

## Submitting Annual Financial Accounts:

All Treasurers must submit the annual financial accounts for their society. The society financial year opens on the 1<sup>st</sup> March and ends on the 28<sup>th</sup> of February (or 29<sup>th</sup> depending on the year).

If your accounts are not submitted before the 28<sup>th</sup> of February, you will not be able to claim any more money from your grant – this is an incentive for you to get them in!!

## Logging into the Accounts:

- You can login to the CSC accounting system by navigating to the grant app page - [http://www.cscgrants.com/grant\\_app/login.php](http://www.cscgrants.com/grant_app/login.php)
  - If you require your username or password, please get in touch with Lucy or Emma.
- Click on the Financial Records section.
- Ensure that the Accounting Period selected is correct.
- You will see from this page your Opening Balance (which will be fixed from last year) – this would have been the balance on the 1<sup>st</sup> March for your financial year.



University of Dublin, Trinity College  
Central Societies Committee  
Lár-Choiste Na gCumann

TRINITY COLLEGE DUBLIN  
COLÁISTE NA TRÍONÓIDE, BAILE ÁTHA CLIATH  
The Central Societies Committee (CSC) is the body responsible for student societies in Trinity College.

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**Online Grant Application System**

Welcome [Log out]

- [Society Information](#)
- [Grant Applications](#)
- [Financial Records](#)
- [Society of the Year](#)

Before applying for a grant you should update the [Society Information](#) section. If this section has not been updated, you will be unable to submit a grant application.

To apply for a grant click on [Grant Applications](#) – within this section you can apply for your annual grant; for a travel grant; for a 4th week grant and/or a supplementary grant – in other words, for things that come up after the grant application has been submitted.

Links to the appropriate sections of the Grants Policy Document (see the right hand side of this page) should be consulted before filling in each part of the grant application - it clarifies the CSC granting policy on each of the sections which appear on the form.

**Grants Policy Document**

- 5.1 Basic Running Costs
- 5.2 Speakers' Expenses
- 5.3 Receptions
- 5.4 Classes/Workshops
- 5.5 Hire of Items & Purchase of Once-off Materials
- 5.6 Purchase of Equipment and Capital Items
- 5.7 Competition Entry Fees
- 5.8 Affiliation Fees
- 5.9 Society Travel
- 5.10 Lending Library Expenses
- 5.11 Other
- 5.12 College Security Charges
- 5.13 Amenities/Furnishing
- 5.14 Fourth Week

## Filling in the Accounts:

- In the Financial Records section you will see headings for Outgoings and Income:
  - Outgoings are your expenses for the year, i.e. all your online payments, any cash withdrawals, bank fees, etc.
  - Income is the money you receive into your account for the year, i.e. membership fees, sponsorship money, donations, etc.

## Entering Outgoings:

- To enter your Outgoings, please enter the Payment Date, the Payee name, a Description of the expense, the amount and which category it falls under.
  - There is a box for Cheque Number, however as most societies will not be using cheques any longer, you can just put the method of payment in there, e.g. 'transfer', 'direct debit', etc.
  - Please be specific as to the description of the expense as these will be viewed in deeming whether or not your accounts are satisfactory.
  - The categories listed are closely linked to the categories on the grant application.
- Make sure to include the direct debits that are made by the bank for stamp duty and bank fees. These are expenses societies pay to keep their bank accounts open.

## Online Grant Application System

Financial Records [ <a href="#">Outgoings</a>   <a href="#">Income</a>   <a href="#">Opening Balance</a>   <a href="#">Submit Financial Records</a> ]						
Society Name	[REDACTED]					
Accounting period	1st Mar 2020 - 28th Feb 2021 ▼ <a href="#">Change</a>					
Bank Rec	<a href="#">Payment date</a>	<a href="#">Cheque No.</a>	<a href="#">Payee</a>	<a href="#">Description</a>	<a href="#">Amount</a>	<a href="#">Category</a>
	11 October 202	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Administration ▼
<a href="#">Submit</a>						

## Online Grant Application System

Financial Records [ <a href="#">Outgoings</a>   <a href="#">Income</a>   <a href="#">Opening Balance</a>   <a href="#">Submit Financial Records</a> ]						
Society Name	[REDACTED]					
Accounting period	1st Mar 2020 - 28th Feb 2021 ▼ <a href="#">Change</a>					
<b>Outgoing has been saved</b>						
Bank Rec	<a href="#">Payment date</a>	<a href="#">Cheque No.</a>	<a href="#">Payee</a>	<a href="#">Description</a>	<a href="#">Amount</a>	<a href="#">Category</a>
<input type="checkbox"/>	11 Oct 2020	- <input type="text"/>	Nathan O'Rege	Reimbursemen	6.14	Administration ▼
	11 October 202	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Administration ▼
<a href="#">Submit</a>						

- Once you have entered the details, click ‘Submit’.
- After you submit, you must scroll down to the spend on the Outgoings page and ensure that the box on the left is ticked for the spend to be included in the accounts.

## Online Grant Application System

Financial Records [ [Outgoings](#) | [Income](#) | [Opening Balance](#) | [Submit Financial Records](#) ]

Society Name

Accounting period

Bank Rec	<a href="#">Payment date</a>	<a href="#">Cheque No.</a>	<a href="#">Payee</a>	<a href="#">Description</a>	<a href="#">Amount</a>	<a href="#">Category</a>
<input checked="" type="checkbox"/>	<input type="text" value="11 Oct 2020"/>	<input type="text" value="-"/>	<input type="text" value="Nathan O'Rege"/>	<input type="text" value="Reimbursemen"/>	<input type="text" value="6.14"/>	<input type="text" value="Administration"/>
	<input type="text" value="11 October 202"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Administration"/>

### Entering Income:

- Similarly, to enter your Income, enter the Payment Date, a specific description and the amount.
  - There is also a Lodgement No. heading. If you use a Lodgement slip to put money into your account, please enter that number here. If it's an online transfer, just input Transfer or if you use the lodgement card, input ATM.
- Once you have these details entered, click ‘Submit’.

## Online Grant Application System

Financial Records [ [Outgoings](#) | [Income](#) | [Opening Balance](#) | [Submit Financial Records](#) ]

Society Name

Accounting period

<a href="#">Payment date</a>	<a href="#">Lodgment No.</a>	<a href="#">Description</a>	<a href="#">Amount</a>
<input type="text" value="11 October 202"/>	<input type="text" value="Transfer"/>	<input type="text" value="Sponsorship Money from"/>	<input type="text" value="200.00"/>

*Note:* It's easiest to enter all the transactions into the system as you go along, rather than trying to rush them all through at the end of the year.

Your accounts should match your bank statements. Everything that appears on your statement should be listed in your accounts. This is why it is key to keep records of your spending and income as you go along. The last thing you want is a rogue expenditure from months ago on your statement that just states PAYMENT and you have no idea who it went to or for what. Bank statements are sequentially numbered – make sure you have them all. Look for ‘page number’ on your statement.

### Submitting your Financial Accounts:

- Once you have inputted all your outgoings and income for the financial year, click on the ‘submit financial records’.
- Enter the closing balance as on 28<sup>th</sup> February in the appropriate box:
  - This is the balance on your bank statement as of the 28<sup>th</sup> February, i.e. what is left in your account at the end of that date.
- If you have any cash in hand which has not yet been lodged at that point enter it in the appropriate space.
- The Balance (A) half-way down the page, is what your balance should be according to the outgoings and income you input.
- The Balance (B) at the end will be what you have stated remains in your account.
- For your accounts to balance, these should match. Please reach out to Lucy or the CSC Treasurer, Nathan, if they do not.

(A) Balance as at 28th February 2021 (calculated)	€ 193.86
<b>Actual Closing Balance</b>	
Specify your actual bank balance(s) as at 28th February 2021: <span style="float: right;">Enter your balance on Feb 28th here!!</span>	
XXXXXX	€ <input type="text" value="200.00"/>
The field below shows the value of items which have been entered as <b>outgoings</b> , but which have not been marked as debited from your account	
<b>Cheques outstanding</b>	€ 6.14
Specify below the amount of money which has not yet been lodged	
Cash in hand	€ <input type="text" value="0.00"/>
(B) Actual closing balance as at 28th February 2021	€ <input type="text" value="193.86"/> (A) above should = (B) here if done correctly!
<b>Note:</b> Figure (A) should match figure (B). If these figures don't match, please check the figures you have entered for <b>outgoings</b> and <b>income</b> against your bank statements. In particular, ensure you have taken account of any bank charges, government duties or interest.	