



# ECU Student Guild

## CLUB FINANCE POLICY

<b>POLICY TYPE</b>	Operational & Senate
<b>POLICY SUBTYPE</b>	Finance
<b>POLICY TITLE</b>	<b>Club Finance Policy</b>
<b>POLICY OWNER</b>	Financial Controller

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## 1. INTENT

- 1.1. To define the principles, standards, and requirements governing the management, use, and accountability of funds provided by the Guild to its affiliated Clubs.

## 2. ORGANISATIONAL SCOPE

- 2.1. This policy applies to all Guild affiliated Clubs that receive funding (money) from the ECU Student Guild.

## 3. DEFINITIONS

- 3.1. The singular includes the plural and vice-versa.
- 3.2. A reference to:
  - 3.2.1. A person includes a corporation and government or statutory body or authority;
  - 3.2.2. A person includes the legal personal representatives, successors, and permitted assigns of that person; and
  - 3.2.3. A statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them by any legislative authority.
- 3.3. The word “including” and similar expressions are not words of limitation.
- 3.4. The word “under” includes by and by virtue of; as well as, pursuant to and in accordance with.
- 3.5. **CIDC** means the Continuous Improvement and Development Committee.
- 3.6. **Club** means a club that is affiliated with ECU Student Guild under the Guild’s Club Affiliation Policy.
- 3.7. **Employee** means all personnel engaged under a contract of Employment by the Guild and includes Full-time, Part-Time, Contractors and Casual Employees.
- 3.8. **The Guild** means Edith Cowan University Student Guild.
- 3.9. **Personnel** means Employees, Volunteers, Contractors, Interns and individuals on work placements.
- 3.10. **Senate** means the governing body of the Guild.
- 3.11. **Volunteer** means Senators, Dircksey Personnel and any other Volunteers engaged by the Guild.

## 4. OVERVIEW

- 4.1. All Guild policies are approved, amended or repealed by the Senate in accordance with the Guild's Policy Framework and compliance with relevant governance instruments, following consultation with CIDC.
- 4.2. All Guild policies will be reviewed annually.

## 5. POLICY

### 5.1. Club Financial Benefits

Clubs are eligible to receive the following financial benefits from the Guild:

Club Tier	Float Funding	Grant Funding
Tier 1	\$300 Float Maximum of five top ups	Grant funds by application
Tier 2	\$150 Float Maximum of five top ups	Grant funds by application
Tier 3	N/A	N/A
Tier 4	N/A	Grant funds by application

### 5.2. Permitted use of Guild funds

5.2.1. Permitted use of Guild funds includes the below items of expenditure:

#### 5.2.1.1. Float Funding

- 5.2.1.1.1. Monthly bank fees
- 5.2.1.1.2. Food and beverage for meetings of club business
- 5.2.1.1.3. Promotion and event costs (e.g. food, drinks and decorations)
- 5.2.1.1.4. Stationary and printing costs

#### 5.2.1.2. Grant Funding

- 5.2.1.2.1. Club merchandise
- 5.2.1.2.2. Functions and events (greater value than float balance)
- 5.2.1.2.3. Year-end AGM costs

### 5.3. Excluded Items

5.3.1. Guild funds are not permitted to be used on any of the below items of expenditure:

- 5.3.1.1. Coffee and other food/drink items when not club related business/events.
- 5.3.1.2. Personal or private costs (e.g. lunch with you friends).

## 5.4. Funding Applications

**5.4.1.** Clubs can apply for float or grant funding via the Club's resources page on the Guild's website.

### 5.4.2. Float Top Ups

5.4.2.1. When a Club's initial float has been consumed, the Club will need to apply for a float 'top-up'.

5.4.2.2. Funds will not be approved where receipts are submitted more than 3 months after the purchase was made or where receipts pre-date the confirmed date of approved affiliation.

5.4.2.3. Only valid Tax Invoice receipts are permitted to be submitted in the application.

### 5.4.3. Grant Submissions

5.4.3.1. A grant submission can be made for goods and services priced above the Club's float top-up value.

5.4.3.2. Only valid Tax Invoice receipts are permitted to be submitted in the application.

5.4.3.3. A grant submission must be made at least two weeks in advance to allow time for approval by the Guild's Vice President responsible for the Club.

5.4.3.3.1. Grants of \$1,000 or more are required to be approved by the Guild's Secretariat.

5.4.3.4. Grants will not be paid for activities/purchases made prior to Guild approval or where activities were undertaken prior to the confirmed date of approved affiliation.

## 5.5. Volopay

5.5.1. All clubs that are eligible for funding from the Guild will be provided with a digital pre-paid debit card, also known as a Volopay card.

5.5.2. All club purchases (float & grant expenditure) must be made with the Club's Volopay card.

5.5.2.1. Unless previously agreed with the Guild's Financial Controller, in which the Guild can pay for items on behalf of the club, if a valid Tax Invoice is supplied.

5.5.2.1.1. The Club's Volopay card balance will subsequently be deducted for the same value.

5.5.3.Clubs can track their card balance via the Volopay app.

5.5.4.Clubs must submit valid Tax Invoice receipts via the Volopay app within five business days of incurring the expenditure.

5.5.4.1. Clubs must not transact with businesses that cannot supply a valid Tax Invoice receipt

5.5.5. Clubs must not share the Volopay card details with anyone who is not a Club Committee member.

5.5.6. The club must contact the Guild’s Financial Controller immediately if unauthorised transactions have been identified on the Volopay card.

## 5.6. Tax Invoice Receipts

5.6.1. A valid Tax Invoice must contain the below key details:

5.6.1.1. Business name and address

5.6.1.2. Australian Business Number (ABN)

5.6.1.3. Date

5.6.1.4. Detail nature of transaction

5.6.1.5. Specify amount (\$)

5.6.1.6. Specify if GST is applicable

5.6.1.7. Must state ‘Tax Invoice’ on the receipt.

## 5.7. Reimbursements

5.7.1. Club members will not be reimbursed for club related items purchased with their personal funds.

5.7.2. All club expenditure must be purchased as per item 5.5.2 and 5.5.2.1 above.

## 6. RELATED DOCUMENTS

<b>Related Policy</b>	<ul style="list-style-type: none"><li>• Club Affiliation Policy</li></ul>
<b>Related Procedure</b>	<ul style="list-style-type: none"><li>•</li></ul>
<b>Other Related Documents</b>	<ul style="list-style-type: none"><li>•</li></ul>

<b>Related Legislation</b>	•
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## 7. CONTACT INFORMATION

For queries relating to this document please contact:

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## 8. APPROVAL HISTORY

<b>Policy Approved By</b>	Senate
<b>Date Policy First Approved</b>	23 February 2026
<b>Original Motion</b>	SM2602/08
<b>Revision History</b>	
<b>Revised by</b>	
<b>Next Revision Date</b>	February 2027