Submitting Annual Financial Accounts:

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

If your accounts are not submitted before the 28th 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 1st March for your financial year.

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.
• 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

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Society Name</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounting period</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Bank Rec**

<table>
<thead>
<tr>
<th>Payment Date</th>
<th>Cheque No.</th>
<th>Payee</th>
<th>Description</th>
<th>Amount</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>11 Oct 2020</td>
<td>-</td>
<td>Nathan O'Regan</td>
<td>Reimbursement</td>
<td>6.14</td>
<td>Administration</td>
</tr>
<tr>
<td>11 October 202</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Submit

### 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’.

![Image of Online Grant Application System with highlighted input fields for income and outgoings]
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 28th February in the appropriate box:
  - This is the balance on your bank statement as of the 28th 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

Actual Closing Balance

Specify your actual bank balance(s) as at 28th February 2021:

XXXXXXX €200.00

The field below shows the value of items which have been entered as outgoings, but which have not been marked as debited from your account.

Cheques outstanding €6.14

Specify below the amount of money which has not yet been lodged

Cash in hand €0.00

(B) Actual closing balance as at 28th February 2021 €193.86

Note: Figure (A) should match figure (B). If these figures don’t match, please check the figures you have entered for outgoings and income against your bank statements. In particular, ensure you have taken account of any bank charges, government duties or interest.