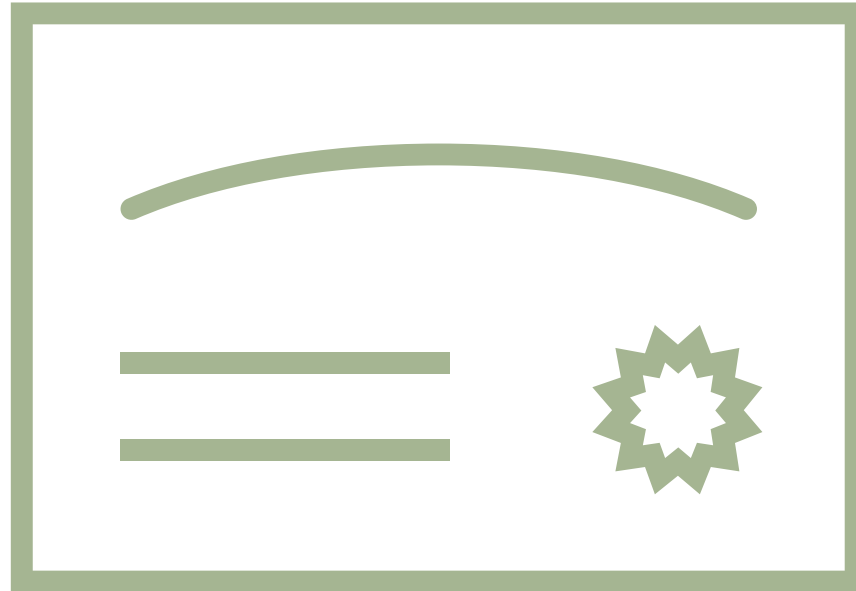


Treasurer

What you need to know!

What we will cover in today's session

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



Higher Education Achievement Report

What is the HEAR?



Volunteer Agreement

Recognized on your
Academic Transcripts

Great for your CV!

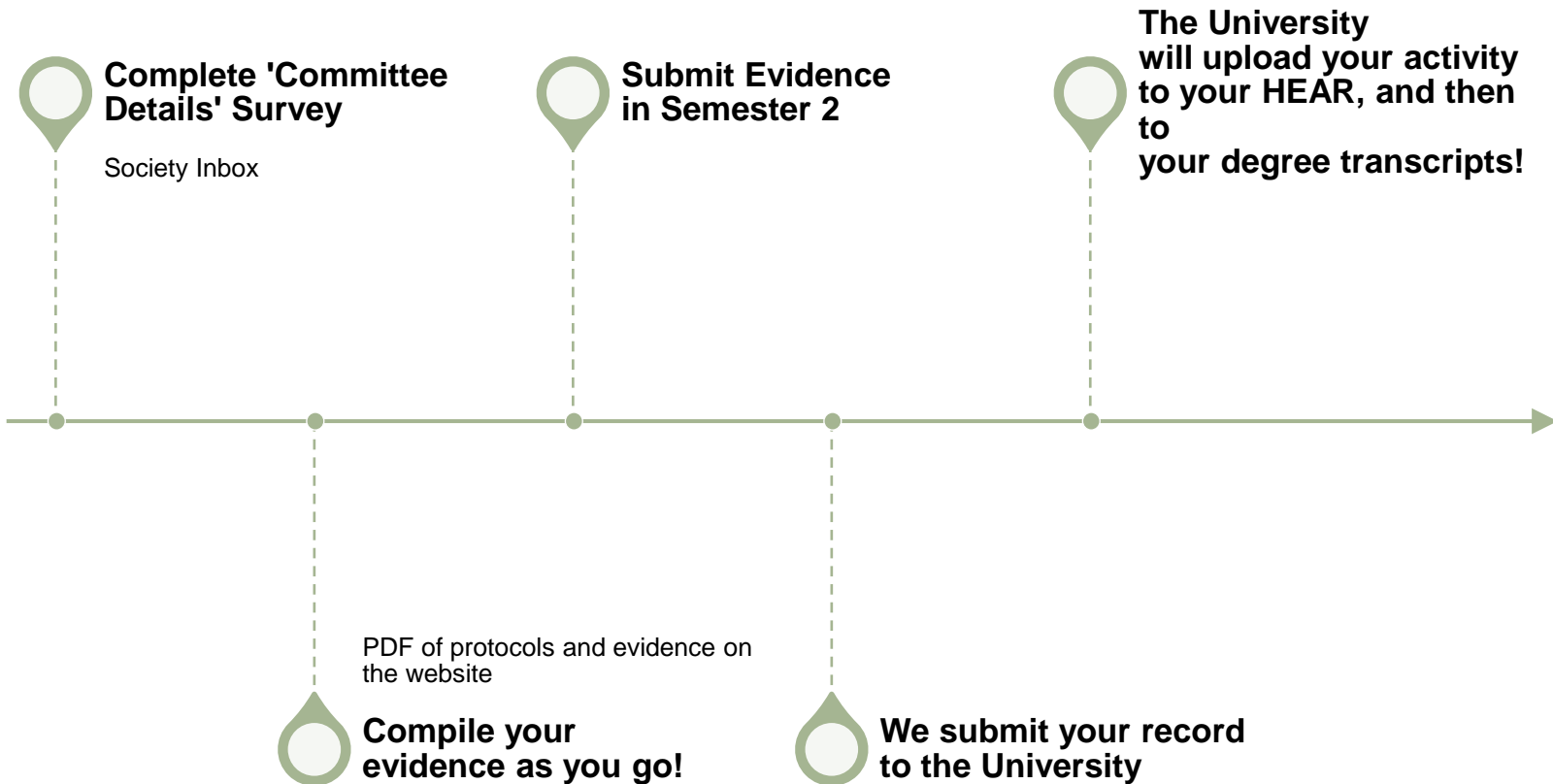
Collate your evidence
as you go - You'll need
this later!

All of the protocols
and evidence types
are in
the Society Handbook

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 Timeline



What evidence can I use?



1. Elected by Peers

The election results and email you receive

2. Attend compulsory society committee training

Your email confirmations – Soc. Team registers

3. Attend at least one drop-in with a Societies Coordinator

Your email confirmation - Our Drop-In Logs

Email threads with your Coordinator count as evidence too!

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	Ūnĭon 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	Ūnĭon Cloud	Ūnĭon Cloud Income - Nov	6.00		6.00
[REDACTED]	[REDACTED]	30/11/2019	Union Cloud	Ūnĭon 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

What can we buy?

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
- Publicity material
- Event costs

What you can't spend money on:

- Freebies for, or payments to, your committee
- You cannot donate society money to other charities - you can fundraise, but as the Guild is a charity itself, you need to get in touch with your coordinator

How do we pay for things?

You can...

- Buy it yourself
- Keep the receipts
- Upload your request to SGF for reimbursement
- Don't spend over £30 of your own money!

Or...

- Contact your Society Coordinator
- Let us know what you want to buy and why
- We will be able to arrange the purchase of items straight from the society account

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

Online payment system




SGF - Student Groups Finances

For reimbursements and invoices

All payments must be made here!

+ New Money Request

Q Search

 Recent Requests

No requests

Q Search Requests

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

REALLY IMPORTANT YOU KEEP TRACK OF YOUR OWN FINANCES

New Money Request

Request type Reimbursement ▼

Event (Not associated with an event) ▼

Payable to Requester ▼

Payment method BACS ▼

Bank Sort Code

Bank Account

Item description

Justification

Gross Amount

£

Account

Please choose... ▼

- Please choose...
- Income
- Grant
- Fundraising

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.

Examples of uploads



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
-------------------------	----------------------------	---------------------------	--------------

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

Timeline

[Full History](#)

Monday, 11 March 2024

- LF 17:05 / Created / [REDACTED]
- LF 17:06 / Request line edited / [REDACTED]
- LF 17:07 / Submitted / [REDACTED]

Wednesday, 20 March 2024

- CL 12:28 / Approved by committee / [REDACTED]

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 an SGF request is submitted with only these.
- We also do not accept handwritten receipts



4) Handled and authorised financial transactions within society, including signing off payment vouchers



How to make money!

How can my society make money?



Event Income



Sponsorships



Spend It



5) Maintained financial scrutiny and sustainability by ensuring that the society finishes the year with money in their account

Sponsorships

- Sponsorships are a great way to increase income!
- Try to make sure that the sponsorships you organise enriches 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.



Spend It!

What is it? Should I apply?



Do you need money for your society activity?

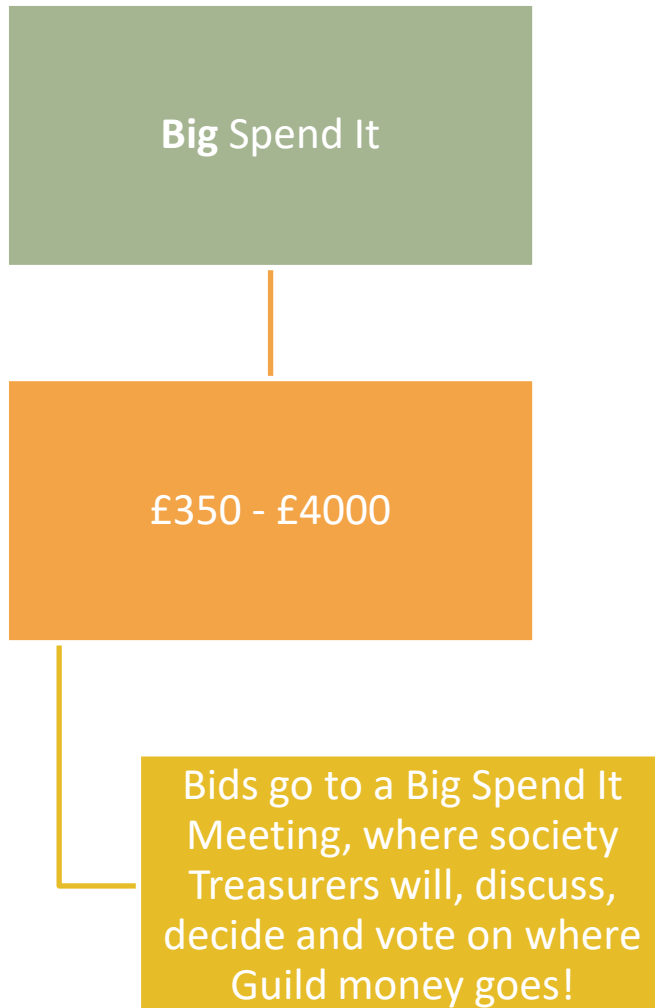


Maybe that trip you have been planning is costing more than you thought?



Maybe you would like to buy items for an upcoming event or have a project or networking event that needs some additional funding? ...

Well Spend It is your chance to get that funding!



Big 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



6) Attend at least one Big Spend It meeting.

Mini Spend It

£0 - £350

A panel of society members who are interviewed and trained, decide where Guild money goes!

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

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

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
- Hanfu Society – Equipment for celebrations

Big Spend It

- Politics Society – Networking Night
- Sikh Society - Funds for Langar Celebration
- Wilderness Medicine - Tent
- Reenactment – Equipment for Activity

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 society's handbook



7) Ensured the society is accountable to its members for example by delivering financial reports at general meetings and the annual meeting

Quick note on Fundraising

- You can fundraise for UK registered charities throughout the academic year
- If you want to fundraise, you will need to complete a fundraising form & chat to your Society Coordinator/ V&F Coordinator
- Fundraising 101 breakout session – let other committee members know!

Keep in touch!



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



TBC; Societies Coordinator – Academic & Celebrating Culture -



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



TBC; Volunteering & Fundraising Coordinator – works with all societies -

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	Coordinator TBC – Drop ins paused	Steph - Society Drop-In		Hattie – Society Drop in	Coordinator TBC – Drop ins paused
Tuesday			Coordinator TBC – Drop ins paused		Coordinator TBC – Drop ins paused Steph - Society Drop-In
Wednesday		Hannah F (Zoom - no need to book)			Hannah F (Zoom - no need to book)
Thursday	Coordinator TBC – Drop ins paused	Coordinator TBC – Drop ins paused		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 - HEAR Protocols

- ✓ 1. Be elected by peers
- ✓ 2. Attend 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
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- ✓ 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!