TREASURER TRAINING

Sat 15th September 2018
The Ed Burke Theatre
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 – 2017/18*)

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

- 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 Society 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](http://www.cscgrants.com/grant_app/login.php)

  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
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 under each heading. Societies may claim under the headings granted up to that total.

In addition, a budgetary limit will be set on how much you can claim from your grant overall

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?

http://www.cscgrants.com/grant_app

- Society Receptions & Workshops
- Speakers’ Costs
- Society Travel
- Materials & Capital Items
- Affiliation & Competition Fees
- Basic Running Costs & Libraries

*Dependent on classification and status of Society*

TREASURER TRAINING
• 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, but conference or competition travel may be.
• A travel report for a field trip must be submitted after the trip
• **Not covered by the headings?** – Then apply under “Other”

• **Must further the core aims & requires detailed information including costs.**

• Also place special grant applications under this heading.

• Contact [treasurer@csc.tcd.ie](mailto: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 1200 per 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
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. Credit card receipts on their own are not sufficient – you must have a detailed receipt from the supplier.

- If you used the **CSC Credit Card** to make the payment, Lucy will deduct the amount 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 2019, 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

• All payments should have corresponding receipts

• Do not hold money in a cash box – LODGE IT!

• All payments should be made using cheque/bank transfer. Avoid using cash
  – If you need to use cash, record the payment AND keep the receipt

• Accounting Period: 1st Mar 2018 – 28th Feb 2019 – make sure NOW that you can explain the monies that has been sent between March and September 2018

• 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)

• For AIB accounts, you 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)

• We are currently setting up Bank of Ireland accounts for societies, and a visit to the bank for you will no longer be required. You will be able to use your new account online and Lucy will set you up as users. This system will not be fully operational until towards the end of September.

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!
• 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**
Bank of Ireland Sponsorship Scheme

• Launching a new scheme for securing sponsorship from Bank of Ireland for you societies

• Can apply through the CSC for BOI sponsorship for your society as a whole, or for individual events

• Larger amounts will have a pitching element

• Full details will be announced in the coming week
FINANCING EVENTS

• The CSC will **not tend to fund** events that are self-financing

• All charitable events **must** be self-financing
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.
## MAKING A LODGEMENT

![Bank lodgment slip](image_url)

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
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<tbody>
<tr>
<td>Notes</td>
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<tr>
<td>Coins 1 &amp; 2 €</td>
<td>3</td>
</tr>
<tr>
<td>Total Cash</td>
<td>43</td>
</tr>
<tr>
<td>Cheques etc. As per Back</td>
<td>100</td>
</tr>
<tr>
<td>Total Cashback</td>
<td>143</td>
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</table>
• 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 scan the original and email it to the Society email address.

• 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.
## Current Account

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

**Branch:**
404/1 Westmoreland St

**National Sort Code:** 53 32 04

**Account Name:** DUBLIN UNIVERSITY SOCIETY

**Telephone:** 01-6795327

**Account Number:** 86364-999

**Date of Statement:** 17 Apr 2014

### Details

<table>
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<tr>
<th>Date</th>
<th>Details</th>
<th>Debit €</th>
<th>Credit €</th>
<th>Balance €</th>
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**Surcharge**

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 authority (including any set-off, if applicable). Overdrawn balances are marked **O**.

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

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**TREASURER TRAINING**
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.
ANNUAL ACCOUNTS
PREPARING ACCOUNTS

• Financial year: 1\textsuperscript{st} March 2018 – 28\textsuperscript{th} February 2019

• Your financial records \textbf{must be} submitted online by 31\textsuperscript{st} August 2019

• If they are not, they will \textbf{automatically} be deemed non-satisfactory

“The \textit{status of recognition} of a University Society shall \textbf{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 28\textsuperscript{th} February 2019. 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 28\textsuperscript{th} February 2019 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 2018
Questions?