

How to be a “good” Club Treasurer

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Training Agenda

Introduction

NUSU Finance Team

Roles and Responsibilities of a Treasurer

NUSU financial systems

Grant applications

Sponsorship

Fundraising

Paying into the account

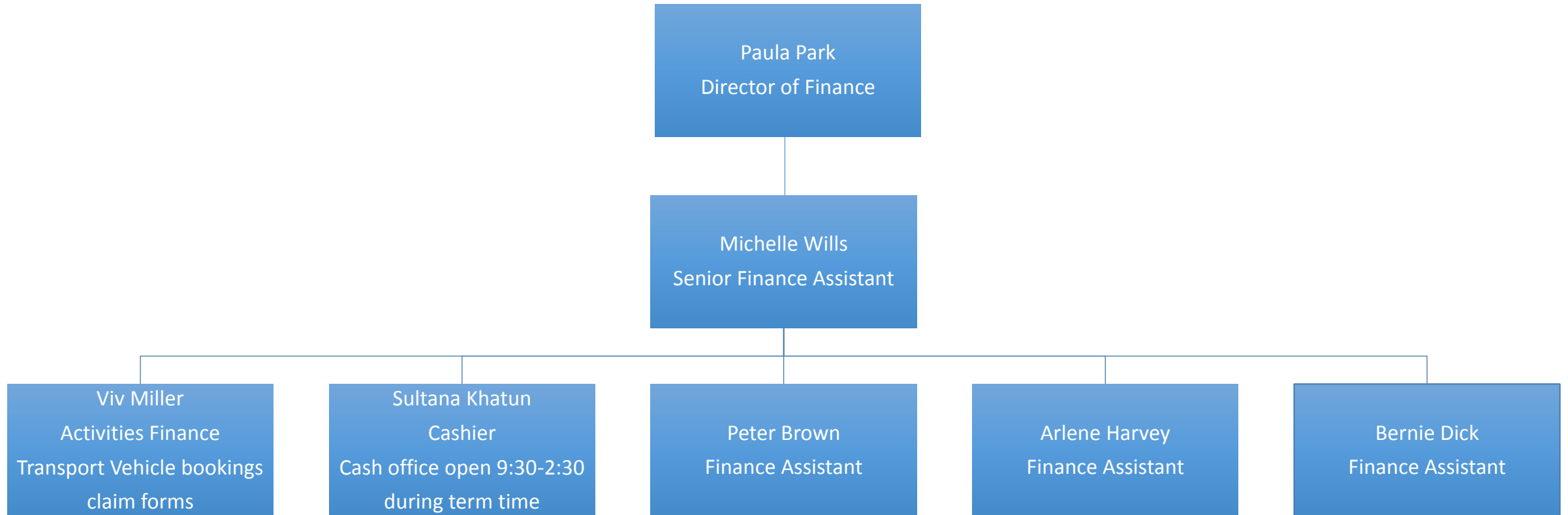
Expenditure from the account

Vehicle bookings

Reports

Future developments

Introduction to NUSU Finance Team



Have you been a committee member before?

Do you have any finance experience?

Are you doing this for the finance experience ?

Have you prepared a budget before ?

What does a
treasurer do?

Roles and Responsibilities of a Treasurer

Role of responsibility and trust

- Attend training and Club meetings
- Learn and understand the financial systems
- Apply for funding
- Organise fundraising and sponsorship
- Keep track of income and expenditure
- No surprises approve expenditure before it happens
- Budget for events and activities
- Update committee and members on financial situation
- Sign/ approve claim forms and transport forms

PREVENT FRAUD AND MISUSE OF CLUB FUNDS

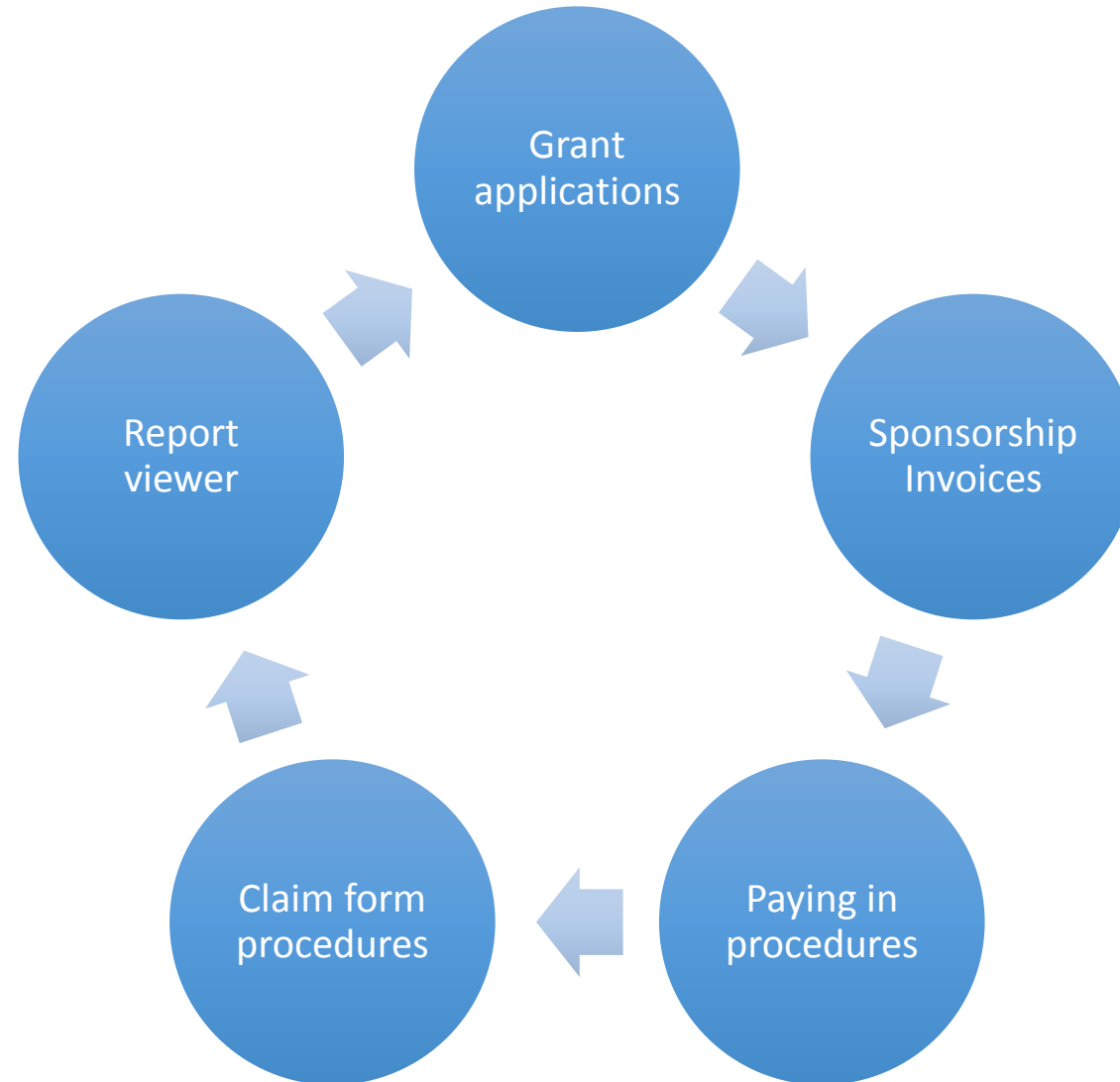
Roles and Responsibilities of a Treasurer

SCENARIOS

What would you do?

In Groups of 3 discuss the scenario

NUSU financial systems



Grant applications

Club grant distributed at start of the year

- Focus on promoting your club to get good membership numbers early in the year
- Fill in application indicating what you would spend the grant on
- No spending on food and drink
- Only available for the academic year then the Union will take it back

Safety Grants

- Can only be spent on what is indicated in the application
- Will only be allocated for a set period of time make sure you spend it
- Need to report back on impact of the grant after it is spent

Sponsorship

RULES

- No sponsorship from bars or nightclubs or anything alcohol related permitted
- SPONSORSHIP MUST BE APPROVED BY AU OFFICER
- DON'T SIGN ANYTHING WITHOUT GETTING APPROVAL FIRST

TIPS

- Don't underestimate the value of advertising to students
- Look out for national organisations
- Not always monetary value- discounts for your members

Paying into the account

NO EXTERNAL BANK ACCOUNTS SHOULD BE HELD

- Cash or cheques at the cash office.
Cheques must be made payable to:-
Newcastle University Students' Union
- Write the name of your club on the back of the cheque
- All cash should be paid in as soon as possible
- Online ticket sales through the website- we are improving access to do this yourselves. You can sell to external people not just students
- Sponsorship through an invoice
- Transfers to bank account (with prior agreement)

Fundraising

YOU CAN'T JUST GIVEAWAY MEMBERS OR GRANT FUNDS TO CHARITY

- Follow Guidelines on NUSU website
- Only raise funds for official registered charities or your own society
- Be clear who you are fundraising for
- Follow Charities Commission guidelines
- Make sure funds raised are secure e.g. sealed collection buckets
- Bring funds raised to cash/ finance office promptly
- No funds will be paid out to charity without evidence they were raised for the charity

Expenditure from the account

VAT- you need to pay it !

- Claims form to reimburse a member or committee member
- Claims form to approve invoice payment- we can pay suppliers directly
- Costs for events held in the Union
- Consider timescales
- Payments made once a week

Claims Forms hints and tips

Check everything- get it right first time

- New form- indicate how much from each account
- New form- calculates totals
- New form- pick club, remember there are similar names and acronyms
- Details of person we are paying
 - Name and email address essential
 - Sort code- 6 digits
 - Account number- 8 digits

Club Name Aikido

Club Code AI01

Date

17/09/2017



Please submit all receipts and invoices

Claim Details	Purchase date	Receipt/ Invoice Number	Account					
			Members	Grant	BUCS	Safety	Total	
							0.00	
							0.00	
							0.00	
							0.00	
							0.00	
							0.00	
							0.00	
							0.00	
							0.00	
							0.00	
							0.00	
							0.00	
							0.00	
							0.00	
							0.00	
			Totals	0.00	0.00	0.00	0.00	0.00
				Members	Grant	BUCS	Safety	Total

Payment Details	Details
Account Holder Name	
Account Holder email address	
Account Number (8 digits)	
Sort Code (6 digits)	

Expenditure from the account

What expenditure is allowed?

- In groups discuss the item on your sheet

Basic Budgeting

Planning an event
you need to start
with a budget

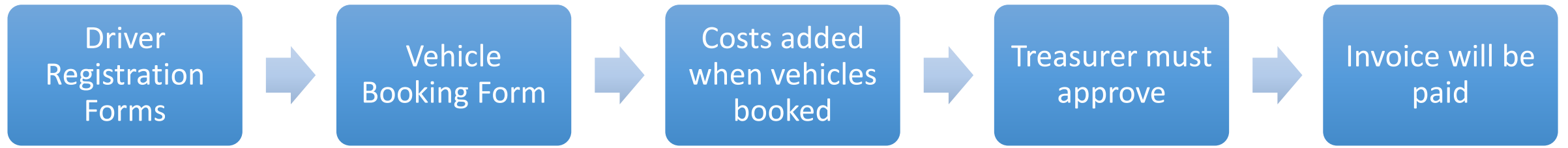
Ball costs £1000
venue hire (inc VAT)
and £20 plus VAT
per head for food

Expected numbers
are 100

How much do you
need to charge?

			Income	Expenditure
Ticket Sales	96	£40.00	£3,840.00	
Sponsorship			£500.00	
Venue Hire				£1,000.00
Meal	100	£24.00		£2,400.00
Table Wine	50	£17.00		£850.00
Welcome Drink	100	£3.00		£300.00
Table Decorations	10	£8.00		£80.00
Ticket Printing	100	£0.05		£5.00
DJ / Music				£100.00
Photographer				£50.00
Taxis				£20.00
		Total	£4,340.00	£4,805.00
			Profit / Loss	-£465.00

Vehicle bookings



Reports

Available on Cluster PCs

Societies Report Viewer under Departmental software/ NUSU

Treasurer is sent login and password by Viv

Details split into 2 accounts

- Members
- Grant

Separate report shows who claims or invoices were paid to

Income negative and Expenditure positive

XX01 - Example Club

Members Account

Date	Document	Transaction Type	Description	Value
Balance brought forward				-300.00
Income				
26/09/2016	MSL	1000	MSL Standard Membership	-40.00
27/09/2016	MSL	1075	MSL Standard Membership	-200.00
28/09/2016	MSL	1082	MSL Standard Membership	-80.00
29/09/2016	MSL	1089	MSL Standard Membership	-40.00
30/09/2016	MSL	1094	MSL Standard Membership	-40.00
01/10/2016	MSL	1100	MSL Standard Membership	-40.00
18/10/2016	AUDC	642	AU Direct Credit	-350.00
30/11/2016	DCRE	676	Direct Credit	-400.00
21/06/2017	SINV	3491	Sales Invoice Sponsorship	-350.00
Total Income				-1,540.00
Expenditure				
16/10/2016	CLMC	1000	Club Claims Form Printing	224
16/10/2016	CLMC	1001	Club Claims Form Diesel	435
16/10/2016	CLMC	1002	Club Claims Form Flyers	50.13
Total Expenditure				709.13
Members Account Balance carried forward at 31/07/2017				-1,130.87

Grants Account

Date	Document	Transaction Type	Description	Value
Grant for the 2017 financial year				500.00
Expenditure				
15/11/2016	PINV	17001	Purchase Invoice Equipment	500
Grants Account Balance carried forward at 31/07/2017				£0.00

Special Grants Account

Date	Document	Transaction Type	Description	Value
Grant for the 2017 financial year				
Expenditure				
Special Grants Account Balance carried forward at 31/07/2017				£0.00

Report as at 17/09/2017

Club/ Soc details with account 2017/2018

<u>DocDate</u>					<u>XAccount Title</u>
CLMC					
16/10/2016	CLMC	1000	Printing	224.00	Student A
16/10/2016	CLMC	1001	Diesel	435.00	Student B
16/10/2016	CLMC	1002	flyers	50.13	Committee Member A
16/10/2016	CLMC	1003	Food	37.42	Committee Member B
16/10/2016	CLMC	1004	Decorations	134.63	Student A
16/10/2016	CLMC	1005	Taxi	325.00	Student B

PINV					
15/11/2016	PINV	17000	Pitch hire	435.00	Supplier A
03/12/2016	PINV	17001	Equipment	425.00	Supplier B
23/11/2016	PINV	17002	Kit	150.00	Supplier C
10/12/2016	PINV	17004	Tickets	600.00	Supplier D
PIPO					
04/11/2016	PIPO	6419	Vehicle Hire	123.30	Garage A
24/02/2017	PIPO	6684	Kit	126.65	Supplier B
SINV					
21/06/2017	SINV	3491	Sponsorship	-308.60	Customer A

Future developments

