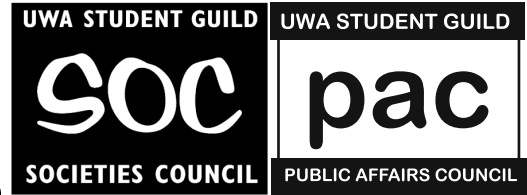




UWA Student Guild
 The University of Western Australia
 35 Stirling Hwy
 Crawley WA 6009

phone: (08) 6488 3773
 fax: (08) 6488 1041
 soc@guild.uwa.edu.au



Budget and Claims Form

CLUB NAME: _____

AFFILIATION: PAC & SOC SO ONLY NOT AFFILIATED
 THIS SUBMISSION: SEMESTER 1 CLAIM SEMESTER 2 CLAIM

PLEASE USE THE STANDARD BUDGET PROCESS FORMS UNLESS PRIOR APPROVAL HAS BEEN GRANTED BY A MEMBER OF THE SOCIETIES COUNCIL EXECUTIVE!

Take note and observe the following deadlines:

1st SEMESTER CLAIMS: 4.45pm FRIDAY 28 MAY 2010
 2nd SEMESTER CLAIMS: 4.45pm FRIDAY 29 OCTOBER 2010

All forms are to be submitted to the GUILD FINANCE OFFICE by 4.45pm on or before the due date (GET THE DATE RECORDED) Late submissions past 5pm will not be accepted and submissions should be addressed:

Attn: SJ Robinson — Societies Council Treasurer

Clubs affiliated to the Guild can claim a grant on expenditure in the following areas:

1. CLUB FUNCTIONS - Anything from venue hire to visual effects!
 You will need a new budget sheet for each function that your club holds!
2. DAILY CLUB EXPENSES - Includes phone , stationary, capital expenditure , etc!
3. PUBLICATIONS AND MAIL -OUTS - Newsletters, Posters, Photocopying, etc!
4. ORIENTATION DAY - Include cost of your stall , membership cards , posters, etc!
5. MISCELLANEOUS - Obviously anything that doesn 't fit into categories 1-4.

PLEASE DON 'T FORGET TO MAKE A COPY OF YOUR BUDGETS FOR YOUR OWN RECORDS IN ORDER TO MAKE CLAIMS LATER!
 USE THIS COVER SHEET EACH TIME AND FILL IN THE APPLICABLE COLUMNS BELOW! PHOTOCOPIES ARE ACCEPTABLE!

ANY PROBLEMS CONTACT
 BECDENNISON AT soc@guild.uwa.edu.au
 OR CECIL COLEMNA AT pac@guild.uwa.edu.au
 OR SJ ROBINSON AT soc-treasurer@guild.uwa.edu.au
 OR TOM ANTONIAZZI AT treasurer@guild.uwa.edu.au

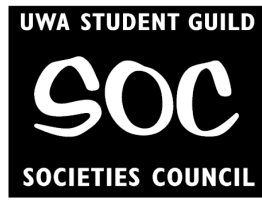
Claim Submitted By: _____

Contact Details: _____



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Budget and Claims Form

Sheet #	Area of Expenditure	Budgeted Amount	Claimed Amount
1	Function 1		
2	Function 2		
3	Function 3		
4	Daily Club Expenses		
5	Publications and Mailouts		
6	Orientation Day		
7	Miscellaneous		
8			
9			
10			
11			
12			
13			
14			
		TOTAL BUDGETED	TOTAL CLAIMED

CLAIMED

Name of Club.....

Submitted by.....Signature.....

Date.....

OFFICE USE ONLY

Value of Grant \$