

**STUDENT SERVICES & AMENITIES FEE**  
**ANUSA YEAR TO DATE EXPENDITURE REPORT DECEMBER 1 2014 - MAY 31 2015**

| Expenditure Category                                 | Sub Category                            | Applicable SSAF Categories<br>(Per Clause 3.3 of Funding Agreement)  | Applicable Initiatives per Budget Submission<br>(where applicable)  | Annual Budget       | YTD Expenditure   | Unexpended Funds  | Projected expenditure to 31 December | Anticipated Amount |
|--|---|--|---|---------------------|-------------------|-------------------|--------------------------------------|--------------------|
| Salaries and Wages & Other Employee Related Expenses | Executive Honoraria                     | c  | ANUSA Executive wages and superannuation.   | \$ 100,883          | \$ 48,044         | \$ 52,839         | \$ 100,883                           | \$ -               |
|  | Administration                          | c  | Includes administration expense for payroll journal, expenses for HR-related consultancy, other employee expenses for parking at ANU, superannuation expenses for all ANUSA employees (excluding Executive superannuation), and workers compensation insurance. | \$ 117,123          | \$ 97,321         | \$ 19,802         | \$ 155,121                           | \$ 37,998          |
|  | Student Welfare & Support               | b, c, e, f, g, h, i, o, p, r, s  | Includes salaries and wages for all ANUSA professional employees and casual staff (i.e. Brian Kenyon Student Space managers). <u>Excludes</u> Executive honoraria.  | \$ 535,023          | \$ 231,728        | \$ 303,295        | \$ 509,801                           | -\$ 25,222         |
| Administration Costs                                 | Accounting & Audit Fees                 | c, i   | Accounting and auditing fees incurred in the time period.   | \$ 44,835           | \$ 36,020         | \$ 8,814          | \$ 40,020                            | -\$ 4,814          |
|  | Bank Fees                               | c  | Bank fees with and without GST, as well as fees incurred by the bank for foreign currency payment for OrgSync services.   | \$ 3,573            | \$ 1,691          | \$ 1,881          | \$ 3,573                             | \$ -               |
|  | Election Costs                          | c  | N.A.  | \$ 25,000           |                   | \$ 25,000         | \$ 25,000                            | \$ -               |
|  | Legal Expenses                          | c, e   | For monthly fees from legal software, as well as legal officer practising certificate expenses.   | \$ 6,000            | \$ 3,261          | \$ 2,739          | \$ 6,000                             | \$ -               |
|  | Rent & Outgoings                        |  | N.A.  |                     |                   | \$-               |                                      | \$ -               |
|  | Repairs & Maintenance                   | c, l   | Repairs and maintenance of the ANUSA offices.   | \$ 4,000            | \$ 1,541          | \$ 2,459          | \$ 4,000                             | \$ -               |
|  | Stationery & Office Supplies            | c  | Stationery and office supplies used by staff, representatives and students in the ANUSA offices.  | \$ 2,300            | \$ 3,191          | -\$ 891           | \$ 6,382                             | \$ 4,082           |
|  | Printing & Publications                 | b, c, n  | Printing costs at the ANUSA Offices.  | \$ 6,300            | \$ 743            | \$ 5,557          | \$ 6,300                             | \$ -               |
|  | Telephone & Communications              | c  | Telephone expenses of the ANUSA Offices.  | \$ 1,400            | \$ 370            | \$ 1,030          | \$ 1,400                             | \$ -               |
|  | IT Support & Maintenance                | c, n   | IT support and equipment used by ANUSA.   | \$ 4,000            | \$ 1,166          | \$ 2,834          | \$ 4,000                             | \$ -               |
|  | Office Equipment                        |  | N.A.  |                     |                   | \$-               |                                      | \$ -               |
|  | Utilities & Cleaning                    | c, l   | Expenses of utilities used by the ANUSA offices, and for cleaning.  | \$ 19,500           | \$ 5,149          | \$ 14,351         | \$ 19,500                            | \$ -               |
|  | Other (please specify)                  | c, l, m, n   | Includes fees and subscriptions for ANUSA Website maintenance.  | \$ 300              | \$ 70             | \$ 230            | \$ 3,000                             | \$ 2,700           |
| Student Engagement & Welfare                         | Advertising & Promotion                 | a, b, n  | Marketing and communications of ANUSA.  | \$ 45,000           | \$ 22,616         | \$ 22,384         | \$ 45,000                            | \$ -               |
|  | Training & Professional Development     | a, b, c, f, i, o, q  | Student leadership training for the ANUSA team (including Executives), expenses for staff training, as well as subsidising skills and leadership training for ANU students.   | \$ 62,000           | \$ 15,906         | \$ 46,094         | \$ 62,000                            | \$ -               |
|  | Travel:                                 |  |   |                     |                   | \$-               |                                      | \$ -               |
|  | Rental & Hire of Facilities & Equipment | b, c, m  | Bus expense for the ANUSA bus.  | \$ 8,000            | \$ 1,579          | \$ 6,421          | \$ 8,000                             | \$ -               |
|  | Conferences & Seminars                  | a, b, f, h, m, o, r, s   | Faculty camps hosted by ANUSA for ANU students during semester 1, sending student representatives to higher education-related conferences.  | \$ 35,000           | \$ 62,825         | -\$ 27,825        | \$ 62,825                            | \$ 27,825          |
|  | Catering & Entertainment                | a, b, c, f, h, i, m, n, o, r, s  | Meeting expenses, expenses from hosting O-sWeek and Bush Week, as well as funding of student engagement projects/events.  | \$ 222,250          | \$ 169,895        | \$ 52,355         | \$ 237,250                           | \$ 15,000          |
|  | Uniforms                                |  | N.A.  |                     |                   | \$-               |                                      | \$ -               |
|  | Equipment                               | b, c, k, l, m, n   | BKSS non-food expenses and C&S capital.   | \$ 18,500           | \$ 2,875          | \$ 15,625         | \$ 18,500                            | \$ -               |
|  | Scholarships, Stipends & Grants         | a, f, g, i   | Emergency grants for students and funding of the Grants and Affiliations Committee.   | \$ 155,000          | \$ 110,687        | \$ 44,313         | \$ 167,009                           | \$ 12,009          |
|  | Other Student Assistance                | a, b, c, f, g, h, i, k, l, m, n, o, r, s   | Funding of ANUSA departments/collectives, and supplies bought by the Student Assistance Unit for emergency packs, and BKSS food/consumables (e.g. for free breakfasts).   | \$ 114,500          | \$ 56,793         | \$ 57,707         | \$ 114,500                           | \$ -               |
| Other (please specify)                               | a, b, f, k, m, n, o, q, r, s            | Education committee expenses for participation in higher education initiatives, expenses for faculty (college) representatives' initiatives, affiliation fees to NUS, ANUSA committees and projects, non-committee projects, as well as the clubs and societies' ball. | \$ 94,000   | \$ 9,022            | \$ 84,978         | \$ 89,000         | -\$ 5,000                            |                    |
| <b>TOTAL</b>   |   |  |   | <b>\$ 1,624,486</b> | <b>\$ 882,493</b> | <b>\$ 741,994</b> | <b>\$ 1,689,065</b>                  | <b>\$ 64,579</b>   |

| Expenditure Category                                 | Sub Category                             | Applicable SSAF Categories   | Reason for variation   |
|--|--|--|--|
| Salaries and Wages & Other Employee Related Expenses | Executive Honoraria                      | c  |  |
|  | Administration                           | c  | Consultancy for HR and website development were unbudgeted expenses. However, the cost of HR-related consultancy will be shared between the ANU student associations. PARSA and Woroni will reimburse ANUSA for 45% and 10% respectively of the HR-related consultancy fees.   |
|  | Student Welfare & Support                | b, c, e, f, g, h, i, o, p, r, s  | Potential saving of about \$25,000. Lesser spend in the first six months is due to recruitment of replacement of Financial Controller.   |
| Administration Costs                                 | Accounting & Audit Fees                  | c, i   | Variation reflects costs incurred for contractor fees for temporary financial staff required during the transition period to the current Associations' Financial Controller.   |
|  | Bank Fees                                | c  |  |
|  | Election Costs                           | c  | Expense has not yet been occurred, as the 2015 elections will happen in August, semester 2.  |
|  | Legal Expenses                           | c, e   |  |
|  | Rent & Outgoings                         |  |  |
|  | Repairs & Maintenance                    | c, l   |  |
|  | Stationery & Office Supplies             | c  | Many small one-off office expenses incurred (i.e. office back supports), as well as expenses for business cards and plastic information cards. However, it is likely that the plastic information cards will be a reoccurring expense, as they seem to be effective and used widely by the ANU student community.  |
|  | Printing & Publications                  | b, c, n  | Printing costs includes expenses related to using the office printer in the ANUSA offices. ANU will bill ANUSA for printing expenses later in the year.  |
|  | Telephone & Communications               | c  |  |
|  | IT Support & Maintenance                 | c, n   |  |
|  | Office Equipment                         |  |  |
|  | Utilities & Cleaning                     | c, l   | ANU expenses ANUSA for utilities and cleaning, but often, these bills come months later than when the expense occurred.  |
| Student Engagement & Welfare                         | Other (please specify)                   | c, l, m, n   |  |
|  | Advertising & Promotion                  | a, b, n  | Includes advertising and promotion expenses for O-Week. Many new initiatives in marketing and communications will occur in semester 2, which includes Bush Week promotional material and information, as well as ANUSA-branded notebooks (which will be distributed in semester 2).  |
|  | Training & Professional Development      | a, b, c, f, i, o, q  | Includes costs for start of year and mid-year ANUSA retreats, group trainings for semester 2 (e.g. Mental Health First Aid and first aid). Expenses for conferences including NOWSA (Network of Women Students Australia), QC (Queer Collaborations), Council of International Students Australia (CISA), as well as the ANZSAA Conference have not yet been incurred.   |
|  | Travel:                                  |  |  |
|  | Rental & Hire of Facilities & Equipment  | b, c, m  | Currently awaiting insurance fee for the bus in July.  |
|  | Conferences & Seminars                   | a, b, f, h, m, o, r, s   | Expenses for faculty/college camps was almost double the amount than initially budgeted for, as far more students attended the camps than in previous years. Furthermore, costs of First Year Camps were recouped from ticket sales, as well as sponsorship from ANU colleges.   |
|  | Catering & Entertainment                 | a, b, c, f, h, i, m, n, o, r, s  | Includes meeting expenses (e.g. catering for long Student Representative Council meetings), the expenses incurred for O-Week and the budget for Bush Week. However, Bush Week expenses have not yet been incurred in this period, and will be overbudget than anticipated in our SSAF bid. Bush Week in 2015 was much better attended in previous years, hence, our spending for Bush Week will have a larger amount allocated to it for the rest of the year. |
|  | Uniforms                                 |  |  |
|  | Equipment                                | b, c, k, l, m, n   | More equipment will be bought in semester 2.   |
|  | Scholarships, Stipends & Grants          | a, f, g, i   | Due to better marketing, advertising and communications of the ANUSA Student Assistance Unit, more than double the ANU students are accessing the emergency grants than historically anticipated. The budget for the Grants and Affiliations Committee (GAC) is also included.   |
| Other Student Assistance                             | a, b, c, f, g, h, l, k, l, m, n, o, r, s |  |  |
| Other (please specify)                               | a, b, f, k, m, n, o, q, r, s             | More ANUSA projects and initiatives will be launched in semester 2. In particular, projects including Sex and Consent Week, Mental Health Week, the Safety on Campus App and Women in Leadership are launching in semester 2. In addition, the NUS reaccreditation fees were not yet paid for in this reporting period due to debate over NUS affiliation. |  |