as per Q3.

## GENERAL LEDGER

An example ledger you can use, using Google Sheets, can be found [via this link](#). The example entries are shown below.

	A	B	C	D	E	F	G
1	Date	Category	Description	Amount	Balance	Receipt	Comments
2	01 Sep	Opening Balance			\$ 1,000.00		
3	02 Sep	Float	Withdrawal	-\$ 300.00	\$ 700.00		Returned 04 Sep
4	03 Sep	Equipment	Things	-\$ 19.88	\$ 680.12	<a href="https://drive.google.com">https://drive.google.com</a>	
5	04 Sep	Float	Return	\$ 300.00	\$ 980.12		
6	04 Sep	Membership	Cash	\$ 250.00	\$ 1,230.12		Withdrawn 04 Sep
7	08 Sep	Membership	Online	\$ 100.00	\$ 1,330.12	QPay	TRUE
8							FALSE
9							TRUE

### Using your general ledger:

Make sure your general ledger includes: Date, category, description, amount, balance, receipt number, comments e.g. 'missing receipt – see statutory declaration' or 'reimbursement to xyz'. Make sure that you also state the starting date and balance.

**Date** – State the date of your transaction in the order of the transactions (1st September to 31st August). This should match identically to your bank statement.

**Category** – This is a broad category for the transaction. This can be used for tracking where your money is going to and coming from. See “Categories”, “Spending” and “Income” in the other sheets section below.

**Description** – This is a specific description for the transaction e.g. 'catering – gala dinner' or 'reimbursement for xyz'.

**Amount** – Record whether the transaction was an income (credit) or expense (debit) so that you can accurately calculate your annual income and expenditure.

**Balance** – Should reflect the balance in your bank statements after your transaction is made.

**Receipt** – Couple the transaction to a receipt/invoice/proof of reimbursement/sponsorship etc.

### Some tips for receipt keeping:

- If you're reimbursing someone in cash or into their bank account, you need to get the receipt from them to include in your audit paperwork;
- If you have a receipt from membership, marking it as 'membership' or 'Stripe/QPay' on the general ledger is fine;
- If using a receipt/cash book, this will not appear on the bank statement, but should be included in the general ledger and noted in the comments (numbered if required). We will ask you to provide us with the books should we wish to see them;
- For receipts not in Australian dollars, then do the conversion and make a note in the comments section;

- Digital receipts can be uploaded to a Google Drive (or similar). Then you can share the link during audit submission. Please make sure its set to 'Anyone with the link can view'. Naming receipts in their own folder such as 'yyyy-mm-dd' description" means that they are sorted chronologically when the folder is sorted by name, allowing easy locating of a particular receipt;
- If it is a physical individual receipt, scan it (preferably with a scanner rather than a camera, for readability), then follow the procedure for a digital file above.
- For a transaction for which the receipt is lost, use a statutory declaration in its place.
- Some transactions will not require a receipt e.g. you don't need to write a receipt for every single sausage you sell at a barbeque fundraiser, however once you deposit the days' takings, this should be noted in the general ledger.
- There is no limit on description should you need to provide a more thorough explanation in some areas of the ledger to justify your transaction/s. e.g. BBQ takings on 4<sup>th</sup> April but not deposited until 9<sup>th</sup> April or if you make a mistake when transferring money. The money will appear to leave the account in one transaction, then return in another transaction a few days later (usually with a rejection fee in a third transaction). Make a note in the comment section about this.

**Note:** In the example ledger (link above), the column is populated with a sanity check that will check that the new balance and transaction amount agree with each other. If they don't match and the cell says "FALSE", you've made an error. You can delete these and replace them with comments once you're satisfied the transaction details are accurate.

### Using the other sheets:

The example ledger also comes with several useful sheets for you as treasurer

**Balance** – This graph will show the balance of the account over the financial year.

**Categories** – This sheet will automatically calculate the totals for each category listed. If you want, you can manually add grant spending. On the right, the total income, spending and net change are shown. If there are any transactions that don't fall into one of the listed categories, their total will be shown in one of the two "uncategorised" cells. You can add a new category by adding it into the appropriate column ("A" or "F"). NB: a common mistake is using e.g. "Memberships" instead of "Membership" and similar, which would be counted as a separate category, and thus appear in the "uncategorised" cell.

### Spending & Income

Though not recommended, if your club keeps a petty cash supply, then you will need a second ledger for that, including receipts. Any withdrawals and deposits should be reflected on both the petty cash and bank ledgers.

### Statutory Declaration form

If you cannot find a receipt for a transaction, you can substitute in a [Statutory Declaration](#), which must be declared before a [Justice of the Peace](#). Statutory Declarations are enacted by the Oaths Act 1867, and false declarations can result in fines and/or imprisonment.

Ensure that your Statutory Declaration includes:

- The date of the transaction;
- The recipient;
- The amount;
- The reason for the transaction;
- If possible, any evidence to support the declaration, as an annexure, referred to in the body of the declaration.

## AN EXAMPLE OF A GOOD AUDIT

- The period (1st September – 31st August) is captured on one Excel sheet (not multiple sheets) and has a running total.



- Note: If you have so many items and receipts that you need to break the general ledger up into months, you should be using Xero. The Union pays for membership for clubs who are interested.*

- The bank statements (dates, income, expenditure and balance) are identical to the general ledger.

### BANK STATEMENT

Here's your account information and a list of transactions from 01/09/18-31/08/19.

Date	Transaction details	Amount	Balance
23 Nov 2018	Wdl Branch Uni of Qld	-\$109.45	\$378.73
23 Nov 2018	Wdl Branch Uni of Qld	-\$231.77	\$146.96
19 Feb 2019	Direct Credit 302416 UQ STUDENT UNION UQU Grant	\$350.00	\$496.96

### GENERAL LEDGER

	A	B	C	D	E
1	Date	Description	Credit	Debit	Balance
2	23-Nov-18	Withdrawal for (event name)		\$ 109.45	\$378.73
3	23-Nov-18	Withdrawal for (event name)		\$ 231.77	\$146.96
4	19-Feb-19	UQ Union Grant	\$ 350.00		\$496.96

3. The general ledger should be:

- In order of receipt number, numbered simply and is the same as the receipts numbers in the file.

	A	B	C	D	E	F
						Folder Name, Invoice/Receipt Number and/ or link
1	Date	Credit	Debit	Description	Balance	
2	2/09/2018		-32.87	Facebook Boost	11349.63	1
3	10/09/2018	350		QPay	11699.63	
4	11/09/2018	100		Networking Tickets	11024.63	2
5	11/09/2018		-775	Ball Photobooth Hire	10924.63	3
6	13/09/2018	100		Networking Tickets	10644.63	4
7	13/09/2018		-480	Ball MC Payment	10544.63	5

- Keeping them in one folder is fine if they are marked like this.

Name	Date modified	Type
 1	25/09/2019 9:41 AM	JPG File
 2	25/09/2019 9:41 AM	JPG File
 3	25/09/2019 9:41 AM	JPG File
 4	25/09/2019 9:41 AM	JPG File
 5	25/09/2019 9:41 AM	JPG File

- We struggle to open .rar files. Please send your receipts in a different format.
- Some clubs copy and scan all their receipts/invoices to one Word or PDF document, then number the receipts (in line with the general ledger). This appears to work really well for clubs.
- Links can be used instead of receipts numbers if you'd prefer, though links often don't work causing hold ups in processing.
- If keeping receipts in separate folders, you must reference the folder name e.g. 'JoinIt' or 'invoices'. If for example, I want to find Receipt 16, it should be very clear which folder this is located in. Note that, if you feel you have so many receipts, that you need to break them up like this, perhaps consider whether you should be using a financial software such as Xero.

- Bank Statements
- CBA Digital Receipts
- Invoices Post Handover
- Invoices Pre Handover
- Joint Payouts
- Physical Receipts Post Handover
- Physical Receipts Pre Handover
- Qpay settlements
- Trybooking Transfers
- Union Card receipts

- Naming receipts as indicated below, is extremely time consuming and it's likely your audit will be returned to you.

Name	Date modified
 band payment	4/03/2019 3:53 PM
 invoice for launch	20/11/2018 7:49 AM
 invoice for venue hire	6/11/2018 10:00 AM
 invoice	8/11/2018 5:02 PM
 receipt for networking event	20/11/2018 7:50 AM
 receipt for O week	6/11/2018 9:56 AM
 reimbursement A Carr (1)	11/12/2018 10:03 AM
 reimbursement A Carr (2)	10/09/2019 2:19 PM

## DUTIES AT AGM

---

### Treasurer's Report during AGM

- During your AGM, you will have to present your financial or treasurer's report to your club members so that they are informed about the club's transactions and activities.
- You should present, or make a statement about, your processed financial audit of that year.
- Present a summary of how money was spent and received, e.g. by category.
- If the closing balance was vastly different from the opening balance (in either direction), you may want to explain why.
- You can make report any outstanding or significant transactions throughout the year and provide your general ledger as evidence of these transactions. You may also provide explanations and descriptions for these transactions. Be prepared for your members to question you about certain expenses.
- Be able to submit your treasurer's report along with your club's other AGM documents.

### Handover of Treasurer

- It is important that you are able to transfer all documents and recordings to the next treasurer. For a smooth handover, ensure that all documents are up to date, and all transactions that were under your supervision have been processed or explained to the next treasurer. All records and documentation should be accessible to the new incoming treasurer.
- As financial documents must be kept for seven years, make sure you keep a copy for yourself/club. It is to be kept in case of audit from Australian Taxation Office.
- Make sure your new executives complete a CBA 'Business of Authority' form if any signatories are changing.

### Membership fees

- Keep track of membership fees and who is a financial member.
- Make sure to collect membership fees according to the amount stated in your Club's constitution.
- Grants are based on membership numbers after-market day. The C&S Department may verify the membership list sent in by checking for membership fees deposited in your club bank account.

**Regulation R190.1 (I) states:** a club who fails to be audited annually may attract disciplinary action. Disciplinary action may occur due to:

- Submission of financial documents after the deadline.
- Documents submitted are incomplete
- Audit failed due to inaccurate records and book keeping
- AGM not held before 31<sup>st</sup> October

For any concerns regarding the audit request form or process please check the UQ Union website.

## RELEVANT FINANCIAL DOCUMENTS

---

All general and finance related documents to help you as a Treasurer can be located on the UQU website at:

[www.uqu.com.au](http://www.uqu.com.au) → Connecting U → Your Social Life → Financial Documents

Some documents available for you include:

- **ABN / Statement by Supplier form:** A PDF of a 'Statement by Supplier' form. This form is used in conjunction with an invoice but in the circumstance that a supplier does not have an ABN.
- **'Authority for Business Accounts' form CBA:** Use this when you are creating a new club account, or changing over executives for your club.
  - For a change of executive, you must supply the Banking Authority form and official meeting minutes.
  - Both forms must be signed by the Finance and C&S Managers
  - All (Union and student) signatures must be original (not scanned).
  - At least two signatures are required to maintain your club bank account at all times.
  - If only adding a signature, you can use the 'Additional signature' form found at the bank.
  - By resubmitting this form, all existing names on the form will be removed, therefore all executive wanting to remain on the authority must resign the form also.
- **Conducting a financial audit:** This would be the financial audit form document that the Treasurer would have to fill in and sign every year to pass their financial audits. This is the cover page of your financial audit which you must submit once a year so that we have a record of your club's audits and finances.

## CLUBS AND SOCIETIES OFFICE CONTACT

---

### Resources

Visit the UQ Union website to obtain further information about C&S related information including the Executive Handbook.

### Location

The C&S Office is located at Level 4, Union Building (Bld 21A), University of Queensland, St Lucia, QLD 4072.

### Walk-In hours:

Monday, Wednesday and Friday from 9am – 1pm.

### Appointment Times:

If you are unavailable during walk-in hours, please email us or schedule an appointment with us with us at [clubs@uqu.com.au](mailto:clubs@uqu.com.au). We will reply within three business days. Should your matter be more urgent, please phone 3377 2200.

If the matter is of a confidential nature and you'd like to organise an appointment please contact the C&S Manager, Emily Ryan at [emily.ryan@uqu.com.au](mailto:emily.ryan@uqu.com.au).