Club Event Funding Checklist

BEFORE THE EVENT
• Submit a completed Funding Application Form with quotes of the costs involved to the MSD Student Programs Team at least 3 weeks in advance of the event

AFTER THE EVENT - please provide the following information that is required for Fringe Benefit Tax:
• A list of attendees which includes:
  • the names of any UOM staff who attended the event
  • the number of students who attended the event
  • the number of external attendees
  • Venue details (i.e. Baldwin Spencer Bldg, Student Lounge)
  • Date of the event was held
  • Purpose of the event (i.e. Welcome BBQ for new B-DES students)

✓ Please draw up an invoice for the total amount that the Faculty has agreed to pay towards the costs of the event i.e. $400 towards the cost of food & drink. The invoice must include the club’s bank details (please see the Invoice Example available at: http://edsc.unimelb.edu.au/__data/assets/pdf_file/0019/2034820/Invoice-template.pdf

✓ Please attach original receipts/invoices from the suppliers for any costs that the club has already paid (i.e. original receipt from Pronto’s Pizza and Woolworths for the costs of food and drink. Please staple or tape the invoices to A4 pieces of paper and attach these to the club invoice which you have drawn up.

✓ Please keep copies of any invoices for your records

Usually payment will take about 6 weeks to process, and will be deposited into the club’s bank account once all the information has been submitted to Finance

Please contact MSD-StudentPrograms@unimelb.edu.au if you have any questions.

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