

Treasurer Training!





**What you need to know about
your role**

What we will cover in today's session

- HEAR
- Fundraising & Fundraising Forms
- Society Finances – How do they work?
- How to make payments
- How to write a Financial Report
- How to contact us

Higher Education Achievement Report

HEAR



- Opportunity to have your non-academic activity recognised on your academic transcript
- Looks great to employers and helps you to articulate the skills you have gained
- Guild activity verified by us
- Have to meet certain protocols, with different protocols for different roles
- Volunteer Agreement
- Your responsibility to send evidence to the Guild to show that you've completed the protocols

Treasurer Protocols

1. Be elected by peers
2. Attend the compulsory society committee training
3. Attend at least one drop in with a Coordinator
4. Handle and authorise financial transactions within society, including signing off payment vouchers
5. Maintain financial scrutiny and sustainability by ensuring that the society finishes the year with money in their account
6. Attend at least one Spend It meeting
7. Ensure the society is accountable to its members for example by delivering financial reports at general meetings and the annual meeting
8. Maintain contact with Guild staff including providing a copy of the end of year financial report

HEAR – Transferable skills

Positive
attitude/self
confidence

Communication

Team working

Problem
solving/critical
thinking

Self-
Management

Numeracy

How do I get my Guild activity uploaded to my HEAR?

- Complete the committee details survey – it's in your society inbox.
- You can find a PDF of the protocols on the Guild website.
- As you work towards completing these protocols, keep evidence of your work.
- Evidence includes but is not limited to:
 - dates you attended drop-in
 - paperwork relating to events
 - screenshots of your social media posts about events/activities
 - meeting minutes
 - reports delivered at AGM
 - email chains between you and Guild staff.
- In Semester 2 we will invite you to submit your evidence
- We will keep a record of whether you have completed your protocols and will send this to the University.
- The University will upload your activity to your HEAR and will add it to your degree transcript

Any Questions?

Show me the money!



Finances

- Guild is a registered charity – regulated by the Charity Commission
- Need full oversight of society finances
- All society money must go through your Guild society accounts.
- No external accounts – we've got it all sorted for you!
- You can request an account statement by emailing saadmin@liverpool.ac.uk

Society accounts

Society Income Account (2110/***)	Society Grant account (2112/***)
<ul style="list-style-type: none">- Sponsorship- Donations- Ticket money	<ul style="list-style-type: none">- Welcome Grant- Spend It money
Money rolls over each year	Money to be used for specific purposes and does not roll over if unused

Date: [REDACTED]
Time: [REDACTED]

Liverpool Guild of Students
Society Statement Version 2

Society Number [REDACTED]

Society Name [REDACTED]

N/C **2110** Name **Society Own Income Account**

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Reference</u>	<u>Details</u>	<u>Money in</u>	<u>Money out</u>	<u>Balance</u>
[REDACTED]	[REDACTED]	01/08/2019	[REDACTED]	Balance as at 1st August	145.04		145.04
[REDACTED]	[REDACTED]	31/08/2019	UnionCloud	Ūnion Cloud August 2019	3.00		3.00
[REDACTED]	[REDACTED]	30/09/2019	UnionCloud	UnionCloud September	12.00		12.00
[REDACTED]	[REDACTED]	01/10/2019	[REDACTED]	Pizza		63.08	-63.08
[REDACTED]	[REDACTED]	31/10/2019	Union Clou -	Union Cloud - October	12.00		12.00
[REDACTED]	[REDACTED]	30/11/2019	Ūnion Cloud	Ūnion Cloud Income - Nov	6.00		6.00
[REDACTED]	[REDACTED]	30/11/2019	Union Cloud	Ūnion Cloud - Nov 19		3.00	-3.00
[REDACTED]	[REDACTED]	17/02/2020	[REDACTED]	Bake sale	20.69		20.69
[REDACTED]	[REDACTED]	29/02/2020	UnionCloud	UnionCloud Memberships	6.00		6.00
[REDACTED]	[REDACTED]	31/03/2020	UnionCloud	UnionCloud March 2020	3.00		3.00
[REDACTED]	[REDACTED]	30/04/2020	UnionCloud	UnionCloud April 2020	6.00		6.00
					<u>213.73</u>	<u>66.08</u>	

Society Own Income Account Balance for: [REDACTED]

147.65

N/C **2112** Name **Society Grant Account**

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Reference</u>	<u>Details</u>	<u>Money in</u>	<u>Money out</u>	<u>Balance</u>
[REDACTED]	[REDACTED]	01/08/2019	Jnl 01/004	Grant Awarded	30.00		30.00
[REDACTED]	[REDACTED]	08/10/2019	[REDACTED]	Strawberries		2.00	-2.00
[REDACTED]	[REDACTED]	08/10/2019	[REDACTED]	Sweets		3.60	-3.60
					<u>30.00</u>	<u>5.60</u>	

Society Grant Account Balance for: [REDACTED]

24.40

Department 243.73 71.68 172.05

How do I pay for things?

Society money must be used to fulfil the aims and objectives of the society, and benefit all their members.

Examples of what you can spend money on:

- Guest speaker costs
- Publicity material
- Event costs

And what you can't:

- Freebies for, or payments to, your committee
- Other charities – you can fundraise, but as the Guild is a charity itself there's a specific process for this so we don't break the law!

Anything we don't know about, won't get paid

How do I pay for things?

<ul style="list-style-type: none">- Buy it yourself- Keep receipts- Fill out Payment Voucher- Upload your receipts to the website- We will reimburse you- Don't spend over £30 of your own money!	<ul style="list-style-type: none">- Contact your Society Coordinator- Fill out a Payment Voucher- We will help to arrange invoices/bank transfers/online payments

You should always contact your Society Coordinator before making any society purchases.

**Guild of
Students**

Who do you want to pay?: _____

Full Amount (in numbers): £ _____ (please attach receipts/ invoice)

DIRECT BANK PAYMENT

CASH

(maximum £50)

CHEQUE

(minimum £50)

If you want to be paid by DIRECT BANK PAYMENT (recommended), please fill out the following details:

YOUR BANK ACCOUNT NUMBER: YOUR BANK ACCOUNT SORT CODE:

CONTACT E-MAIL ADDRESS: _____

SOCIETY NAME (if applicable) _____

SHORT DESCRIPTION OF ITEMS (will appear on account statement)		AMOUNT	A/C CODE	Society / Dept code	VAT Code (OFFICE USE)
Item 1		£	/	/	
Item 2		£	/	/	
Item 3		£	/	/	
Item 4		£	/	/	
Item 5		£	/	/	

COMMITTEE SIGNATURE _____

PRINT NAME _____

POSITION _____

DATE ____ / ____ / ____

COORDINATOR SIGNATURE _____

PRINT NAME _____

POSITION _____

DATE ____ / ____ / ____

RECEIVED SIGNATURE _____

PRINT NAME _____

DATE ____ / ____ / ____

PV's Should be handed into Reception every Monday by 12pm. payment WILL BE RECEIVED within 7 working days of APPROVAL

THIS IS NOW OLD

NEW Online PVs

- We are being more sustainable in the way we do our PVs – no more paper!
- This is a very new system so please take your time to be familiar with this!

Accounting and Finance Dashboard

Available: £1,006.53, Balance: £1,006.53

+ New Money Request + New Purchase Order + New Sales Invoice

Pending / Recent Requests Q Search

No requests

Combined

Active accounts

Other accounts

Once on the website you will see a page similar to the one above.

You will be able to see your available balance and your total balance.
Essentially available will be the balance minus any new requests.

REALLY IMPORTANT YOU KEEP TRACK OF YOUR OWN FINANCES

Accounting and Finance Dashboard


Available: £1,006.53, Balance: £1,006.53

+ New Money Request

+ New Purchase Order

+ New Sales Invoice

Pending / Recent Reque.

 Search

No requests

Combined


Active accounts

Other accounts



There will be an option to add a new money request.

Available: £1,006.53, Balance: £1,006.53



Request type	<input type="text" value="Reimbursement"/>	Event	<input type="text" value="(Not associated with an event)"/>
Payable to	<input type="text" value="Requester"/>	Payment method	<input type="text" value="BACS"/>
Bank Sort Code	<input type="text"/>	Bank Account	<input type="text"/>

Item description	<input type="text"/>
Justification	<input type="text"/>
Gross Amount	<input type="text" value="£"/>
Account	<input type="text" value="Please choose..."/>
Upload Receipt	<div style="border: 1px dashed gray; padding: 20px; text-align: center;">Drag & drop files here ...</div> <div style="display: flex; justify-content: space-between; align-items: center;"><input type="text" value="Select files..."/> <input type="button" value="Browse ..."/></div>

To request a refund, similarly to how you would submit a payment voucher, you must fill out this section. Please make sure you include a receipt or invoice, otherwise the form will not go through.

Students

PAYMENT VOUCHER

Who do you want to pay? Full Amount (in numbers) [REDACTED] (please attach receipt)

DIRECT BANK PAYMENT CASH (maximum £50) CHEQUE (maximum £50)

If you want to be paid by DIRECT BANK PAYMENT (recommended), please fill out the following details:

YOUR BANK ACCOUNT NUMBER: [REDACTED] YOUR BANK ACCOUNT SORT CODE: [REDACTED]

CONTACT E-MAIL ADDRESS: [REDACTED]

SOCIETY NAME (if applicable): [REDACTED]

BRIEF DESCRIPTION OF ITEMS (will appear on account statement)

	AMOUNT	AC
HARIBO SWEETS	£ 4.74	
DRAWING PINS	£ 1.79	
SCISSORS	£ 3.49	
REFILL PAD	£ 1.79	
RED MARKER PEN	£ 2.39	

COMMITTEE SIGNATURE: [REDACTED] POSITION: [REDACTED] DATE: [REDACTED]

Liverpool Guild of Students
 160 Mount Pleasant, L3 5TR
 +44 (0) 151 794 6868
 www.liverpoolguild.org

Charity Number: 1137398
 Company Number: 07324992

THANK YOU FOR SHOPPING AT ASDA

ASDA
 Save money. Live better.

ASDA STORES LTD.
 WWW.ASDA.COM
 MANAGER GARY HALL
 TELEPHONE 0161-7346600

SEFTON PARK,
 ST. 04580 OP. 002097 TE. 11 TR. 07091

BREAD	501004100012	£1.00
HARIBO	501203593376	£1.48V
HARIBO	400168652241	£0.89V
HARIBO	400168658076	£0.89V
HARIBO	501203593376	£1.48V
MILK	000002041198	£0.75V
TOTAL CARD		£6.49
TOTAL EPS		£6.49

Ryman
 Unit 2
 The Foundation
 Brownlow Hill
 Liverpool
 L3 5RF
 0151 203 0120

SALES VOUCHER
 Customer copy

DRAWING PINS PK100 BRASS	1.79
Staedtler Lumocolor Fine T	2.39
Maped Advanced 17cm Scissor	3.49
RYMAN REFILL PAD 100LF	1.79
Total	4 Items £9.46

Limited Company Invoice

Invoice

Company name
Company address
Registered company number:
Contact telephone number:
Email:

Invoice number:
Date of issue:

Customer Company name
Customer Company address

For the attention of:

e.g Mr Joe Bloggs

Payment due:

e.g 01/01/18 16:00

Goods /service provided	Hourly rate /unit price	Hours worked /Quantity	Cost / Total
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e.g. Sports activity sessions	£25.00 p/h	15 Hours	£375.00
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Payment terms:

e.g contractual element of the trade, and the number of credit days agreed, i.E. 30 Days

Payment options:

e.g pay now (clickable link to online payment platform if an e-invoice), bank details for payment via bacs transfer, credit cards accepted

Thank you. We appreciate your business. Include some polite words of thanks.

Sole Trader Invoice

Invoice

Individual's name
Company name
Address
Contact telephone number:
Email:

Invoice number:
Date of issue:

Customer Company name
Customer Company address

For the attention of:

e.g Mr Joe Bloggs

Payment due:

e.g 01/01/18 16:00

Goods /service provided	Hourly rate /unit price	Hours worked /Quantity	Cost / Total
-------------------------	----------------------------	---------------------------	--------------

e.g. Sports activity sessions	£25.00 p/h	15 Hours	£375.00
-------------------------------	------------	----------	---------

Payment terms:

e.g contractual element of the trade, and the number of credit days agreed, i.E. 30 Days

Payment options:

e.g pay now (clickable link to online payment platform if an e-invoice), bank details for payment via bacs transfer, credit cards accepted

Thank you. We appreciate your business. Include some polite words of thanks.

That is not all!

Available: £996.53, Balance: £1,006.53

+ New Money Request

+ New Purchase Order

+ New Sales Invoice

Pending / Recent Requests

Search

12/09/23 12:16

Money Request

#1007

MSL Admin

Pending Approval (Committee)

£10.00

Combined

Active accounts

Other accounts

Payee Name

Chocolate Fountain Hire

Contact Email / Tel

jj@gmail.co.uk

Bank Sort Code

■■■■■

Bank Account

■■■■■■

Request details

Hire

We need chocolate

Income Account (2110-701)

£3,500.00

£3,500.00

Back

Timeline

Full History

Tuesday, 12 September 2023

Submitted

Anne Olier
15:20

15:21 Approved by committee

Approved by Student Activities

Hannah Clarke
15:34

Approved by Senior Management

Monven Proctor
15:34

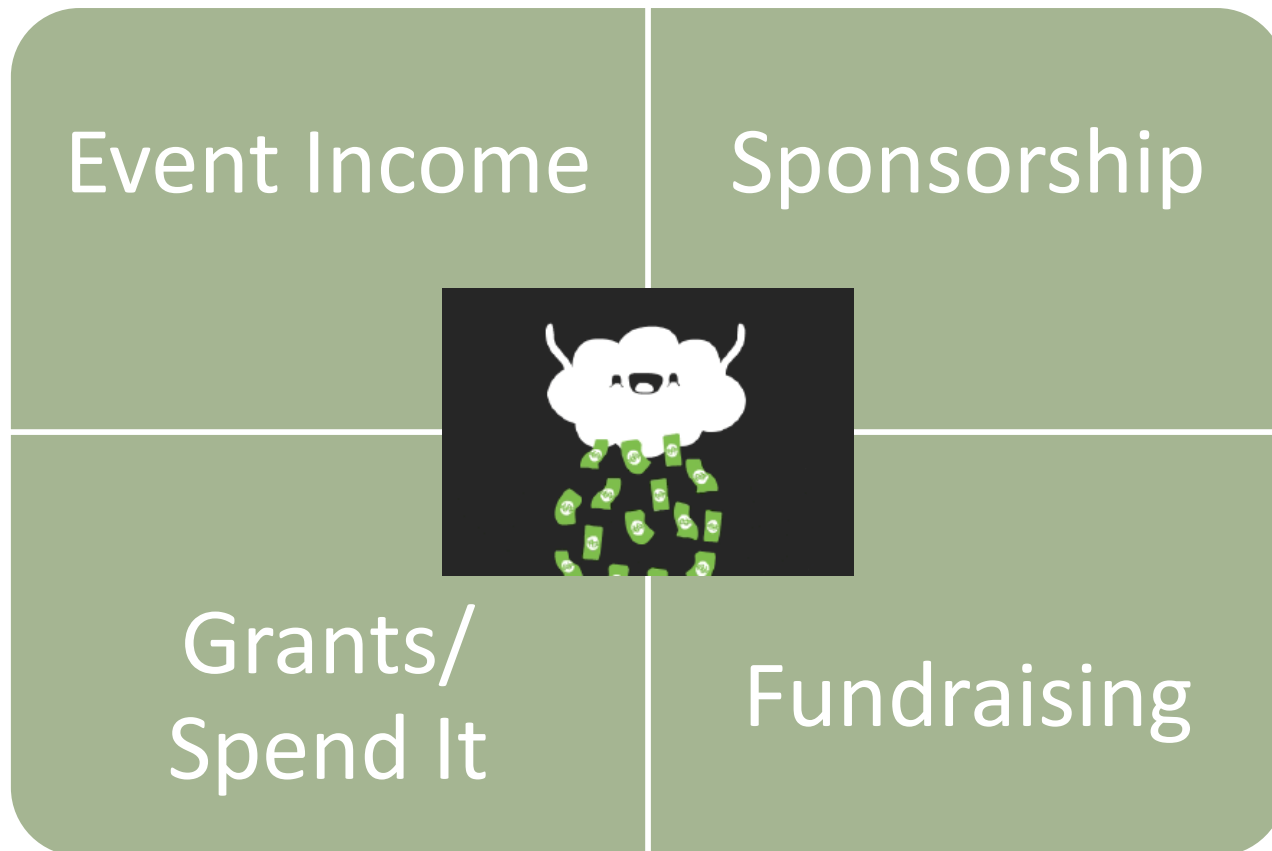
Once you have submitted the form, it will appear as a pending request. They stay as pending until the President of your society has approved it.

Guild staff will then look at it and you can see the full request history

Other useful Information

- Amazon – When purchasing things from Amazon please provide us with the “Printable Order Summary” which can be found on your account, under orders, and then invoice.
- We won’t accept order confirmation emails as proof of purchase so your money won’t be reimbursed if our PV is submitted with only these.
- We also do not accept handwritten receipts

How does my society get money?



Spend It!



Key Spend It Criteria

- Money will not be given for anything that the Guild can provide for free e.g., room hire, websites
- Money will not be given for recurrent items
- Items bought with Spend It money belong to the Guild and must be stored in the Guild
- Items bought with Spend It money must be shared, where requested, with other societies
- Money will not be given for trophies, awards, or gifts
- Money will not normally be given for purely social events or for food and drink. However, an event or activity that focuses on community building, networking, or has educational benefits can be considered.
- Money will not be given for purely alcohol-based events
- Big Spend It money must be spent by the second successive Spend It meeting

Full Spend It criteria available on our website and the Spend It application form

Spend It - Principles

- Societies invited to submit bids between £350 - £4000.
- Large items/events/activities
- Collaborative projects
- Longer lead-up time
- Benefit to the wider society/student community

Spend It – Meeting

- Meeting for all societies
- Bid presented
- Amendments
- Voting
- Funds granted

Mini Spend It - Principles

- Bids up to £350
- Small items/events/activities
- Likely to only impact one society
- Likely to have a short lead-in time
- Meetings held on a more frequent basis

Mini Spend It - Panel

- Panel of student representatives
- Bids considered by panel
- Grants given if at least 15 panel members agree

Key Spend It Criteria

Money will not be awarded for the following activities:

- Affiliations that do not directly benefit students as students
- Party political affiliations
- Donations to organisations
- Expenses for attendance to a political rally/demo for non-student related issues
- Donations to other charities
- Other projects that contravene the Guild's mission or values, its legal obligations or any Guild guidance, policy or procedure

What would you bid for?

Previous examples include:

Mini Spend It

- **Decolonise UoL - Guest Speaker Fees**
- **First Aid Society – Educational equipment**

Big Spend It

- **LGBT+ Society – Workshop facilitator fees, travel expenses**
- **Hindu Society – Sarees, catering, red carpet hire**
- **UoL Dance Society – PA system and portable speaker**

Sponsorships

- Sponsorships are a great way to increase income!
- Try to make sure that the sponsorships you organise enrich the offer you give your members – e.g. career opportunities, interesting events
- Make sure your sponsorships are specific
- Get in touch with the Guild as early as possible about sponsorships!

Sponsorships

Identify organisations that are relevant to your society and would be interested in sponsoring you.

Discuss what each party would like to gain from the sponsorship

When you have it all figured out, get it written down in a sponsorship agreement. **DO NOT SIGN ANYTHING**

Send the sponsorship agreement to your society coordinator. They will take a look and make sure everything is fair and above board.

Once you have approval from the Guild, the agreement can be signed and we will help you to arrange any invoices.

Fundraising

- You can fundraise for UK registered charity's throughout the academic year
- You cannot donate the proceeds of an event to charity, only the profits - you **have** to claim any expenses from the total fundraised.
- You will need to complete a fundraising form.

Treasurers Report

- It is your responsibility as Treasurer to provide a Financial Report for your Annual General Meeting (AGM)
- The report explains to your members what income and outgoings you have had through the year.
- You can find a template for this in the “meeting resources” section of the societies handbook



Keep in touch!



Hannah Fowler; Societies & Volunteering Manager – Medical Societies -
hfowler@liverpool.ac.uk



Abbey Carroll; Societies Coordinator – Academic & Celebrating Culture -
Abbey.Carroll@liverpool.ac.uk



Steph Blything; Societies Coordinator – Performing Arts & Celebrating Faith -
S.Blything@liverpool.ac.uk



Hattie Travis ; Societies Coordinator – Affecting Change & Sharing Activity -
H.Travis3@liverpool.ac.uk



Hannah Clarke; Volunteering & Fundraising Coordinator – works with all societies -
Hannah.Clarke2@liverpool.ac.uk

How can I get in touch?

Our Admin Inbox: saadmin@liverpool.ac.uk

Drop In:

	10-11am	11am-12noon	1pm-3pm	3pm-4pm	5pm-6pm
Monday	Hannah C - Volunteering & Fundraising Drop in	Steph - Society Drop-In		Hattie – Society Drop in	Abbey Drop-In
Tuesday			Abbey Drop-In		Hannah C – Volunteering & Fundraising Drop in Steph - Society Drop-In
Wednesday		Hannah F (Zoom - no need to book)			Hannah F (Zoom - no need to book)
Thursday	Hannah C - Volunteering & Fundraising Drop in	Abbey Drop-In		Hattie – Society Drop in	
Friday	Hattie – Society Drop in		Steph - Society Drop-In		

You can find a copy of this timetable on the Guild website all year round.

Review of the HEAR

1. Be elected by peers ✓
2. Attend the compulsory society committee training ✓
3. Attend at least one drop in with a Societies Coordinator ✓
4. Handle and authorise financial transactions within society, including signing off payment vouchers ✓
5. Maintain financial scrutiny and sustainability by ensuring that the society finishes the year with money in their account ✓
6. Ensure the society is accountable to its members for example by delivering financial reports at general meetings and the annual meeting ✓
7. Maintain contact with Guild staff including providing a copy of the end of year financial report ✓

Any Questions?

**Take a few moments to complete
this short feedback form**



**Be sure to sign up to part 2 of
your training – in person!**

See you there!