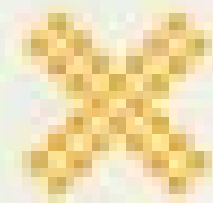




CLUBS LUNCH & LEARN

Treasurer and Grants Overview

**YouX
Clubs**



SHOULD WE
EXPERIENCE
NET MORE



CPR GROUP



The Treasurer

The Treasurer oversees the Club's financial affairs. They must maintain financial records and take responsibility for the Club's bank account and cash box. This role suits people who are honest, thorough, and have a strong understanding of financial literacy. The Treasurer of a Club must be a current student at the University of Adelaide.

Treasurer Duties

- Oversee the financial side of all Club activities.
- Prepare a budget for the year, documenting any outgoing and incoming expenses.
- Manage and apply for YouX Grants.
- Ensure that any invoices or payments are processed quickly and professionally.
- Keep thorough records and receipts of all transactions.
- Provide the incoming Treasurer a thorough handover at the end of your term.
- Collate and present a Treasurer's Report at the AGM.

Budgeting

- You should have a yearly budget, and a thorough budget for each event/activity.
- Your main source of income at the beginning of the year would be membership, make an estimate on this based on previous years.
- Sponsorship agreements should be factored in, but also consider if there is restrictions on how this is to be spent.
- Review previous year's budget.
- Look for quotes and get at least two so that you can benchmark costs and save money.
- Don't be afraid to ask for discounts: you are a student-led not-for-profit Club!
- Look to collaborate with other Clubs or organisations.

	\$ ESTIMATE	\$ ACTUAL	COMMENTS
INCOME			
Budget	1500	0	
Income type #1	0	0	
Income type #2	0	0	
Income type #3	0	0	
	1500	0	
EXPENSES			
Infrastructure			
BBQ hire	245	0.00	Supplier name
Inflatable Couch	570	0.00	Supplier name
Bean Bags (10)	0	0.00	Supplier name
	815	0	
Activity			
Giant Naughts and crosses	25	0	Supplier name
Giant Connect 4	60	0	Supplier name
DJ	100	0	Supplier name
	185	0	
Catering			
			Supplier name
Wraps	200	0	Supplier name
Tomato	100	0	Supplier name
	300	0	
TOTAL EXPENSE	1300	0	
TOTAL POSITION	200	0	

We have budgeting templates and examples available on our [website!](#)

Record Keeping



Record Keeping

- Treasurers should be keeping record of all financial transactions for the Club. All income and expenses could easily be tracked in a spreadsheet stored on the drive.
- Be sure to take photos or screenshots of any receipts or invoices. These could be stored on your drive and filed by date.
- It is suggested that the Treasurer delivers a short report at each of your committee meetings, to update the executive on the current state of the Club bank account.

Clubs Grants

All registered YouX Clubs have access to grant funding. The current grant categories are:

Minor Events & Activities (up to \$1000)

Merchandise & Promotions (up to \$500)

Equipment (up to \$400)

Fundraiser (up to \$300)

Online & Subscriptions (up to \$200)

Provisional Club Start-Up (\$150 for Club's in their provisional registration with YouX)

There are also two larger grants available, which are subject to approval from the Clubs Committee and require a more intensive application process.

Major Grant (up to \$2000)

Campus Grant Impact (up to \$6000)

**YouX
Clubs**

Considerations

1. We are not able to reimburse Clubs for items. Clubs cannot make any purchases until after the grant has been submitted and approved by Clubs Admin.
2. Grants are a request for funding; they are not guaranteed. Clubs should consider alternative options for funding.
3. Clubs must be registered in order to receive funding.
4. You are unable to purchase any single-use plastics for Club events. We recommend reading up on the University's policies from the Ecovercity department.
5. No grant funding can be used to purchase alcohol.
6. Be sure to keep financial records and receipts for items purchased with grant funding.

Considerations

7. For all minor grants, you should be attempting to submit at least two weeks ahead of your planned purchase or event.
8. Payment can take up to 14 days from the date the grant is submitted, so try and be as organized as possible.
9. Please provide us with your Clubs bank account for any payments, as we are unable to process money into individual accounts.
10. Prizes should be commensurate to the service given. It may not be appropriate for example to provide a \$500 gift card to an event speaker who would have done it for a box of chocolates, or for free.
- 11. Try and apply for grants at least 10 working days prior to your event.**

DO

- Include the proposed date, time, and location of the event
- Ensure you check and double check your bank account details
- Apply for the exact amount of money as the quote shows (i.e. \$36.98 instead of \$37)
- Include screenshot, quotes, or invoices for every item you are requesting
- Find examples of the funds can be allocated, if you are unsure of which food or beverages will be purchased for a regular meetup
- Attached your design if you are purchasing a new banner
- Submit your grant **at least two weeks prior** to the event

DON'T

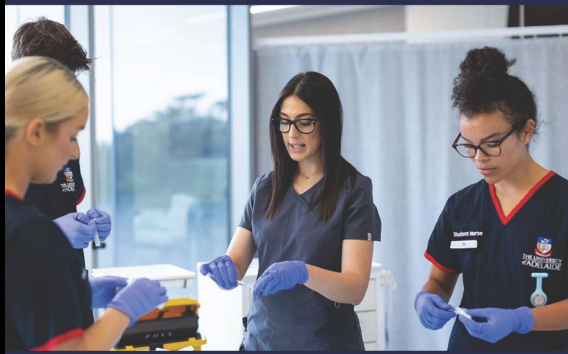
- Forget to include any details about your proposed event; 'food for social event' is not enough info!
- Copy and paste an exact quote from a previous event (prices change!)
- Forget to include a screenshot or quote of the requested item
- Request an amount that is larger than the sum of your quoted items
- Forget that Taylor our Clubs Administrator works part-time
- Apply for a grant the day before the event – make sure to submit your application with at least two weeks lee-way

Clubs Banners

Must include YouX Clubs logo (we can email this to you!).

Attach the design in your grant application or send it to youx.clubs@adelaide.edu.au if the file is too big.





Adelaide Nursing Students' Society



YouX Clubs

Japanese Language
& CULTURAL SOCIETY

好氣夢達友愛箱壽
好氣夢達友愛箱壽



SCAN
MEMBERSHIP

@ava_uniadelaid



@ava_uniadelaid



@AdelaideUniVietnam



vietnamese@clubs.youx.org.au



THE UNIVERSITY
of ADELAIDE

TGSS

Theatre Guild Student Society



facebook.com/uatgstudentsociety



instagram.com/tgss_uoa



www.adelaide.edu.au/theatreguild



tgss@clubs.youx.org.au



TGSS



Examples of Grant Applications

We will show you two separate grant applications. Can you point out any errors you notice?

There are also print-offs on the table.

Minor Grant Application Form

1. Primary Information

Club Name	Cheese Lovers
Date of last Registration	You tell me

2. Applicant's Details




Name	Anne Smith
Role in Club	Treasurer
Phone Number	8888 8881
Email	anne.smith@student.adelaide.edu.au

3. Bank Details

Account Name	Society Cheque account
Account Number	111 222 333
BSB Number	123-456

4. Grant Information

Grant Amount	\$194
Grant Category	Events & activities
Description	<p>We will be hosting a wine & cheese night on the 11th of May in the Mezz. The space has been booked with Toni and we have completed a risk assessment as there will be alcohol served.</p> <p>We have created an Eventbrite here for tickets, which are \$2 each for attendees. The event is open to everyone and we hope to see a mix of current and new/potential members. We have sold 10 tickets already and expect to sell at least 30 in total.</p> <p>We are getting platters made by Coles which one of our members will collect on the day. The alcohol will also be purchased in advance.</p>

ITEM	COST	QUOTE
Coles platter signature x 2 @ \$55 each	\$100	 <p>Coles Platter Signature \$55.00 \$55.00 per 1Ea</p> <p>Add 1 for \$55.00</p> <p>Serves 6-10 Includes: Coles Green Olives with Garlic and Chili Bertocchi Mild Sopressa Salami Primo Prosciutto Hungarian White Salami King Island Smoked Stokes Point Cheddar Meredith's Fresh Chevre Goat Cheese Jindi Triple Cream Brie Coles Finest Black Olive Tapenade Chris' Heritage Vintage C ...</p> <p>More</p>
2 x Penfolds cab sav @ \$25	\$50	 <p>Penfolds Max's Cabernet Sauvignon 750ml \$25⁰⁰ Was \$34.00</p> <p>Save to list Add to cart</p> <p>Check stock in our stores ></p>
2 x Campo Viejo @ \$17	\$34	 <p>Campo Viejo Tempranillo 750ml \$17⁰⁰ Was \$22.00</p> <p>Save to list Add to cart</p> <p>Check stock in our stores ></p>

Minor Grant Application Form

1. Primary Information

Club Name	Cheese Lovers
Date of last Registration	You tell me

2. Applicant's Details

Name	Anne Smith
Role in Club	Treasurer
Phone Number	8888 8881
Email	anne.smith@student.adelaide.edu.au

3. Bank Details

Account Name	Society Cheque account
Account Number	111 222 333
BSB Number	123-456

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ITEM	COST	QUOTE
Coles platter signature x 2 @ \$55 each	\$100	
2 x Penfolds cab sav @ \$25	\$50	
2 x Campo Viejo @ \$17	\$34	

1. Do your research and find out what your date of registration is.
2. Account name is normally the name of the Club, i.e. 'WISTEMS General Account'.
3. No alcohol can be purchased with YouX Grants (as money is from SSAF).

Minor Grant Application Form

1. Primary Information

Club Name	Simpsons Club
Date of last Registration	02/02/22 – Confirmed by Clubs Administrator.

2. Applicant's Details

Name	Bill Bob
Role in Club	Treasurer
Phone Number	8888 8881
Email	bill.bob@student.adelaide.edu.au

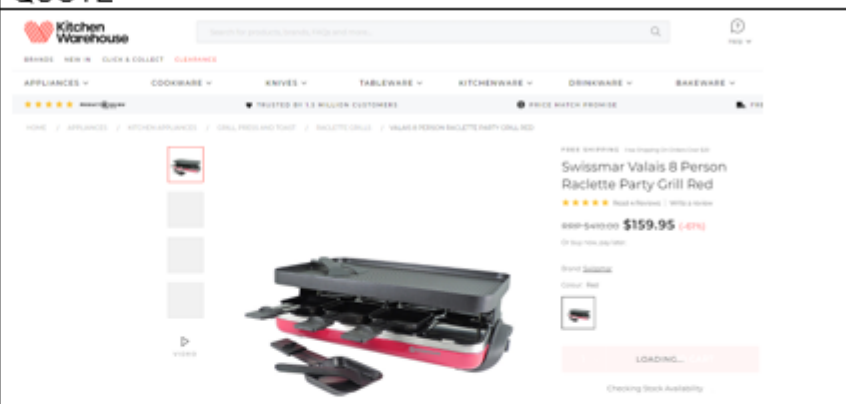
3. Bank Details

Account Name	Simpsons Club
Account Number	111 222 333
BSB Number	123-456

4. Grant Information

Grant Amount	\$160
Grant Category	Equipment
Description	We are looking to purchase a raclette for our upcoming club watch night, but also for longer term use at future events. We will be storing the raclette at my house.

No equipment can be stored at an individual's house. It must be stored on campus. What if that person drops out of Uni and we never see them again? What if the next President isn't able to store the equipment?

ITEM	COST	QUOTE
Kitchen Warehouse Raclette	\$159.95	 <p>https://www.kitchenwarehouse.com.au/Swissmar-Valais-8-Person-Raclette-Party-Grill-Red?gclid=CjwKCAjwJzMTBhB4EiwAynRmD8RyeZUifaaaYq9w41fb5b6Y-EJV92pG_NrBUjqPJairX7v4ITQ4ahoCBlkQAvD_BwE</p>

Make sure the amount of money requested is the same as the sum amount of your quotes. It may seem simple to round it up, but we need to be able to see exactly where all the funding will be going.

Bank Dealings

Bank accounts and finances (separate from grants) are managed by Clubs independently of YouX.

To update bank account details, you will need to hold an SGM or AGM and motion for bank account signatories to be added or removed. You can print and sign these minutes and take them to the bank who should be able to update their details using this confirmation.

Any large spends or reimbursements should be motioned in a meeting.

MOTION: That **NAME** and **NAME** be added as signatories to the club's bank account.

MOVED: **NAME**

SECONDED: **NAME**

Your questions

How many grants do you offer?

Our grant guide is available online [here](#).

There are six standard categories, plus major and campus impact grants.

Accessing funds for banners or larger events

Banners are most applicable under the 'merchandise and promotions' grant. Most events will fall under the 'events and activities' grant, unless you wanted to start the major grant process.

How to order merchandise with grants

Merchandise and specifically club clothing is most applicable for the 'merchandise and promotions' grant. It is worth considering that if you are going to use a grant to subsidise this purchase then the clothing should be available to everyone in your club (not just your committee.) Generally, the grant will cover a portion of the cost (or a deposit).

Grant process for new/provisional clubs

Provisional clubs access grants the same way as a full club. The only different for a new club is access to the \$150 provisional club start up grant which can only be utilized once.

How do I report how much money a fundraiser made?

You should be able to subtract the amount made from the amount spent in order to work this out. I.e. you make \$335 at a bake sale, and the ingredients for this were \$120. You have then made \$215. We'd suggest asking for a donation receipt for your records.

YouX
Clubs