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## AGENDA – ANUSA ANNUAL GENERAL MEETING (AGM) 2021

Tuesday, 25 May 2021 6:15pm, Zoom

<https://anu.zoom.us/j/84501737767?pwd=YkNVS1BXNy93ZHd1NWE2dnROaFRmZz09>

Meeting ID: 845 0173 7767

Password: 539492

Meeting Opened: 18:45  
Minute takers: Isha and Meg

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### Item 1: Meeting Opens and Apologies

1.1 Acknowledgement of Country  
Delivered by Meg

1.2 Apologies  
All apologies should be sent to Meg by now, will take exceptions for extenuating circumstances.

1.3 Chair outlines standing orders for the meeting  
Meg explains what the standing orders are, and the different kinds.  
Meg: Please do not speak over someone, maintain order.

### Item 2: Passing the previous meeting's minutes

Mover: Isha

Seconder: Phoenix

Outcome: Passes

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### Item 3: Reports

- 3.1 President's Report (M. Janagaraja) [Reference A]
- Largely nothing new from last SRC report.  
Highlights that we had a higher SSAF allocation, thanks to students.  
Weve had victories in the academic space, particularly to do with students overseas and general accommodations due to COVID.
  - Still figuring out how to process and deal with COVID.
  - Very Proud of everything achieved since the last AGM.

No questions.

Mover: Grace

Seconder: Andre

Outcome: Passes

### 3.2 Treasurer's Report (S.J. Law) [Reference B]

- Accounts of spending are available, we spent 78,000, we are currently at net profit of approx 800,000.
- Financial reports are up.
- Looking into a business/ other revenue streams.
- We are in a good place financially as of now.

No questions.

Mover: Sinead

Seconder: Vincent

Outcome: Passes

### 3.3 Report of the Financial Review Committee, 2020 (S.Winn) [Reference C]

*Note: S. Winn resigned from the Financial Review Committee in order to take up a position in the Disabilities Department. As such, she will only be able to comment on her work prior to her resignation.*

- Takes report as read.
- Had to step down due to being elected as Disabilities Officer.
- Also wants to give a shoutout to Ben Chesler who did some important work before he stepped down to run last year.

No questions

Mover: Christian

Seconder: Adeer

Outcome: Passes

## **Item 4: Elections**

### 4.1 Election of the Financial Review Committee

Motion to suspend standing orders

Mover: Niam

Outcome: Passes

Meg: Take 2 minutes to speak to your nominations. Nominees: Alicia Sun (she/her), Christian Innis (he/him), James Gray (he/him), Saad Khalid.

Meg: Alicia is a post grad student and so isn't eligible.

Motion was moved that a vote on all of the nominees be considered together.

Outcome: passes.

Motion that all the nominees be confirmed (required a 2/3rds vote).

Outcome: passes.

James Gray, Christian Innis and Saad Khalid are the new Financial Review committee.

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## **Item 5: Motions on Notice**

Sinead moved a motion that motions 4.1-4.4 be moved en block. This motion passed.

- Note: Given that motions 4.1-4.3 needed a 2/3rds vote, all of the motion had to pass a 2/3rds threshold (even though 4.4 only required a simple majority).

Meg moved a motion to suspend the standing orders for 10 minutes to allow for discussion of the motions and to take questions.

Outcome: passed.

- Meg outlined some of the reasons why this approach was taken
- Jin briefly addressed the financial report attached in the Reference.

Q: Christian I – Where would the money actually come from? What would the impact be on students?

A: Jin - money comes from the SSAF pool. However, ANUSA's income is too unreliably dependent on SSAF pool (especially with closed borders and fewer international students). Ideally, we would get the extra money from SSAF but we can't count on this so might have to come from reserves.

Q: Jeffrey – Is ANUSA looking at alternate revenue sources?

A: Jin – yes. Lots of options on the cards but unfortunately time is running short. Hopefully, they'll be in place by next year but they might not happen in time for this year's SSAF calculations.

Discussion time ended.

Group moved to consideration of the motions.

#### **Motion 4.1: Amendments to Finance Regulations – Voting Thresholds**

*Preamble:*

The following motion amends the Finance Regulations to provide for the introduction of the Welfare Officer and Clubs Officer in 2021. It does this by adjusting the voting thresholds contained in the Finance Regulations as they pertain to the Executive given that there will now be 7 as opposed to 6 members.

*Motion:*

To amend the Finance Regulations as follows:

1. Amend reg 3.3.10 as follows:

3.3.10 It is not a requirement for any members of the Executive to be engaged for particular hours in providing service to ANUSA. If a member of the Executive is unable to contribute at the level anticipated in the allocations set out above, the Executive, with the agreement of six of the seven members may determine in writing an appropriate proportional allocation reflecting the level of contribution each member is able to make and reallocate proportions between members, without increasing the overall budget allocated to remuneration of members of the Executive as a whole.

2. Amend reg. 3.4.1 as follows:

3.4.1 The ANUSA Executive may by a decision of five of the seven members present at a meeting decide to reduce, suspend or withhold payment of the stipend in its entirety or for a specified period or by a specified amount for a member of the Executive if in the opinion of the Executive the member is failing to adequately perform the duties of their office. The executive must counsel the member and provide them with a reasonable opportunity to remedy the identified shortcomings in performance before reducing, suspending or withholding the stipend in whole or in part (refer to section 50 of the *Associations Incorporation Act 1991 (ACT)*).

Mover: Meghan Malone

- Meg briefly outlined the purpose of each of the motions.

Seconder: Phoenix O'Neill

- Waived speaking rights.

No speakers for or against.

Right of Reply: Waived.

Outcome: Passes.

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**Motion 4.2: Amendments to Finance Regulations – Introduction of an additional Executive stipend**

*Preamble:*

The following motions seeks to amend the Finance Regulations to include both the Clubs and Welfare Officers as committed to at OGMs 3 and 4, 2020. It does so by providing that both the Clubs and Welfare Officers will receive compensation at 40% of the President’s stipend (an equal Junior Executive compensation). This means that the total cap on Executive stipends will need to be increased to account for an additional wage.

The Governance Reform Committee, alongside the General Secretary, engaged in consultation concerning options that would not impose a financial burden on the association. The Treasurer prepared reports for the Committee concerning where funds might be drawn from and what effect they might have on the association. One alternative suggested was that hours be reallocated among the Executive such that the cap would not need to be increased and Executive could still be compensated at a standard hourly rate.

The ultimate view reached, largely as a result of conversations with the Executive about where hours might be reallocated, was that until the Welfare and Clubs Officers have actually commenced work, it will be impossible to ascertain what contributions they might make. Particularly, it is unclear how they might detract from the workload of other officers. As such, the stipend of the Welfare Officer can be drawn from reserves for 2022 without detracting from the functions of the association. However, a later motion will, if passed, commit the Executive to review this stipend allocation at a later date given that wages cannot be drawn from reserves in the long-term.

The \$180,779 figure is merely the prior \$161,288 with the added \$19,491 assigned for Junior Executive by the 2017 default amounts (does not include CPI but does include superannuation contributions).

Please see Reference D for a report compiled by the Treasurer and reviewed by the Governance Reform Working Group which discusses the fiscal implications of an introduction of another stipend.

*Motion:*

That the Finance Regulations be amended as follows:

1. Amend reg 3.3.6 as follows:

3.3.6 The stipend for the Clubs Officer shall be for a maximum of 40% (estimated average of 14 hours per week) of the President’s stipend.

2. Insert reg 3.3.8.1:

3.3.8.1 The stipend for the Welfare Officer shall be for a maximum of 40% (estimated average of 14 hours per week) of the President’s stipend.

3. Amend reg 3.3.13:

3.3.13 The total amount allocated for remuneration (Stipend and Superannuation) based on the 2017 default amount is \$180,779 (subject to CPI increase as established by 3.3.15).

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**Motion 4.3: Transitional Provision for Finance Regulation Changes**

*Preamble:*

These changes passed to the Finance Regulations should not affect the compensation structure of the 2021 Executive. Rather, they should only come into effect at the date upon which the 2022 Executive commences their terms.

*Motion:*

To insert reg 3.3.17 and 3.3.18:

3.3.17 Any amendments to the Finance Regulations passed at the ANUSA AGM, 2021 will not come into effect until December 1, 2021, the date at which the new 2022 ANUSA Executive commences their terms. For clarity, these changes will not affect the stipend structures of the existing 2021 ANUSA Executive.

3.3.18 This provision alongside 3.3.17 will be removed from the Finance Regulations on December 1, 2021, as the changes passed come into effect.

#### **Motion 4.4: Commitment to Review the Updated Finance Regulations**

*Preamble:*

There are likely to be high costs associated with the introduction of another Executive wage and the increase of the cap on Executive stipend. While it is possible to pay the Welfare Office out of reserves in the short term, this is unlikely to be feasible into the future.

Furthermore, it is difficult to decide on a reallocation of hours/compensation among the Executive at this time before we have been able to assess the workload and achievements of the Clubs and Welfare Officers.

As such, it seems appropriate to enshrine a form of review mechanism such that, after having a number of months to assess the new Executive composition, a new allocation of funds among the Executive may be decided upon. Alternatively, it may be discovered that it is not possible to reduce hours or compensation anywhere among the Executive and that budget cuts may be found elsewhere.

*Motion:*

1. The ANUSA Executive should engage in a review of the Finance Regulations as they apply to Executive stipends prior to the calling of the 2022 Annual Election where the 2023 ANUSA Executive will be elected.
2. This review should consider the contributions of the Welfare Officer and whether, accounting for the work falling within their purview and the work of other portfolios which they assume, there is some allocation of money between Executive members that may better provide for the financial longevity of the association.
3. While Executive members should coordinate the commencement of this review and be involved in an advisory, informatory capacity, the review should be undertaken by an independent working group (whether this be the Governance Committee or some other body).
4. The review should also evaluate the contributions and workload of the Clubs Officer given their increased responsibilities for the management and direction of the Clubs Council.

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#### **Item 5: Other Business**

##### **Motion 5.1: Support for Palestine**

*Preamble:*

The ANU student community has long stood firm against the subjugation, discrimination and persecution of oppressed peoples all around the world.

Historical student movements against the Vietnam War and Apartheid in South Africa as well as more recent movements such as the Invasion Day, Black Lives Matter and Aboriginal Land Rights protests have all lent to a establishing strong precedent in rejecting imperialist and colonial injustice.

The recent actions of the Israeli regime in East Jerusalem, the West Bank and Gaza should be no exception. In the recent airstrikes on Gaza at least 248 Palestinians, including 66 children were killed. Even after the cessation of this 11-day bombing campaign, Israeli violence against Palestinians is still ever-present with a huge police crackdown underway already having detained over 1,550 Palestinians for their involvement in sit-in protests. Israel has continued to provoke and inflame the situation and has encouraged and facilitated mob violence. Just two days ago Israeli Police supported and flanked dozens of Israeli settlers in storming and attacking the Al-Aqsa mosque.

The Israeli ceasefire has proved to be a shallow veneer, amounting only to a cessation of aerial bombardment, while continuing to crush Palestinians through Israel's vast military and police apparatuses. The historical oppression of the Palestinian people is still ongoing and has been for decades. Palestinians still live under a system of apartheid, Palestinians are still being squeezed out of their land and Palestinians are still being slaughtered.

Therefore in addition to the recent atrocities, ANUSA must condemn Israel's pursuit of settler-colonialist policies including the canonisation of the West Bank, forced evictions and land seizures and the systemic segregation and blockade of the Palestinian people.

Moreover, we must also acknowledge our own government and the ANU's complicity and responsibility in maintaining Israel's repressive apparatus. Specifically, the ANU's cooperation, in terms of research and scholarship programs, with global arms manufacturers, including Raytheon, Lockheed Martin and Boeing, who have facilitated and profited.

This motion has been written after significant deliberation with the General Delegation of Palestine as well as contact with activists across Australia, including in my home town of Perth.

### *Motion*

1. ANUSA stands in solidarity with the Palestinian people against Israel's ethnic cleansing and apartheid.
2. ANUSA acknowledges Israel's actions against the Palestinian people constitute crimes against humanity and apartheid (as confirmed by various human rights organisations including Human Rights Watch in their recent [report](#)).
3. ANUSA supports Palestinian self-determination and the right of return.
4. ANUSA supports the end of Israeli occupation in the West Bank and East Jerusalem, and the lifting of the siege on Gaza including the naval, aerial and physical blockade of the strip.
5. ANUSA will exert pressure on the Australian government through demonstrations, protests and campaigns, to force it to:
  - a. Recognise the state of Palestine
  - b. Condemn Israel's recent attacks within Gaza, the West Bank, and East Jerusalem
  - c. Boycott military agreements with Israel

6. ANUSA demands ANU severs ties with major arms manufacturers including Raytheon, Lockheed Martin, and Boeing who profiteer off of Israel's subjugation and oppression of the Palestinian people.
7. ANUSA will make a post on their Facebook page which:
  - a. Voices their support for the content of clauses 1 through to 4
  - b. Publicly condemns the ANU administration for reasons outlined in clause 6
  - c. Demands the ANU immediately severs ties with arms manufacturers providing support to Israel and the IDF, including Raytheon, Lockheed Martin, and Boeing

Mover: Gabriel Luca Morrison

- We must take a stand in denouncing Israeli settlement as well as the university's role in maintaining the status-quo
- Motion has been written on the basis of extensive consultation.

Secunder: Luca Corby

- Seconding as the motion was written with a few other members of the EC
- Important that ANUSA takes up issues of solidarity
- As Australians, we know how colonialism affects people so we must support
- We must condemn the ANU for their ties with arms manufacturers and make a point on Facebook

No speakers for or against the motion.

Gabriel did not exercise right of reply.

Outcome: passes.

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**Item 6: Meeting Close- 7:38pm**

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Reference A – President's Report

- Verbal report to be given.



**AGM 1 Treasurer's Report**

Siang Jin Law

**Executive Summary**

1. Expenditure Report
2. Current Financial Position
3. Audited Financial Report for Financial Year ending 30<sup>th</sup> November 2020

**Further Information**

**1. Expenditure Report**

Please find attached ANUSA's Profit and Loss from 1<sup>st</sup> December 2020 till 31<sup>st</sup> of May.

**Profit & Loss**

**The Australian National University Students' Association Incorporated**

**1 December 2020 to 31 May 2021**

**31 May 21**

**Income**

SSAF Allocation \$1,419,218.70

**Total Income \$1,419,218.70**

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**Gross Profit**

**\$1,419,218.70**

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**Less Operating Expenses**

Accounting/Bookkeeping - Xero \$514.10  
Auditing \$27.27  
BKSS Food/Consumables \$1,550.56  
Bus expenses \$37,435.05  
Departments & Collectives \$59,090.91  
Education Committee \$42.33  
Fees & Subscriptions \$391.23  
IT Support & Equipment \$5,828.59  
Leadership and Professional Development \$15,977.80  
Meeting Expenses \$661.57  
Printer \$420.83  
Stationery/General Supplies/Postage \$1,088.46  
Student Engagement \$3,705.11  
Universal Lunch Hour \$2.45  
Utilities \$1,461.37

**Bank Fees**

Bank Fees with GST \$270.68

Bank Fees without GST	\$372.29
<b>Total Bank Fees</b>	<b>\$642.97</b>
<hr/>	
<b>BKSS Non-Food</b>	
BKSS Non-food	\$5,610.47
<b>Total BKSS Non-Food</b>	<b>\$5,610.47</b>
<hr/>	
<b>C&amp;S Training &amp; Events</b>	
C&S Training and events	\$190.91
<b>Total C&amp;S Training &amp; Events</b>	<b>\$190.91</b>
<hr/>	
<b>Clubs Council and Clubs Grants</b>	
Club Funding	\$23,311.54
<b>Total Clubs Council and Clubs Grants</b>	<b>\$23,311.54</b>
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<b>Consultancy</b>	
Legal Expenses	\$2,920.01
<b>Total Consultancy</b>	<b>\$2,920.01</b>
<hr/>	
<b>Equipment</b>	
Equipment Expense	\$99.09
<b>Total Equipment</b>	<b>\$99.09</b>
<hr/>	
<b>Marketing &amp; Communications</b>	
Marketing & Communications - Advertising	\$43.41
Marketing & Communications - Printing	\$1,324.23
Marketing & Communications - Software Subs	\$16,964.00
<b>Total Marketing &amp; Communications</b>	<b>\$18,331.64</b>
<hr/>	
<b>Other Employee Expenses</b>	
Other Employee Expense	\$6,512.70
Staff Amenities	\$158.44
<b>Total Other Employee Expenses</b>	<b>\$6,671.14</b>
<hr/>	
<b>O-Week</b>	
O-Week Events	\$53,815.18
O-Week General expenses	\$297.00
<b>Total O-Week</b>	<b>\$54,112.18</b>
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<b>Salary and Wages</b>	
Department - Stipends	\$29,205.39
Department - Superannuation	\$2,620.11
Salaries and Wages	\$320,067.67
Salaries and Wages - ANUSA Exec	\$75,796.11
Salaries and Wages - BKSS	\$19,690.90
Salaries and Wages - Event Coordinators	\$12,835.80
Superannuation Expense	\$52,486.41
Superannuation Expense - ANUSA Exec	\$7,200.42

Superannuation Expense - BKSS	\$1,968.98
Superannuation Expense - Event Coordinators	\$1,273.14
<b>Total Salary and Wages</b>	<b>\$523,144.93</b>
<hr/>	
<b>Student Assistance Team Purchases</b>	
SAT Purchases - Grocery Vouchers	\$269.72
SAT Purchases - Student Meals & Others	\$2,147.77
<b>Total Student Assistance Team Purchases</b>	<b>\$2,417.49</b>
<hr/>	
<b>Total Operating Expenses</b>	<b>\$765,650.00</b>
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<b>Operating Profit</b>	<b>\$653,568.70</b>
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<b>Non-operating Income</b>	
Interest Income	\$1,096.64
Miscellaneous (Sundry) Income	\$20,433.20
Other Grant Funding	\$218,906.16
Sales - BKSS	\$167.54
Sponsorship - O-Week	\$17,825.90
Ticket/Event Sales - O Week	\$1,260.83
<b>Total Non-operating Income</b>	<b>\$259,690.27</b>
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<b>Non-operating Expenses</b>	
<b>Non SSAF</b>	
Loss on Sale of Assets	-\$15,272.73
<b>Emergency Student Bursaries</b>	
Salaries and Wages - Non SSAF	\$2,955.42
SAT Purchases - Grocery Vouchers COVID-19	\$14,250.00
Student Assistance Team Grants - COVID-19	\$76,178.99
<b>Total Emergency Student Bursaries</b>	<b>\$93,384.41</b>
<hr/>	
<b>Total Non SSAF</b>	<b>\$78,111.68</b>
<hr/>	
<b>Total Non-operating Expenses</b>	<b>\$78,111.68</b>
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<b>Net Profit</b>	<b>\$835,147.29</b>
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## 2. Current Financial Position

ANUSA is currently awaiting due SSAF payments from the University for our 2021 SSAF allocation after delays arising from the negotiations around the SSAF agreement. I will be following up on these payments as it is quite late in the year for us to have yet to receive payment. We are also currently awaiting the opening of a term deposit with AMP of \$1,500,000.00 of our reserves.

There has also been an increased demand for emergency grants; we are currently paying out

about \$17,000 a month in grants. We are currently using the grant money given to us by the University and I am also in the process of writing an application to the University to keep our rollover money from 2018 and previously with a section of this rollover to go towards more grants.

**3. Audited Financial Report for Financial Year ending 30<sup>th</sup> November 2020**

The ANUSA Financial Statements for 2020 is available on the ANUSA website at this link:

[https://anusa.com.au/pageassets/about/financialreportsandssaf/Signed\\_Audit.pdf](https://anusa.com.au/pageassets/about/financialreportsandssaf/Signed_Audit.pdf)

## Financial Review Committee Recommendations 2020

Chair: Sinead Winn

### Policy Recommendations

- It is my recommendation that the Association should raise the requirement from one written quotation to at least two for procurements over \$29,999 in the Procurement Policy.
- It is my recommendation that some clarification regarding splitting, which is banned by the Procurement Policy, be added to the Purchases/Debit Card Policy.
- It is my recommendation that 'ANUSA Bookshop' and 'GAC' be removed and a "send receipt/expense form to Treasurer" column added.
- It is my recommendation that 'BKSS Canteen' and 'Bar' be removed from the Receipts Policy.
- It is my recommendation that this policy should be clarified to read "debt is written off 180 days after **the initial period of 120 days.**"
- It is my recommendation the list of bad debt and blacklisted debtors mandated under Section 6 be maintained more thoroughly and made more accessible to Officers of the Association, should they think to unknowingly engage them.

### General Recommendations

- It is my recommendation that the audit include information on the current balance of the Reserve Fund outlined in Finance Regulations in Constitution 1.3.1.
- It is my recommendation that the Ethical Sponsorships Committee work with the Financial Review Committee to ensure ANUSA is investing ethically in accordance with Section 2.1.2. of the Constitution.
- It is my recommendation the Financial Review Committee may have casual vacancies filled at any general meeting of the Association, to moderate the workload of the Committee.

## Appendix A: Constitution Overview and Internal Policies

### Constitution

The Constitution and Regulations of The Australian National University Students' Association Incorporated form the key governance document for the Association, containing information about roles, structure, meetings, finances, elections – everything to do with the running of the Association.

To modify the Constitution, proposed amendments must be circulated to give notice to members no less than 21 days before the date of the General Meeting at which the amendments are to be debated. The amendments must also be passed by a 3/4 majority of those present and voting at that General Meeting and then approved by University Council. Amendments to the regulations of the Association require only the regular notice (i.e. they must be included in the agenda sent out no less than three teaching days before the meeting) and need only be passed by a 2/3 majority of those present and voting at a General Meeting. The electoral regulations can be found from page 44 onwards of the Constitution.

#### ANUSA Constitution and Regulations

### **Internal Review**

The Disputes Committee is established to consider the validity of resolutions calling for the dismissal of Representatives of the Association, and to consider allegations of breaches of this Constitution and the Regulations, and such other matters as are provided for in this Constitution, the Regulations or the Policy of the Association. The Disputes Committee must undertake a thorough investigation into any matter referred to it under the Constitution, the Regulations or any Policy.

Source: *ANUSA Constitution* s28(2)

Responsibilities of the Financial Review Committee:

3. Consider the Association's financial controls and the association's compliance with financial controls;
4. Consider allegations of financial breaches of this Constitution and the Regulations, and such other matters as are provided for in this Constitution, the Regulations or the Policy of the Association; and
5. The Financial Review Committee must undertake a thorough investigation into any matter referred to it under the Constitution, the Regulations or any Policy.

Source: *ANUSA Constitution* s31(2).

### **Appendix B: Financial Policies**

*POLICY: Accounts Receivable*

[PDF](#)

11/9/14

This policy remains applicable to the university's financial operations.

*POLICY: Financial Reporting*

[PDF](#)

9/16/14

This policy relates to an outdated ANUSA constitution.

*POLICY: Cash Management Policy*

[PDF](#)

01/02/16

This process and policy remains relevant, however a mechanism for counting the float could be useful to add.

*POLICY: Financial Handover Policy*

[PDF](#)

01/02/16

This policy seems to remain applicable, however recommendations from previous or incumbent Treasurers would be helpful in truly assessing the usefulness of this policy.

*POLICY: Fraud Management*

[PDF](#)

9/11/14

This policy remains applicable to the university's financial operations, but could be made more specific to each Association it references (ANUSA, PARSA, Woroni).

*POLICY: Gifts & Entertainment*

[PDF](#)

9/1/14

This policy remains applicable to the university's financial operations.

*POLICY: Payments to Individuals for Services Rendered*

[PDF](#)

8/23/14

This policy remains applicable to the university's financial operations.

*POLICY: Procurement*

[PDF](#)

10/20/14

Whilst this policy remains applicable, it is my recommendation to the association that raising the requirement from one written quotation to at least two for procurements over \$29,999 would be more financially responsible.

*POLICY: Purchases/Debit Card*

[PDF](#)

04/03/2020

Whilst I do not recommend a change to this, I believe it is of note that the delegation matrix is limitless (does not list a maximum purchase amount). Whilst I think that this is reasonable (maximum purchase amounts may differ in branches of the association) I believe this should be considered by the Treasurer and Financial Officers of the Association when writing/considering policy.

It is my recommendation that some clarification regarding splitting, which is banned by the procurement policy.

*PROCEDURE: Payments*

[PDF](#)

12/18/14

This policy is severely outdated - there is no ANUSA Bookshop or GAC currently.

It is my recommendation these be removed and a "send receipt/expense form to Treasurer" column added.

*PROCEDURE: Receipts*

[PDF](#)

10/20/14

We no longer have a UniBar or BKSS canteen. It is my recommendation these be removed. I would also recommend the 2021 Financial Review Committee review this in the context of online learning and the COVID-19 pandemic.

*REGISTER: Affiliations, Contracts and Subscriptions*

*PDF*

*11/9/14*

*Much of this still seems applicable, but should be overseen by the Ethical Sponsorships Committee.*

*POLICY: Writing Off Bad Debt Policy*

*PDF*

*01/02/2016*

*It is my recommendation that this policy should be clarified to read “debt is written off 180 days after **the initial period of 120 days.**”*

It is my recommendation the list of bad debt and blacklisted debtors mandated under Section 6 be maintained more thoroughly and made more accessible to Officers of the Association, should they think to unknowingly engage them.



## Additional Executive Stipend

### Financial Implications

<b>Budget Variance</b>					
<b>The Australian National University Students' Association Incorporated</b>					
<b>Updated for 2021</b>					
			<b>Income</b>		
SSAF Allocation	\$1,642,550.00				
University Top-Up	\$125,000.00				
Rollover	\$269,433.70				
<b>Total Income</b>	<b>\$2,036,983.70</b>				
<hr/>					
<b>Gross Profit</b>	<b>\$2,054,858.00</b>				
<hr/>					
<b>Less Operating Expenses</b>					
Accounting/Bookkeeping - Xero	\$1,500.00	Operational cost			
ANUSA Committee Projects	\$2,000.00				
Auditing	\$15,000.00	Operational cost			
Bank Fees	\$2,000.00	Operational cost			
BKSS Food/Consumables	\$30,000.00				
BKSS Non-Food	\$7,500.00				
Bus expenses	\$5,000.00	Operational cost			
Bush Week	\$23,000.00				
C&S Training and special events	\$20,000.00				
Cleaning	\$13,000.00	Operational cost			
Clubs	\$170,000.00				
College Representatives	\$3,000.00				
Departments & Collectives	\$110,000.00	Vital to ANUSA's			

		services			
Education Committee	\$3,500.00				
Elections	\$200.00	Operational cost			
Equipment	\$5,500.00	Operational cost			
Fees & Subscriptions	\$8,000.00	Operational cost			
General Representatives Reserve	\$2,500.00				
Honoraria	\$7,500.00				
IT Support & Equipment	\$5,000.00	Operational cost			
Leadership and Professional Development	\$25,000.00	Legal obligations			
Consultancy and Legal Expenses	\$35,000.00	Operational cost + legal obligations			
Marketing & Communications	\$12,500.00				
Meeting Expenses	\$2,000.00				
NUS	\$10,000.00	Legal obligations			
Other Employee Expenses	\$14,000.00	Legal obligations			
O-Week	\$110,000.00				
Printer	\$5,500.00	Operational cost			
Repairs and Maintenance and Replacements	\$2,000.00	Operational cost			
Salary and Wages	\$1,266,058.48	Legal obligation			
Stationery/General Supplies/Postage	\$4,500.00	Operational cost			
Student Assistance Grants	\$50,000.00	Vital to ANUSA's services			

Student Assistance Purchases and others	\$15,000.00	Vital to ANUSA's services				
Student Engagement	\$28,000.00					
Telephone	\$400.00	Operational cost				
Training	\$19,000.00		Operational cost			
Utilities	\$15,500.00		Operational cost			
Workers Compensation Insurance	\$16,379.00	Legal obligation				
<b>New Bus</b>	<b>\$23,000.00</b>					
<b>Total Operating Expenses</b>	<b>\$2,088,037.48</b>					
<b>Net Difference (to be paid out of reserves)</b>	<b>-\$33,179.48</b>					

**Points to note**

**Additional Income**

In 2021, ANUSA received an extra \$125,000 on top of its SSAF allocation of \$1,642,500, which was much lower than previous years due to the decrease in student enrolments resulting in a much-depleted SSAF pool. ANUSA was also permitted to keep its rollover from 2020 because of COVID-19, whereas usually we are obligated to give it back to the University. However, at this stage, there is little to indicate a similar arrangement will be put in place for 2022, and little to indicate that enrolments will increase for next year. Thus, the income for 2020 may be a bit out of the ordinary for comparison, as we had additional revenue streams that we do not usually receive due to the extraordinary circumstances of COVID. For comparison, in 2020 (in a pre-COVID bid), ANUSA received \$1,961,622 from the SSAF pool. It would be prudent to consider the possibility that income in 2022 will be much lower than 2021.

**What an additional stipend would cost**

As a junior executive position (so on the same level as the Treasurer, Social Officer, Education Officer and General Secretary), approximately \$22,000 would have to be allocated for their position. About \$18,860 would be their stipend payment (may be slightly higher when adjusted for CPI), adding 1.12% for their superannuation and about \$1,500 for their leave payout if no leave is taken. Thus, about **\$22,000** would have to be rearranged from the budget to account for this extra expenditure.

### **What is non-negotiable in the budget**

Every year in our budget we allocate for things that are vital to the operating costs of ANUSA. I have shaded these items in orange here and sorted them into three categories: operational costs, costs stemming from legal obligations, and costs vital to ANUSA's services. For operational costs, these are things like telephone, utilities and cleaning, a lot of which we need to pay every year to maintain the operation of ANUSA.

For legal obligations, this covers things like worker's compensation, NUS affiliation fees, salaries and wages. These are things that ANUSA has legal obligations to pay for and are often bound to pay for these items due to things like ANUSA being a member of the NTEU, ANUSA being an employer of staff, and ANUSA being bound to affiliate to the NUS by the SRC.

The final area is items that are vital to ANUSA's services, like Departments and Collectives, and Student Assistance Grants. These are items that in theory could be reduced but to do so would be to significantly reduce ANUSA's service provision and go against ANUSA's aims. It is almost definitely guaranteed that reducing them would reduce the quality of experience that ANUSA would provide to its members.

The non-negotiables above totalled equal \$1,643,537.48. This is about the SSAF amount we received from the University this year before the extra revenue streams.

### **What is negotiable in the budget**

This leaves line items such as ANUSA Committee Projects, BKSS consumables, Clubs, Bush Week and O-Week, Education Committee, Honoraria, communications, and student engagement for the money to come out of.

While money can be taken out of these line items, I note that a lot of these will suffer if portions of money are taken out. For O-Week and Bush Week it means that less events will be able to run/more events will have to be ticketed (making it less accessible), for committees it means less initiatives and projects will be able to run, for Clubs and Honoraria it means that fewer clubs will be able to access funding and resources, and the CCE will get less compensation for their hard work, for the BKSS it means less free items, and less free services for students.

I realise this is a hard conversation to have – less money equals less opportunities, and it is very likely that groups affected by these potential cuts will be (and rightfully so) opposed to money coming out of their budget lines. I also note that budget lines like student engagement and marketing and communications are often budget lines ANUSA relies on if other budget lines run

over (e.g., if EdCom ran over we could use those budget lines to supplement the costs of their printing/protest materials) and so cutting them can lead to outcomes where ANUSA will simply just not have the money to help.

It is also important to note that these line items have been traditionally the ones that are the first to be reduced or cut in bad SSAF years – so noting these groups may face additional financial pressure from not just the money for the additional position coming out from here, but also their position in the budget if SSAF gets cut.

### **Note on the bus and the difference to be paid out of reserves**

The bus is obviously a once-off expense and will not be a line item for in future budgets. This accounted for most of the difference to be paid out of reserves for this year as we made an executive decision to use our reserves for the purpose of long-term investment in a bus that would improve student experience. In general, it is not wise to rely on recurring expenses being paid out of reserves – it is a limited pool of money and will not last forever. It is best practice for budgets to not go into reserves by large amounts but this year it was a special case for the bus. It is not a usual occurrence that we budget to go into reserves.