

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.

MSD Student Programs Team

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W: <http://edsc.unimelb.edu.au/undergraduate/student-experience/clubs-and-societies>