



TREASURER TRAINING



Sat 1st October 2016

The Alexander Hotel

ROLE OF CSC TREASURER

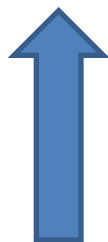


- To offer **advice & guidance** to society Treasurers (**Granting process, etc.**)
- To **make recommendations** to the Executive Committee on society grant applications
- To **rule on the quality** of individual society financial records (**Satisfactory?**)
- To draw up CSC **budgets** with the Hon. Treasurer
- Draft **Grants Policy Document** with Hon. Treasurer (**New GPD – 2016/17**)

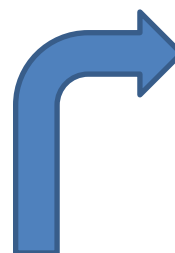
(The Executive is the elected committee that determine how much funding is allocated to each society)



MICHAEL



- Managing Society Finances
- **Granting Advice**
- Submitting Annual Accounts
- **Sponsorship Agreements**



LUCY

- **Day-to-Day Queries**
- Claiming Your Grant
- **Making transfer Payments**
- Bank Statements
- **Recording your finances**
- Recouping loans on credit card/bank transfers

ROLE OF SOCIETY TREASURER



- The Treasurers of fully recognised sodalities and associations (and the treasurers of FLAC, TAW and Sign Language Soc), are members of the Central Societies Committee **(must attend term meetings)**
- Manage your society's finances **in conjunction** with the Chair
- **Coordinate** the Grant Application
- **Record all financial transactions** of the Society in the online system
- Submit **Annual Accounts**



THE SOCIETY GRANT

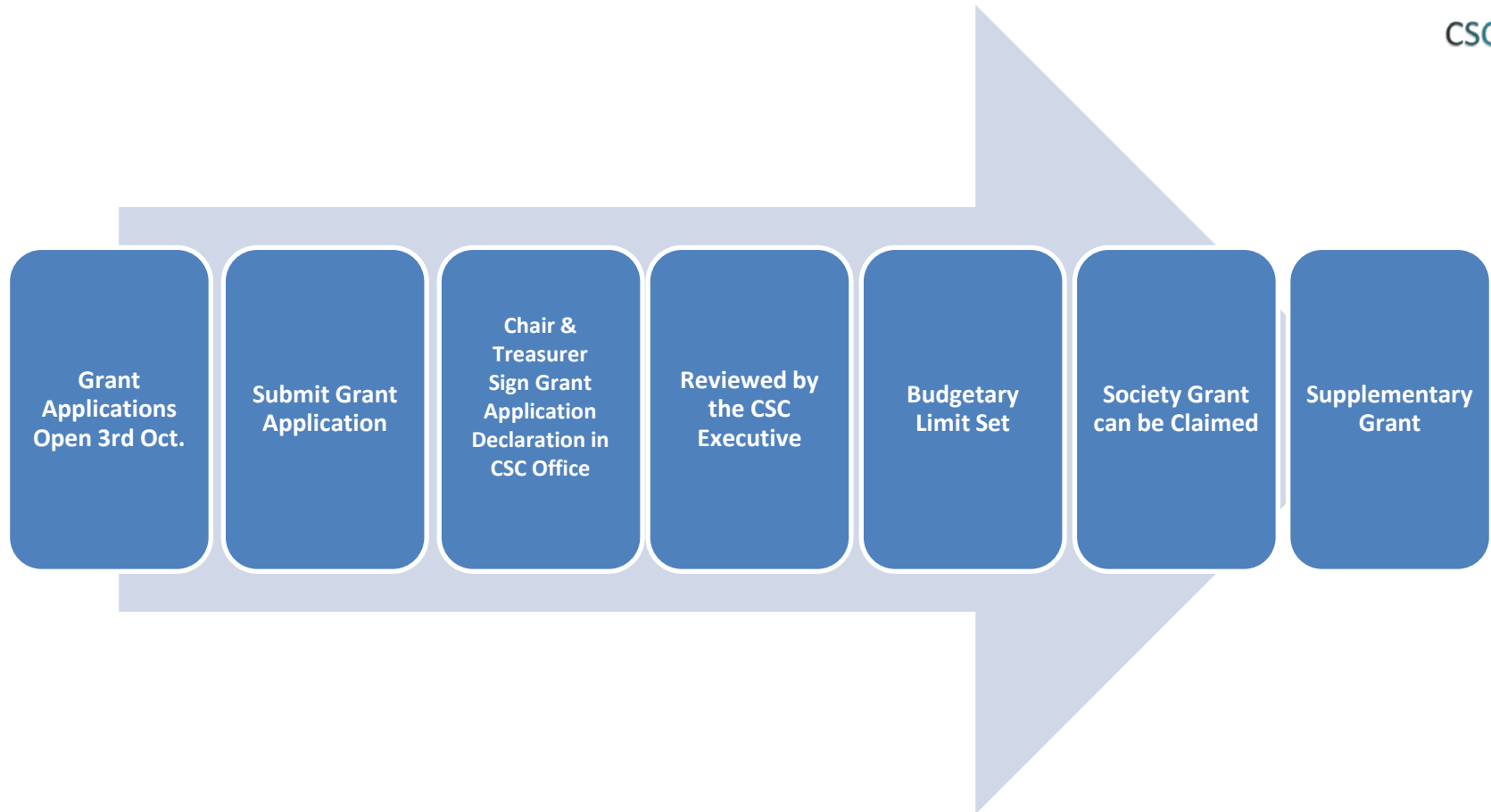
WHAT IS THE SOCIETY GRANT?



- Funding to help societies **achieve their objectives – as per the soc Constitution**
- **Not* dependent** on society membership numbers
- Based on the classification and proposed activity of the society (**adherence to core aims**)
- You fill out the grant application form by logging into http://www.cscgrants.com/grant_app/login.php (username and password available from Lucy (lucy@csc.tcd.ie) or Emma (emma@csc.tcd.ie))
 - You **must** fill in the names and details of the society's officers before submitting the application.

***The exception is the grant for Receptions and Travel**

THE GRANTING PROCESS



*Please consult the [Grants Policy Document](#) prior to filling out the grant application

THE GRANTING PROCESS



What is a “Budgetary Limit”?

The CSC receives its funding from the Capitation Committee in College and has only a fixed amount of money it can distribute to societies each year.

Executive will grant under the various headings, and then set a maximum total that can be claimed. Societies may claim under the headings granted up to that total.

Can the “Budgetary Limit “be raised?

- **Yes** - If you have claimed everything, you may come back to the CSC and request that the budgetary limit be raised.

- Speak to the CSC Treasurer (treasurer@csc.tcd.ie) and complete a [supplementary grant application](#)

WHAT DOES THE CSC FUND?



***Dependent on classification and status of Society**

SOCIETY TRAVEL



- Travel budgets will be separated into two categories: travel connected to attending **conferences and competitions**; and **field trips**
- A detailed itinerary must be submitted with in the application
- Travel will be granted on a **first come first served** basis
- All travel will be granted at the discretion of the Executive, and **based on the merits** of the proposal in **furthering the aims** of the society
- Field trip travel will not be subsidised in two consecutive years
- A travel report for a field trip **must** be submitted after the trip



OTHER?



- **Not covered by the headings? – Then apply under “Other”**
- **Must further the core aims & requires detailed information including costs.**
- Contact treasurer@csc.tcd.ie for guidance

SEPARATE FROM YOUR GRANT



Special

If the Executive, on going through the grant application, feels that an event could be classified as “special” – the funding allocated will not be deducted from the budgetary limit. Such events would be one-offs and not something that would happen annually.

College Security Charges

- We will pay the charge (**you do not need to make a payment – if you do, receipts must be provided to claim**)
- **Max = 6 x normal security charges – not more than 1200per annum.**

Amenities/Furnishings

- Requests should be made through Amenities Section on grant_app page

4th Week Grant

- Open to **ALL** University Societies (Provisional & Fully Recognised)
- **Must further the core aims of the society**
- Event must be **OPEN & FREE** to all members of the College Community
- Requests should be made through 4th Week Grant Section on grant_app page

CLAIMING PROCESS



Submit receipts to Lucy in the office. Please sort them according to the heading you're claiming under. For speakers' entertainment, write the names of the guests who have been entertained, on the back of the receipt.

- If you used the **CSC Credit Card** to make the payment, the amount will **come directly** from your grant . If the amount paid on the card exceeds the grant, you will be asked to repay CSC the balance. Paperwork **MUST** be given to Lucy to cover all credit card payments.
- If Lucy does a **bank transfer** on your behalf – as with the credit card, the amount will be deducted from your grant if you have one for the particular item, and otherwise be paid back to CSC by society cheque.
- A society may use the card for payments that are not covered by the grant, but these amounts must be repaid to CSC.
- After the 28th Feb 2017, you will **not be able to claim** any of your grant **until you submit the annual financial records**. They **must** be in by 31st August or they will automatically be deemed to be non satisfactory.



GENERAL INFORMATION

QUICK POINTS



- All money claimed from the CSC is on a **RECEIPT ONLY** basis.
- Reimbursements will be made **directly** to the Society bank account
- **Do not** hold money in a cash box – **LODGE IT!**
- **All payments** should be made using cheque. Avoid using cash.
 - If you need to use cash, record the payment **AND** keep the receipt
- **Accounting Period:** 1st Mar 2016 – 28th Feb 2017 – make sure NOW that you can explain the monies that has been sent between March and September 2016
- Your Grant is based on your proposed activity (**not on membership numbers**)
- Self-financing events and charity events **will not** be funded

SOCIETY BANK ACCOUNT



Signatories on the Account (those with the authority draw down money)

- Need a letter from the CSC confirming that you are members of the College, and a 'mandate form' which you can get from CSC or complete in the bank when you go over.
- The bank will require photo identification (e.g. passport), proof of home address (phone bill or bank statement) and student status (Trinity student card)
- Always go to Student Office in the Westmoreland St. Branch of AIB – they understand how societies operate

RESPONSIBILITY OF OFFICE

“In addition to the Chairperson and Treasurer of each society, all other chequebook signatories are responsible to the society and to the CSC for all the monies spent during their term of office”

CSC CREDIT CARD, PAYPAL and AMAZON



- Option available to purchase items online or over the phone
- CSC also has a **Paypal Account** and an account with **Amazon** – ask Lucy or Emma to enter CSC login details.
- All transactions must be recorded in the form which Emma or Lucy will give you.
- E-receipts or any other notification of payment having been made, should be sent or dropped in to lucy@csc.tcd.ie as soon as they are received.
- If the payment is covered by the CSC grant, it will be deducted directly; if part of the payment is covered by the CSC grant, you will be asked to repay the balance; if none of it is covered by the CSC grant, you will be asked to repay the entire amount. Payments should be made by cheque to CSC.
- **Please speak to Lucy/Emma in the Office about using the card or online accounts!**

SPONSORSHIP



- Societies should be **aware of College policies** in relation to allowing outside bodies access to Campus. Check with Emma if you are unsure of the regulations.
- CSC **must be informed** of all current, planned & potential financial arrangements with external bodies (Sponsorship, etc.)
- NB: **Approval must be sought from CSC Treasurer/s prior to any contractual agreement being signed**

FINANCING EVENTS



- The CSC will not tend to fund events that are self-financing
- All charitable events must be self-financing

ONLINE OPTIONS FOR TICKET SELLING



Emma and Michael are looking into options for societies to use when selling tickets to events.

They will be in touch with Treasurers when they have established which is the best option for you.



BANKING BASICS

LODGING MONEY



- You **do not** need to be a signatory to lodge money.
- Each society should have a **lodgement card** which is kept in CSC Office. You can lodge notes and cheques using the card at the ATM in any AIB branch. If we don't have a card in the Office – you should ask the Bank to send one over.
- **Bank Lodgement Slips:** You can also use a bank lodgement slip available in the branch. Some societies may have a lodgement book. Make sure to keep a record of the lodgement – staple the lodgement slip into your cheque book or keep somewhere safe.
- Coins **must be** counted (money bags available from the bank) and lodged at a cashier desk.

WRITING A CHEQUE



Date 28/9/11 93-33-84€

To JOE BLOGS

For PHOTO SHOOT

AIB BANK, 40/41 WESTMORELAND ST, DUBLIN 2

Date 28/9/11

Pay JOE BLOGS or order euro euro euro

SEVENTY TWO EURO ONLY € 72 —

Balance _____

Am't _____

Lodged _____

Total _____

Am't €72

this chq _____

Bal. _____

forwd. _____

www.communics.com 8908 12/05

IRELAND 240211
Allied Irish Banks, p.l.c.

CENTRAL SOCIETIES COMMITTEE

[Signature]

by bank

500189

⑈ 500 189 ⑈ 93 ⑈ 3384 ⑈ 40870063 ⑈ 09

MAKING A LODGEMENT



Memorandum only
Allied Irish Banks, p.l.c.
Lodgment for
Account Number
40870063

€ 143 —

Teller's Brand
and initials
500001

Note: Cheques, etc., are accepted
subject to examination and
verification and are transmitted
for collection at customer's risk.
Though credited to account when
paid in, they should not be drawn
against until cleared.

DATE 28/9/11 LODGMENT/BANK GIRO CREDIT TRANSFER

AIB Bank
Teller's Brand
and initials

ACCOUNT:
TRINITY COLLEGE, DUBLIN 2
CENTRAL SOCIETIES COMMITTEE

Ref:
F R E S H E R S W E E K

Paid in by:
SEAN GILL

SERIAL NO. SORTING CODE ACCOUNT NUMBER PRODUCT CODE

500001 933384 40870063 108294

€ 143 —

€ Notes	40	—
Coins 1 & 2 €	3	—
Other Coins	 	
Total Cash	43	—
Cheques etc. As per Back	100	—
€	143	—

Please do not write below this line

YOUR BANK STATEMENT



- This gives you a summary of your society bank account activity in the past month
- It will be posted to the CSC Office. We will photocopy it and keep a copy and then send the original to your society post box.
- You should note that each statement has a page number – so make sure that you have consecutive statements – it's a much easier way to check that you're not missing one, than looking at transaction dates.
- It is important that all statements are reviewed each month to ensure that all movement of monies, both to and from the account, are correct – mistakes are sometimes made by the bank.

YOUR BANK STATEMENT



- **Debit:** Monies that move out of the account (withdrawn)
- **Credit:** Monies that move into the account (lodged)
- **Balance:** The overall position of the account after all debit and credit transactions are taken into account.

SAMPLE BANK STATEMENT



Current Account

Statement of Account with Allied Irish Banks, p.l.c.

Branch
40/41 Westmoreland St

National Sort Code
93-33-84

Account Name
DUBLIN UNIVERSITY
SOCIETY

2465A192 23899001000244511000/33-94/102

Telephone
01-6799222

Account Number
86764-055



CIO CSC,
HOUSE 6, FRONT SQUARE
TRINITY COLLEGE
DUBLIN 2

Page Number
97

Date of Statement
17 Apr 2014

IBAN

PAGE NUMBER

IBAN: IE15 AIBK 9333 8486 7640 55 (BIC: AIBKIE2D)
Authorised Limit At Date of Statement: Nil

Date	Details	Debit €	Credit €	Balance €
20 Mar 2014	BALANCE FORWARD			3399.11
21 Mar 2014	Interest Rate			
	Lending @ 7.850%			
	GTSDSCT1408018QA		2000.00	
	0002635-20023555			5399.11
24 Mar 2014	500620	113.20		5285.91
25 Mar 2014	500625	38.36		5247.53
28 Mar 2014	FEE-QTR TO 28FEB14 933384-86764055	176.76		5070.75
31 Mar 2014	500438	500.00		
	GOVSTMPDITY86764055 32@ 0.50 EACH	16.00		4554.75
1 Apr 2014	*ATMLDG WESTMORLAN TSHIRT		401.47	
	CSC GRANT TRANSFER		440.00	5396.22
2 Apr 2014	500518	6.65		
	500621	250.00		
	500622	47.00		
	500627	477.38		4615.19
4 Apr 2014	LODGMNT 513814		1500.00	6115.19
7 Apr 2014	500629	252.00		5863.19
9 Apr 2014	WITHDRAWAL 120124	350.00		5513.19
10 Apr 2014	*ATMLDG AIB LUCAN SIGN UP		70.00	
	*ATMLDG AIB LUCAN BALL		330.00	
	*ATMLDG AIB LUCAN FLOAT RETURN		350.00	6263.19
11 Apr 2014	500637	243.40		6019.79
15 Apr 2014	500634 - CHEQUE NUMBER	844.25		5175.54

AIB has recently changed its Data Protection Use of Information Notice. Please visit <http://www.aib.ie/personal/current-accounts/Data-Protection-Notice> to view the revised version.

Refer overleaf for Important Information and Standard Conditions regarding your account. Your Authorised Limit is subject to the terms and conditions referred to in your letter of sanction, (including any set-off, if applicable).

Overdrawn balances are marked dr

Allied Irish Banks, p.l.c. is regulated by the Central Bank of Ireland.

Thank you for banking with us.

ELECTRONIC BANK TRANSFER



- Lucy can transfer money electronically from the CSC account to another bank account, both nationally and internationally. Repayments will work as for the credit card.

NEW CHEQUEBOOKS



- Form to request new chequebook can be found near the back of the chequebook
 - Fill out and bring to bank
- Order in plenty of time!
- There are currently several chequebooks awaiting collection in the CSC Office



ANNUAL ACCOUNTS

PREPARING ACCOUNTS



- Financial year: 1st March 2016 – 28th February 2017
- Your financial records **must be** submitted online by **31st August 2017**
- If they are not, they will **automatically** be deemed non-satisfactory

*“The **status of recognition** of a University Society shall **automatically lapse** if, for the two consecutive years prior to the current academic year, the University Society fails to produce satisfactory financial accounts”*

Sooooo – if your society’s accounts were recorded as non-satisfactory (NS) for the last financial year, it is VITAL that you keep on top of them this year. Stay in close communication with Lucy to make sure that everything is ok.

ACCOUNTING SYSTEM



- To access the accounting system, go to www.trinitysocieties.ie and click on “running a society” – click on the link to grant app page.
- Login using your society username and password
- Go to the Financial Records section.
 - **Opening balance** (which will be fixed from last year)
 - **Outgoings**
 - **Income**
- Enter all the transactions you make – income (membership, sponsorship, donations, etc.) & outgoings (Cash, cheque, bank deductions, etc.)
- It is easiest to enter all transactions into the system as you go along

Submitting Financial Records



The Society Financial year ends on 28th February 2017. After this date, and until the financial records are submitted, Lucy will not pay out on any receipts. Yes – it’s blackmail – get your accounts in if you wanna da money!

- If there are any cheques in pink at the top of your outgoings page, you need to see if they have come through the bank account – they were cheques that were written before the year end but had not been lodged. If they have gone through, just tick them and they will disappear.
- Make sure that all your outgoings are entered in the system. Tick those payments that have gone through the bank account. Make sure to include the direct debits that are made by the bank for stamp duty and bank fees.
- Enter all the lodgements you have made to the account. Make sure to include any grant transfers from CSC. – Basically put in everything that appears on the bank statement.
- Go to “submit financial records”
- Enter the closing balance as on 28th February 2017 in the appropriate space.

A Few Tips:

- If you click at the top of any column in the outgoings or income, it will sort accordingly, e.g. if you click on the “date” column – it will sort from oldest entry to newest; if you click on “cheque number” – it will sort numerically; if you click on “amount”, it will sort from lowest to highest. This can help if you’re looking for a particular payment.
- Bank statements are sequentially numbered – make sure you have them all. Look for ‘page number’ on your statement.

We plan to run tutorials on account submission in Feb/March 2017



Questions?