



CLUBS

FUNDING

TRAINING

# TABLE OF CONTENTS

---

**01**

## **WHAT IS SSAF**

What you can/can't spend money on!

**02**

## **TYPES OF CLUBS GRANTS**

And how to apply for one!

**03**

## **FINANCIAL REPORTING**

How to ensure that your finances are error free.

**04**

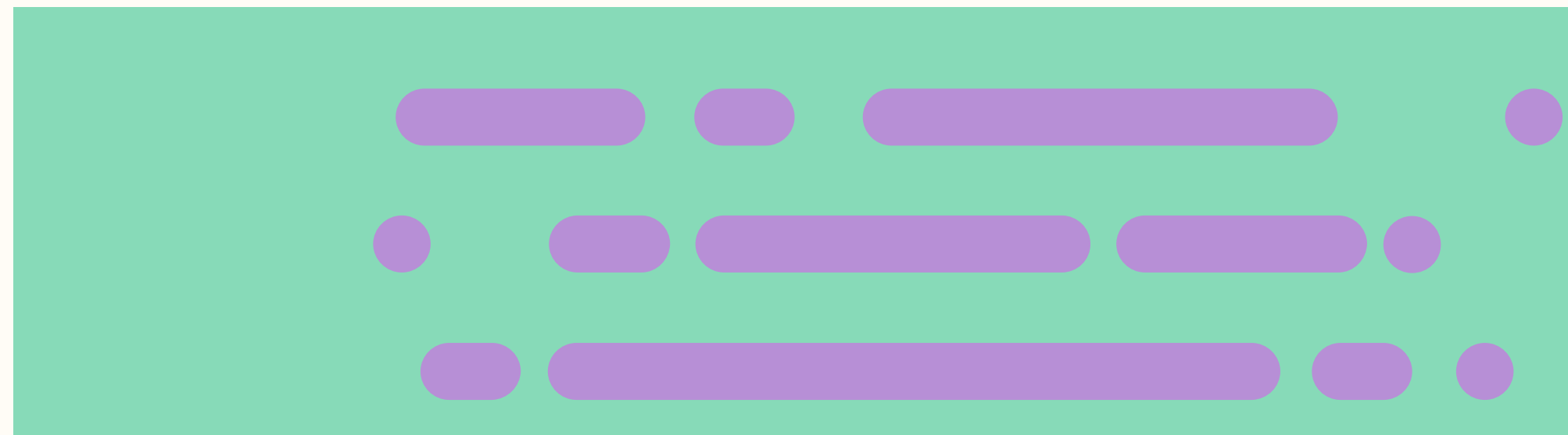
## **CLUBS BANK ACCOUNTS**

Two-to-sign and single sign on accounts.

**05**

## **ABN + ACNC REGISTRATION**

How to become a Not-for-profit and update your Australian Business Number.





# WHAT IS SSAF?

01



# SSAF

- ANUSA receives SSAF funding from ANU to provide services to students, including the Clubs Program.
- SSAF funding is allocated to ANUSA and other student groups including Woroni, Observer and ANU Sport. Some ANU services also receive funding.
- There are legislative and policy requirements for SSAF recipients. There are strict categories that SSAF funding can be spent on.
- All of ANUSA's Clubs and SEEF budget line is funded by SSAF



# WHAT CAN YOU SPEND SSAF MONEY ON?

You can spend SSAF money on anything that isn't on the prohibited expenditure list and falls into a Clubs or SEEF grant funding category



## You cannot spend SSAF money on:

- Donations, sponsorships, scholarships, or similar.
- **Alcohol, tobacco, or similar.**
- Cash, vouchers, forms of currency, or any other form of payment.
- The payment of debts, fines, or overdrafts of the Club's bank account.
- Affiliation fees to another organization, unless they deliver a vital and competitive service, such as a Costco membership.
- Honoraria or stipends (except for student musicians).
- Items which will become the personal property of club members (except for club branded merchandise).
- Any expenditure for an unlawful purpose.
- Any other expenditure that is not compatible with Student Services and Amenities Fee (SSAF) criteria.



# WHAT IF I SPEND MONEY ON A PROHIBITED EXPENSE?

- ANUSA grant money cannot be spent on a SSAF prohibited expense.
- Think about if it is necessary – does it benefit the ANU community? Is it safe to do so?
- Take the expense out of a different budget line from an ANUSA grant. For example, if you charge for membership or ticketing, make sure you take it out of that line.
- E.g. If you're running a ball and it will cost you 12 dollars per person + an additional 10 dollars per person for a ticketholder to have alcoholic beverages, you may consider charging 10 dollars per person to cover that and applying for an ANUSA grant to cover the rest.
- It is important you make this very clear in your budgeting and financial record keeping.

# WHY IS ADHERING TO SSAF POLICY IMPORTANT?

- ANUSA has a 3-year funding agreement with the ANU. It is important that ANUSA, and Affiliated Clubs demonstrate good financial governance to ensure ongoing funding of services, including the clubs program.
- Adherence to the SSAF guidelines by clubs encourages ANU to continue or increase funding to the Clubs Program.
- This impacts how big the clubs budget line can be and the future of your clubs budget!
- Breaches of SSAF policy by one club can reduce the funding caps for all clubs.



# CLUBS GRANTS AND HOW TO APPLY FOR THEM

02



# WHY ARE CLUBS GRANTS IMPORTANT?

One of the most significant benefits of being an affiliated ANUSA club is the ability to apply for funding. This funding, derived from the Student Services and Amenities Fee (SSAF), is designed to help you run events, grow your membership, and contribute to a vibrant campus culture.

All funding applications are managed through the Rubric platform. This training will walk you through the process, explain the different types of grants available, and provide tips for a successful application.

The logo for Rubric By QPay is located in the bottom right corner. It consists of a solid pink square. Inside the square, the word "Rubric" is written in a large, white, sans-serif font. Below "Rubric", the text "By QPay" is written in a smaller, white, sans-serif font.

Rubric  
By QPay

# APPLYING FOR A GRANT

Applying for a grant is a straightforward process managed entirely online.

1. Log in to Rubric: Access your club's account on the Rubric QPay platform.
2. Navigate to Forms.
3. Select the Correct Grant: Choose the grant that matches your need (e.g., "Ordinary Events Grant").
4. Fill Out the Application
5. Disclose Other Funding: You must disclose any funding you have received from other sources (sponsorship, etc.) for the same purpose.
6. Submit and Wait: Once submitted, your application will be reviewed by the Clubs Team.  
Applications require 2 approvals which can take between 2 - 6 Weeks.

**Clubs must submit event grants before 11:59pm on the Sunday following the last teaching day of the term in which the event was held.**

# PROSPECTIVE GRANT APPLICATION PROCESS

**Prospective Grants include:**

- Ordinary Operational Grants
- Capital Expenditure Grants
- Merchandise Grants
- The Travel Events Grants



**FILL IN GRANT APPLICATION FORM**

Receive ANUSA  
Approval

**MAKE YOUR PURCHASES (KEEP YOUR  
TAX INVOICES)**

**FILL IN GRANT CLAIM FORM**

Receive ANUSA  
Approval

**RECEIVE YOUR FUNDS**

# KEY CONCEPTS

## PROSPECTIVE VS RETROSPECTIVE FUNDING

All grants are paid out **retrospectively** by default. This means your club will need to cover any costs first, and then apply for reimbursement from ANUSA.

While some grants are applied for **prospectively** (before the event/expenditure takes place), payment is still made retrospectively unless an exemption is granted. For prospective grants you must seek approval before purchasing items through the 'Grant **Application Form**', you then apply for retrospective payment through the Grant **Claim Form**.

## SSAF FUNDED VS SPONSORED POOL GRANTS

**SSAF-Funded Grants:** The majority of grants (Events, Operational, etc.) come from the SSAF pool. There is a Funding Limit on the total amount of SSAF funding your club can receive each year.

**Sponsored Pool Grants:** These grants are funded by external sponsors. They have their own eligibility criteria and do not count towards your annual SSAF Funding Limit. The Clubs Officer will advise when these are available.

## EVENT VS ORDINARY OPERATIONAL GRANTS

**Event grants** are for costs related to a specific event. Unless otherwise specified, they are decided and paid retrospectively.

**Operational grants** are for non-event costs that support the smooth running of your club. They are decided prospectively (before you spend) but paid retrospectively.

# THE GRANT APPROVALS PROCESS

- All grants are approved in the order in which they were submitted on Rubric.
- If significant extra information is required from a club to get a grant approved, the grant will be rejected and clubs will be encouraged to resubmit. Resubmissions will be prioritised in the approvals process.
- All retrospective grants require two levels of internal ANUSA approval – these types of grants generally take longer to approve.
- Grants can take anywhere from 2-4 weeks from submission to payout. This is generally longer during peak periods (from O-week to March). Please consider these wait-times when budgeting and scheduling your events.

### Ordinary Events Grant

- **What it's for:** This is your standard grant for most club events.
- **Funding Details:** Up to \$8 per student attending the event, capped at a maximum of \$4,000 per event.

### Special Annual Events Grant

- **What it's for:** One, extra-special event for your club per year (e.g. ball, gala dinner or conference).
- **Funding Details:** Up to \$12 per student attending the event.
- **Key considerations:** Can only be used once a year. Cannot be spent on Alcohol.

# TYPES OF EVENT GRANTS

### Inclusive Events Grant

- **What it's for:** Covering costs that make your event more inclusive and accessible. (e.g. Welcome to Country, equity tickets, or other accessibility measures).
- **Funding Details:** The amount is discretionary and decided by the Clubs Officer.
- **Key Considerations:** This can be applied for in addition to any other event grant.

### Sponsored Event Enhancement Grant

- **What it's for:** Covering costs that make your event more inclusive and accessible. (e.g. Welcome to Country, equity tickets, or other accessibility measures).
- **Funding Details:** The amount is discretionary and decided by the Clubs Officer.
- **Key Considerations:** This can be applied for in addition to any other event grant.

## Joint Event Grant

- **What it's for:** An event held in collaboration between two or more clubs.
- **Funding Details:** Up to \$8 per student attending, capped at \$4,000 per event. The costs are distributed and count towards each club's Funding Limit.
- **Key Considerations:** You cannot also apply for an Ordinary Events Grant for the same event. If you wish to split funding amongst participating clubs in a particular way, you must specify this in the application.

## Travel Events Grant

- **What it's for:** Subsidising travel expenses for club activities that benefit the club, like attending a competition or conference.
- **Funding Details:** Up to 50% of all reasonable travel expenses, capped at a maximum of \$4,000 per year.
- **Key Considerations:** This is the only Event Grant that is **approved prospectively** (before you go). If you don't get prospective approval, you can only apply for an Ordinary Events Grant subsidy afterwards.

### Ordinary Operational Grant

- **What it's for:** Funding for necessary operational costs not covered by other grants.
- **Funding Details:** Discretionary, capped at \$300.

### Capital Expenditure Grant

- **What it's for:** Purchasing physical assets (e.g. packs of cards, projector) for the club.
- **Funding Details:** Up to 100% of the purchase price, capped at \$1,000 per year.
- **Key Considerations:** Items are the property of the club, not individuals. You will need to provide quotes in the grant application form.

# TYPES OF OPERATIONAL GRANTS

### Merchandise Grant

- **What it's for:** Subsidising the cost of club-branded merchandise to be sold or distributed to members.
- **Funding Details:** Up to 50% of the purchase price, capped at \$1,000 per year. Make sure to read the Strategic Spending Guidelines to understand the types of merchandise that is eligible.

### Club Start-Up Grant

- **What it's for:** A one-time grant to help newly affiliated clubs get on their feet.
- **Funding Details:** A flat \$200 grant.
- **Key Considerations:** Only available to clubs that have newly affiliated in the current academic year and have less than \$500 in their bank account.

## In-Kind Sponsorship Grant

- **What it's for:** To formally recognise non-monetary support from a sponsor (e.g., providing free goods or services).
- **Funding Details:** The value is determined by the fair market value of the contribution.
- **Key Considerations:** This does not involve a monetary transfer and does not count towards your SSAF Funding Limit. Like the Sponsored Event Enhancement Grant, this is only available when indicated by the Clubs Officer, as it depends on sponsorship availability.



**PLEASE SEE THE STRATEGIC SPENDING GUIDELINES FOR MORE INFORMATION ON HOW BEST TO SPEND EACH GRANT**



# FINANCES AND BOOK-KEEPING

03



# SOURCES OF INCOME FOR CLUBS

- **Grants from ANUSA!** This is the main way that clubs usually get money. There's a lot of different kinds and this money is only available for ANUSA clubs and societies.

## There are also other ways to find funding:

- **Student Extracurricular Enrichment Fund (SEEF):** A grant for individuals, groups and ANU Affiliated organisations that you can apply for. Scope of funding is broader but applications take longer as they are assessed by a panel.
- **Membership fees:** You can raise revenue through membership fees. Membership fees can vary depending on your club's decision.
- **Ticketed events:** Particularly for large events, you may want to consider charging for tickets in order to break even. Also, you have to consider equity tickets for large-scaled events.
- **Merch Sales:** If your club has (non-ANUSA-funded) merch, you can sell it and keep the revenue to fund events.

# BUDGETING

## Budgeting

- Budgeting involves creating a plan for future income and expenses. It involves estimating how much money will be earned and spent over a specific period, typically a year.
- Forward projections based on historical data.
- Helps clubs anticipate future financial needs and set spending limits for various categories.
- Regularly reviewing and adjusting the budget is essential to adapt to changing circumstances.

VS

# BOOK KEEPING

## Bookkeeping

- Only involves recording economic events that have happened.
- Strictly Backward – looking. No forecasting of financial health.
- Keeps track of all transactions that take money out of or put money into your account.
- Done easily through Excel.



# BUDGETING 101



# WHAT IS A BUDGET?

- An estimate of your income and expenditure for the year
- A way to plan financially for the year ahead
- An easy method to ensure accountability to your club and how you spend your members money
- Avoids issues around overspending and underspending and can ensure you maximize the value of your funds in a responsible way.

# EXAMPLE OF A BUDGET

REVENUE				
	Budgeted		Actual	Notes
ANUSA Grants	\$ 4,000.00			From ANUSA/ Apply for each event
Rollover	\$ 3,000.00			From last year
Merch Sale	\$ 1,000.00			\$50 each sold 20
Ticket Sales - Ball	\$ 4,000.00			Est. \$40 per ticket. 100 ticket sold
<b>Total Income</b>	<b>\$ 12,000.00</b>		\$ -	
EXPENDITURE				
	Budgeted		Actual	Notes
O-week	\$ 1,000.00			
Event - A	\$ 500.00			
Event - B	\$ 500.00			
Event - C	\$ 300.00			
Bush Week	\$ 1,000.00			
Event - D	\$ 500.00			
Event - Ball	\$ 5,000.00			
Meeting Expenses	\$ 300.00			
Merch	\$ 2,000.00			
Subscription	\$ 50.00			
Others - Admin & Overhead	\$ 500.00			
<b>Total Expenses</b>	<b>\$ 11,650.00</b>		\$ -	
<b>Surplus/ Deficit</b>	<b>\$ 350.00</b>		\$ -	

# HOW TO BUDGET

- **Start with historical data** – club's expenditure for the past years
- It will let you know what revenue and expenses you will have, and how much you spent previously
- Use your knowledge and make informed predictions about your expenditure by
  - Taking a percentage from last year
  - Calculating the cost/income of previous events per head
  - Get a quote from suppliers (especially for special events e.g. ball)
  - List out items you want and researching how much they cost
  - Take in account for the peak season and non-peak season





# HOW TO KEEP GOOD FINANCIAL RECORDS (BOOK KEEPING)



# WHY IS BOOKKEEPING IMPORTANT



## TO PREPARE FOR AUDITS

Clubs and Societies can be audited by ANUSA at any time.

## EASIER HANDOVER

Future executive members can see and how club funds have been spent.

## TRANSPARENCY

Ensures that club funds are being used in the community interest.

# STEP 1: KEEP RECORDS OF ALL SPENDING

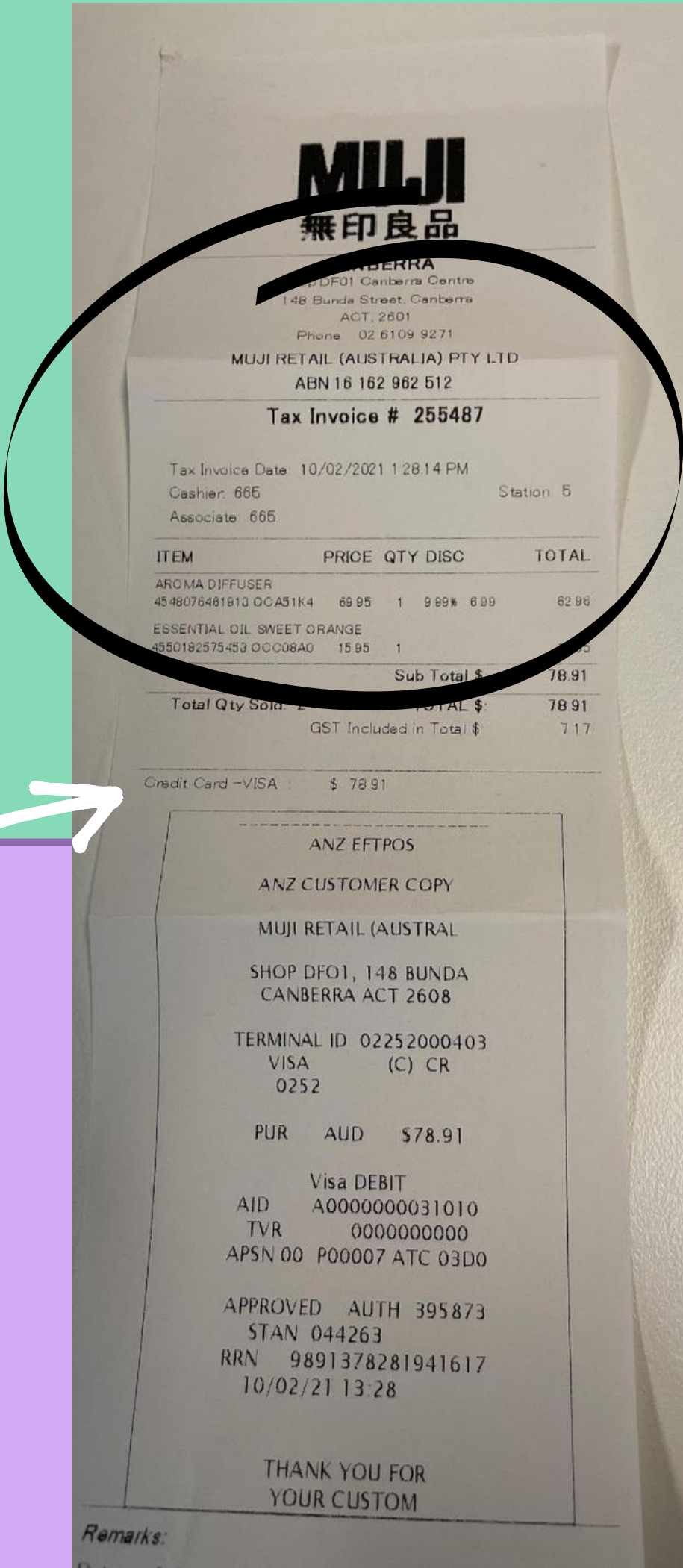
- Every expenditure must have a corresponding **TAX INVOICE** and must receive approval from the trustees in writing before the amount has been spent
- Take extra care when the debit card is used – make sure that approvals and receipts are kept and uploaded to Club's drive
- Create a folder with scanned copies of all tax invoices (NOT the terminal receipts)
- **Tax Invoices**– should have the **ABN of the supplier, items purchase and tax (GST) amount**

# TAX INVOICES



Terminal stub (no ABN) - Not a valid tax invoice!

Receipt (good, has ABN and GST Amount) - A valid tax invoice!



# STEP 2: KEEP A TRANSACTION SUMMARY

A table with all your income + expenditures and receipts

## This has two uses:

- For internal use to track all spending
- To be submitted for the audit

To make a transaction summary create a table with the following headings:

Then fill in every column at purchases are made, the records should include all transactions in all bank accounts with Opening Balance and closing balance matching the actual bank statement

Date	Bank Statement Descriptions	Opening Balance	Money In	Money Out	Closing Balance	Line Item	Receipts (Y/N)	Link for Receipts	Other Notes
------	-----------------------------	-----------------	----------	-----------	-----------------	-----------	----------------	-------------------	-------------

# TRANSACTION SUMMARY EXAMPLE

Example									
Date	Bank Statement Descriptions	Opening Balance	Money In	Money Out	Closing Balance	Line Item	Tax Invoices (Y/N)	Link for Tax Invoices	Other Notes
30/11/2022	Opening Bank Balance	100.00			100.00				
					0.00				
1/12/2019	ANUSA baseline funding	100.00	10,000.00		10,100.00	Baseline Funding	N/A	N/A	
2/12/2019	Bank Fee	10,100.00		(2.50)	10,097.50	Bank Fee	N/A	N/A	
3/12/2019	Direct Credit Qpay O-week Mixer	10,097.50	300.00		10,397.50	O-Week	Y	<a href="https://docs.google.com/XXXXXXXX">https://docs.google.com/XXXXXXXX</a>	O-week Mixer ticket revenue
4/12/2019	BUNNINGS 436000	10,097.50		(120.00)	9,977.50	Events - Awareness Day	Y	<a href="https://docs.google.com/XXXXXXXX">https://docs.google.com/XXXXXXXX</a>	Pots for Awareness Day Deco
5/12/2019	Department Reimb L Wong D E 135	9,977.50		(50.00)	9,927.50	O-Week	Y	<a href="https://docs.google.com/XXXXXXXX">https://docs.google.com/XXXXXXXX</a>	Reimbursement for Oweek deco
		9,927.50		(200.00)	9,727.50	Events - Awareness Day	Y		Reimbursement for Event Postage
5/12/2019	Transfer to NetBank Internal Transfer	9,927.50	3,000.00		12,927.50	Internal Transfer	N/A	N/A	Transfer to Saving Account
<b>Total</b>		<b>Total</b>	<b>13,300.00</b>	<b>(372.50)</b>	<b>12,927.50</b>				

1. Enter your Club's Opening Bank Balance for the Summary Period.
2. Put in the date, descriptions and details of purchases.
3. Make sure Closing Balance matches your actual bank balance at the end of the summary period.
4. Fill in the details marked 4-8.

# STEP 3: MAKE AN INCOME AND EXPENDITURE REPORT

- This is the document you should provide members at Annual General Meetings.
- Easy to do once you've created a transaction summary.
- Summarises your transactions by Line Item with the name and the total of each line in your budget.
- It's the actual version of the budget!
- Ensure that the movement of your bank balance is equal to the Income and Expenditure report. (Eg. If the total income of the period is \$1,100 and expense is \$1,000, the bank(s) should have an increase of \$100 in total).

# EXPENDITURE REPORT EXAMPLE

XXXXX Department  
Income and Expenditure Report

For the period from 1/12/2019 to 31/12/2019

<b>Income</b>	\$
ANUSA Funding	10,000.00
Other Income	
Interest Income	
<b>Total Income</b>	<b>10,000.00</b>
<b>Expenses</b>	
Bank Fees	2.50
Bush Week	
O-Week	65.00
Event - Awareness Day	343.20
<b>Total Expense</b>	<b>410.70</b>
<b>Surplus / (Deficit) of the year</b>	<b>9,589.30</b>

## What is a line item?

A line item is a single, detailed entry on a financial document, invoice, or budget that specifies a particular product, service, or expense along with its quantity, price, and total cost.

For the context of the Expenditure Report a line item would be the total expenditure from a particular event or initiative e.g. O-Week - Market day rather than Market Day - Pens, Market Day - Banner etc.

# CLUBS BANK ACCOUNTS

04



# BANK ACCOUNTS

All clubs are required to have a Two-To-Sign Bank account with exactly 3 club executive members (Trustees) to operate the account (Clubs Regulations 7(4))

A **two-to-sign account** refers to an account that requires **two or more individuals to authorise transactions**.

Your club (if it is new) may need provisional affiliation to get a two-to sign account this can be obtained by emailing the Clubs Officer at [sa.clubsofficer@anu.edu.au](mailto:sa.clubsofficer@anu.edu.au)



If you require an additional Single Sign on account this must be approved by ANUSA.

To get approval please send the Clubs Officer or Administrator an email justifying why you need a single sign on account. These will only be granted in very strict circumstances in consultation with the ANUSA executive.

**All Club Bank accounts must be in the Club's name, not the name of an individual member.**



**ABN+ ACNC  
REGISTRATION**

**04**



# ABN

An Australian Business Number or ABN is important so that the public , other businesses and the Australian Taxation Office can differentiate you from organisations with a similar name.

All clubs must have an **Active ABN**. If you have any changes to your club e.g. your executive or your constitution you must update your ABN details **within 28 days of** being aware of the change. Generally this means updating your details after EACH AGM.

Clubs can update their ABN from this page: **<https://www.abr.gov.au/business-super-funds-charities/updating-or-cancelling-your-abn/update-your-abn-details>**

The Australian Business Register Site (abr.gov.au) provides important clarifications about the entire process of getting, cancelling and maintaining your ABN.

# AUSTRALIAN NATIONAL CHARITIES COMMISSION REGISTRATION

Registering as a Not-for-Profit with the Australian National Charities Commission is important as it makes you eligible for certain tax concessions (reduced taxes). It also reduces the regulatory burden on your club and makes you eligible for free services provided to charities (e.g. Canva Pro).

ANUSA Recommends that all eligible clubs register as a not for profit with the ACNC to access these concessions.



Australian  
**Charities** and  
Not-for-profits  
Commission

# HOW TO REGISTER WITH THE ACNC

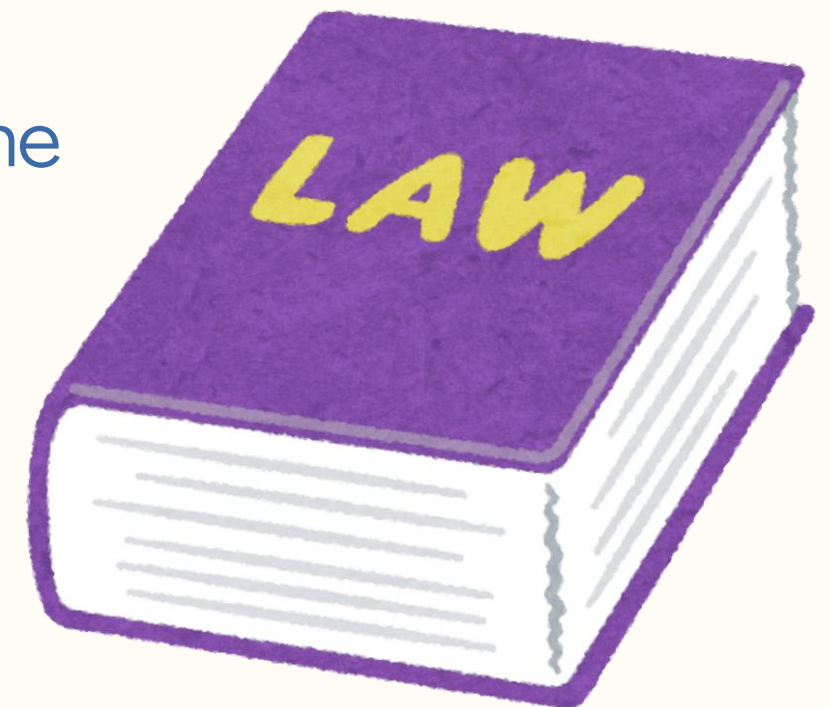
1. Amend your constitution to include Charitable Causes at the next Annual General Meeting
2. Follow this checklist and gather the required information:  
<https://www.acnc.gov.au/tools/guides/registration-application-checklist-and-guide>
3. Log into the ACNC Charity Portal and complete the application form. You can apply for Charity Registration and Charity Tax Concessions at the same time.
4. Wait for the ACNC to approve and the Australian Taxation Office to endorse your club as a charity.

# HELPFUL INFORMATION - AMENDING YOUR CONSTITUTION FOR ACNC REGISTRATION

If your club uses the ANUSA Model Clubs Constitution: <https://anusa.com.au/wp-content/uploads/2025/01/2025-Model-Clubs-Constitution-1-1-1.pdf> - you will have to amend section 4 (Aims and Objectives) to include charitable clauses.

You will need to include one of the charitable clauses or purposes listed here: <https://www.acnc.gov.au/tools/templates/charitable-purpose-examples>

Search for similar organisations and their charitable clauses through the ACNC Charity Register: <https://www.acnc.gov.au/charity/charities>



# Key Links

**Australian Taxation Office Handover Checklist for Not-for-profits:**

<https://www.ato.gov.au/businesses-and-organisations/not-for-profit-organisations/your-organisation/in-detail/checklists/handover-checklist-for-not-for-profit-administrators>

**Update your ABN:** <https://www.abr.gov.au/business-super-funds-charities/updating-or-cancelling-your-abn/update-your-abn-details>

**Check your ABN details:** <https://abr.business.gov.au/>

**For more information about maintaining your ABN:**

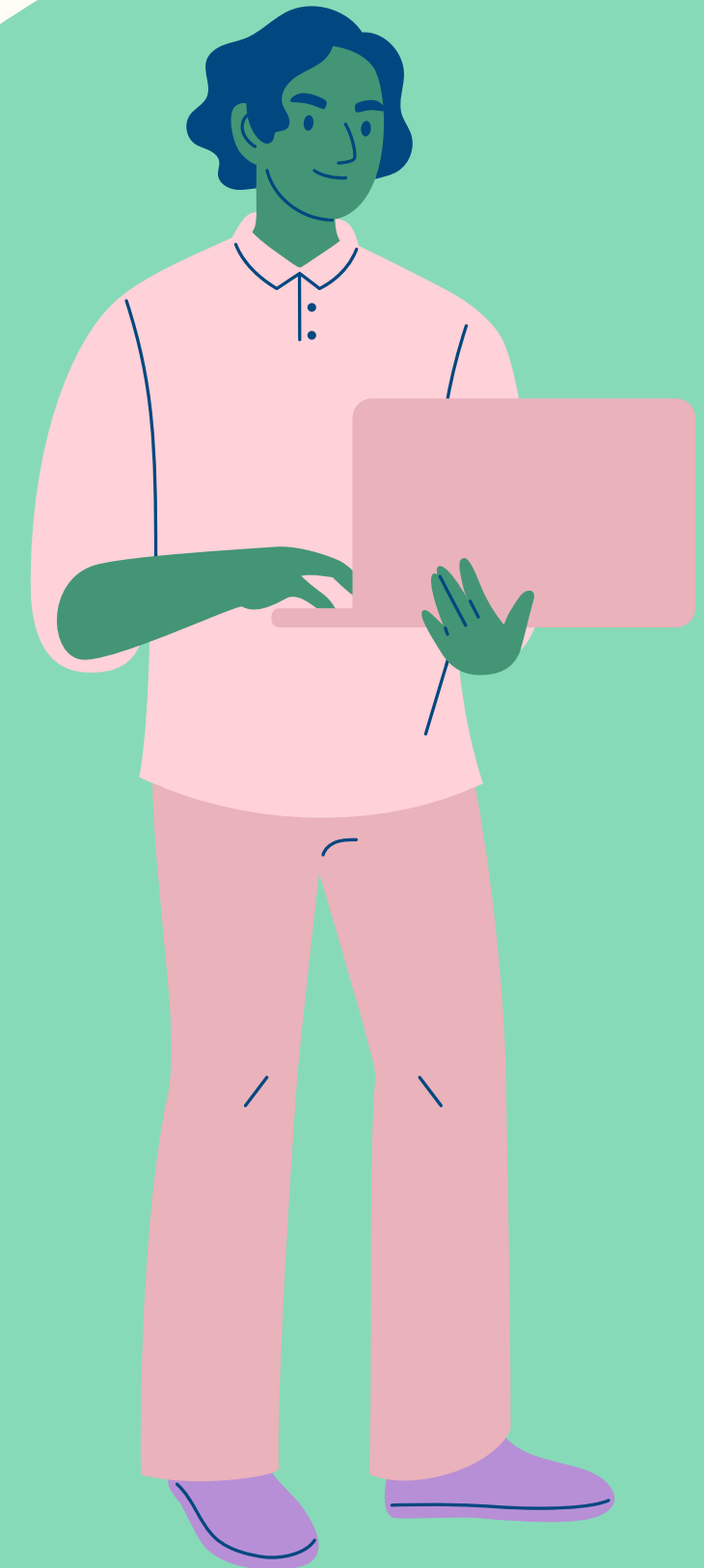
<https://www.ato.gov.au/businesses-and-organisations/not-for-profit-organisations/your-organisation/changes-to-your-organisation>

**Australian Charity Register:**

<https://www.acnc.gov.au/charity/charities>

**Charity Registration Checklist:**

<https://www.acnc.gov.au/tools/guides/registration-application-checklist-and-guide>



# Key ANUSA Recourses

## **ANUSA Clubs Regulations:**

<https://anusa.com.au/wp-content/uploads/2025/10/Regulations-8-October-2025.pdf>

## **ANUSA SEEF Guidelines:**

<https://anusa.com.au/wp-content/uploads/2024/11/SEEF-Guidelines-2024-2.pdf>

## **ANUSA Model Clubs Constitution:**

<https://anusa.com.au/wp-content/uploads/2025/01/2025-Model-Clubs-Constitution-1-1-1.pdf>

## **ANUSA Clubs Github**

<https://anusaclubs.github.io/>



# CONTACTS

Please consult the Key Links and ANUSA resources before reaching out to the Clubs Team with specific questions.

For any specific assistance regarding SEEF + Clubs Funding or general information about Affiliation - contact the Programs and Events Administrator at either:

- [sa.clubsgeneral@anu.edu.au](mailto:sa.clubsgeneral@anu.edu.au) for Clubs Queries
- [seef@anu.edu.au](mailto:seef@anu.edu.au) for SEEF Queries

For provisional affiliation or approval for a single sign on bank account - contact the Clubs Officer at:

- [sa.clubsofficer@anu.edu.au](mailto:sa.clubsofficer@anu.edu.au)





**THANK YOU!**

And remember to complete your quiz before applying for reaffiliation!