VP-Finance Report

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# Welcome

Hi everyone, my name is James Zhao and I am the Vice-President of Finance for ALSA 2015/2016. The Finance Portfolio consists of the Marketing Officer, Sponsorship Officer, Risk Officer, as well as the Alumni and Scholarships Officer. My role is to overlook the activity and progress of each portfolio and manage the incoming and outgoing ALSA funds. If you have any questions or queries with respect to my portfolio, please feel free to get in contact with me.

# Update since September Council

### Registered for an ABN and GST

Following the registration of the Australian Law Students’ Association Ltd. in November, it was an imperative to register for an ABN and, subsequently, register for GST.

I have successfully set up the corresponding ABN: 68 608 664 982, registered the existing Executives, including the Conference Convenor of 2016, as directors under the new ABN. I have also registered for GST. In the process of registering for GST, I established an AUSkey account (a secure login for government online services on behalf of a business), and registered myself as an AUSkey Administrator. Thus, if there are any urgent changes to the company, it can be quickly reflected on various government agencies/departments through the Australian Business Register.

### Transferring Bank Accounts

With the imminent winding up of the association, the funds from the current ALSA bank accounts are being transferred to the new ALSA Ltd. bank accounts.

### Insurance

Renewed insurance policy for the following:

* Association Liability
* Public and Products Liability
* Personal Accident

The Underwriter may increase the premiums of the next renewal based on increases in turnover, but this information is pending and subject to this year’s actual turnover.

# Excel to Xero

Previously, we maintained our profit and loss statement and balance sheet manually through Microsoft Excel. We adhered to double entry accounting and recorded every incoming and outgoing transaction. However, since February, we moved to a much simpler system – Xero. Xero is an online accounting software that’s directly linked to the ALSA Ltd. bank account and is used to manage invoicing, bank reconciliation, bookkeeping, and etc. It is envisaged that this will ease the handover process and simplify the task of record keeping.

# Affiliation Fees

All the affiliation fee invoices have been sent out and some are pending payment.

# Issues and Challenges

1. With retained funds of $130,000+ from the last financial year, there is a gross surplus in the ALSA funds. The budget prepared for this financial year initially aimed for neither a surplus nor deficit. However, it is likely sponsorships will exceed our expectations, and with such a large surplus in funds, it may be prudent to revisit the budget and re-allocate the funds. Alternatively, there are various proposals such as:
   1. Abolish/Reduce Affiliation Fees
   2. Reduce Council Costs
      1. Increase Reimbursement of Committee Members
      2. Lower Registration Fees for All Council Members
   3. Reduce Conference Costs
      1. Lower Registration Fees for Conference
   4. Increase Conference Events
   5. Increase Reserves
   6. Increase Equity Grants and/or Scholarships
2. Recently our Alumni and Scholarship Officer resigned due to personal reasons. We are looking to replace the ASO as soon as reasonably practicable.

# Goals

1. Obtain tax exempt status, register as a charity, and get deductible gift recipient status.
2. Create proposal and by-law as to how the surplus should be spent.
3. Transfer all remaining balance from the old ALSA bank accounts to the new.