UL Drama Society

Treasurer Handover

Written by Luke White – Treasurer (Spring 2026), with some information adapted from Rory Butler and Seán O’Sullivan

Welcome, new treasurer! This is, in my totally unbiased opinion, the coolest role in the society. For better or for worse, you’re now in charge of the bank account!

This document will detail the duties at the beginning, middle and end of your time as treasurer. It is the one role where continuity is essential, so each treasurer should do their level best to ensure their successor knows what’s what. It’s an extremely important job, probably on par with the chairperson. From experience, the headaches caused when finances are mismanaged are something I would recommend avoiding.

NOTE: This document is extremely long; do not try to read it in one sitting (I mean you can if you want). This is intended to be a quick reference guide; read the relevant section as that job arises. For now, go to page 6 – Getting Started.

Before we continue, I need to make a big disclaimer. You are, first and foremost, A VOLUNTEER. You are a person first, a student second and a treasurer, somewhere further down on the list. This role should not take over your life. If it does, something has gone wrong. There are people around; lean on them. Your chairperson is there to facilitate you doing your job; let them know if you’re struggling. If you’ve got a vice-treasurer, consider delegating some work to them. If a massive problem has emerged, the people in the C&S office (Paul & Lisa) are there to help! You are not an accountant, while your work is important, the buck does not stop with you.

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SOME COMMON TERMS

C&S OFFICE – The team in UL Student Life who facilitate and oversee all clubs and societies operating under UL Wolves.

CAPITATION – The budget allocated by C&S for the Club/Society to function. You apply for this each year and draw it down as needed.

CONSTITUTION – These are the rules of C&S, as decided by its members. It gets reviewed yearly at the AGM and is essentially rules set by members for how the committee will function. There's a lot of information in it regarding Treasurer stuff, so I'd highly recommend giving it a read.

CORE COMMITTEE MEMBER – These are the committee positions in every Club or Society and include chairperson, secretary, treasurer, HSO and PRO.

COUNCIL – A fortnightly event where all Clubs and Societies sent at least 2 representatives to discuss C&S matters and vote in new policy. It is chaired by the Diversity and Inclusion Officer (on behalf of the Student President, technically).

EXEC/EXECUTIVE – This is the elected committee who oversee all clubs and societies operating under UL Wolves on behalf of council. They are elected yearly and consist of 4 representatives (2 Clubs, 2 Socs), 2 Officers (1 Club, 1 Soc), the Diversity and Inclusion Officer, the C&S Staff, a UL Sports Representative and a Postgraduate Representative.

SUPPORTS AVAILABLE

As a committee member, there are many supports outside of your committee to help you in your role. These include people and workshops

PEOPLE WHO CAN HELP

- Lisa Ryan (lisa.ryan@ul.ie) – C&S Coordinator
- C&S Administrator
- Paul Lee (paul.lee@ul.ie) – Head of Student Engagement
- Diversity & Inclusion Officer (studentdiversity@ul.ie)
- Clubs Officer (clubsofficer@ulwolves.ie)
- Societies Officer (Socsofficer@ulwolves.ie)

BEGINNER'S GUIDE

This can be found in the resources section of UL Wolves and is essentially a collection of decades of knowledge. Very helpful reading as it gives great advice on every aspect of C&S. There should also be a hard copy somewhere in the prop room.

DEVELOPMENT OF COMMITTEE WORKSHOPS

These are arranged by C&S staff and cover various aspects of functioning as a committee member. Some workshops include consent workshops, grievance and disputes training, risk assessments, etc. You'll be notified well in advance; I'd highly recommend attending; they're quite helpful and allow you to interact with the wider C&S community.

There is also a treasurer workshop run by Lisa each semester; ensure you attend it. This is mandatory for treasurers (but also very helpful).

ADMIN SEMINARS

These seminars are held at the start of each academic year and are a great introduction to the world of Clubs and Societies. Attendance is mandatory for at least two core committee members. Even if you don't have to go for attendance reasons, they're quite helpful for getting information on who to talk to about what, etc.

COUNCIL

A fortnightly event where all Clubs and Societies sent at least 2 representatives to discuss C&S matters and vote in new policy. It is chaired by the Diversity and Inclusion Officer (on behalf of the Student President, technically). At least two committee members must attend (one of which must be core). I quite enjoy attending, it can be quite helpful in case any financial issues are raised.

GETTING STARTED

Let’s paint a picture: the EGM has finished, and you’re now treasurer. The previous one has run out the door, and you do not know what to do. Firstly, if the treasurer running out the door is me.

Account Access

As treasurer, you have access to the following accounts: Gmail, SumUp, PayPal and some unimportant ones (I’ll leave you to discover those). Getting access to these is key!

GMAIL

To access Gmail, there are a few ways. You’ll need the password; this can be gotten off the outgoing chairperson, treasurer or secretary. As well as this, you’ll need one of these people to provide a second form of authentication. This could be a passkey from their phone, an authentication code or something else. Just corner one of us, solve our riddles three and boom, access granted (kidding, we want to help).

You’ve got access to Gmail now; that’s like ½ the work done! To ensure you retain access and ensure the account is secure, go into security settings, wipe the previous authentication codes, passcodes and backup codes. Generate new ones and attach them to your devices along with those of the incoming chairperson and secretary.

SUMUP AND PAYPAL

SumUp and PayPal can both be accessed using the treasurer's email and a password, which can be found on Google Password Manager. You’ll also need an authentication code, which you can send to the email.

SumUp is used for taking most payments, so it is important! PayPal is probably important too, but I never had to do anything with it so can’t comment. You’ll also need to change the contact phone numbers on these accounts. You will need the previous treasurer’s phone number to do this (please ensure this is done; it's painful if it isn’t).

BANK ACCOUNT ACCESS

This is probably the most important part of your job when you start. Club/Society has a "Business Current Account" with Bank of Ireland (BOI). This account has "signatories"; these are authorised to make changes to the account and withdraw money. Club/Society has 3-4 signatories, one of which will be you. There are 2 to 3 other signatories; these are the C&S office staff (Lisa at the time of writing).

When you take up the role of treasurer, your job is to change these signatories to reflect the current committee members. Unfortunately, BOI changes the system constantly, but I'll outline the steps I went through. I would recommend reaching out to Lisa Ryan and enquiring if she is aware of any changes to the bank mandate process.

STEP 1: CHOOSE YOUR SIGNATORIES

3-4 committee members are signatories of the account. One of these will be you, and the other two are two other core members of the committee (Chairperson, Secretary, Safety Officer or PRO). The two signatories are your choice. Make sure one of them has a gap in their schedule with you so bank trips aren't a nightmare.

STEP 2: GATHER AND FILL OUT THE PAPERWORK

The forms required to complete this process are as follows:

1. Mandate Letter from UL Student Life
2. List of 4 signatories' names, addresses, email addresses and phone numbers
3. Unincorporated Bodies Mandate
4. FATCA/CRS Self-Certification Form
5. Controlling Person Self-Certification Form

That's a lot of forms, I'm aware. You can find the up-to-date mandate letter on Wolves in the resource section. The list of 4 signatories can be a scrap of paper (I've attached a template to the end of this document for ease). Lastly, the 3 BOI forms (Mandate + FATCA/CRS + Controlling Person Form) can be found through this link: https://businessbanking.bankofireland.com/banking/business-mandate/. Ensure to click "download a paper form".

STEP 3: FILL OUT THE FORMS

You need to write in the information exactly how it appears on our bank statements (I've written it below, don't worry). For guidance, I've attached a sample document to the end of this document :)

Account Name: Club or Society

National Sort Code:

Account Number:

Country of Organisation: Republic of Ireland

Account Address:

UNIVERSITY OF LIMERICK
STUDENT CENTRE BUILDING
CASTLETROY
LIMERICK
V94 3H04

Please verify the address listed on your C&S bank statement. If you are unsure, please ask a staff member for assistance.

Step 4: Get them signed

Have each signatory sign the paperwork, then visit the C&S office (I'd go during drop-ins; it's when you're most likely to catch Lisa). Lisa, the signatory, needs to sign sections of the form.

STEP 5: FINISH THE JOB

Last thing to do is bring the completed documents into the Bank of Ireland branch next to Plassey Village (Eircode is V94 3H04 if you want to check Google Maps). You don't need an appointment or anything; just head to the customer service desk, tell them you're from Club/Society and want to hand in some paperwork and they'll take it from there.

STEP 6: WAITING

Once the paperwork is handed in, the process takes 1-2 weeks to complete. You'll receive an email from Lisa to let you know if all has gone well. Once you get that email, that's the *super scary* bank mandate job complete!

SOME OTHER POINTS

- Signatories do not have to be Irish citizens
- If they are an American citizen, they must provide their social security number
- If you are unsure about parts of the form, leave it blank. Ask Lisa when you bring them for signing or ask the bank when you drop in the forms.

Business Online

This is your best friend for day-to-day treasurer work and getting bank statements for the budget. The process for changing over is straightforward when you know what to do.

STEP 1: CHOOSE YOUR ADMINISTRATORS

Choose your administrators - these are two people on the bank mandate who will control the society's access to Business Online. One of these will be you; the other is one of the other 2-3 people. Pick someone reliable who you can arrange to meet with for at least one hour to get the process completed.

STEP 2: FILL OUT THE CHANGE OF ADMINISTRATOR FORM

This is an online form which tells BOI that you want to change the account administrators. Go to this link https://digital.bankofireland.com/business-on-line/change-of-administrator/ . Fill in the following details:

Customer Number:	
Company Name:	Club or Society Name
Jurisdiction:	ROI
Company Entity Type:	Unincorporated Organisation

From here, select "Change Both Administrators" and fill out the details of your new administrator. It'll then ask for "Director Details"; these are two people on the bank mandate and can be the same people you're selecting to be administrators.

STEP 3: WAIT

Once the form is done, it takes about 1 week for the process to complete.

The "Directors" will receive emails asking them to verify their identities and that they authorise the change of administrators; then the nominated administrators will receive emails asking for security information (these are questions like "mother's maiden name", etc).

After this is done, the administrators will receive emails saying the process is complete. From here, each administrator will need to ring a phone number (listed in the email), verify themselves (with the information given in the forms they filled out) and receive a temporary passcode.

At this point, the two administrators need to meet and go to the Business Online login page (google "Business Online login"). Enter the customer number into the username box, and one of the admin codes into the password. It’ll then ask for the second admin password. From here, Business Online will guide you through setting up the approve app on your phones and setting up user’s accounts.

Administrators need to have a separate user account for transferring money (Administrators manage users, users manage money), Business Online will guide you through this.

GOOD PRACTICES

Before we jump into the day-to-day work, I've put together some tips to help you avoid common pitfalls many treasurers encounter.

TRACEABILITY IS KEY

You should be able to pick an item at random on the bank statement and trace it back to the relevant documents. Assign all income and expenditures a number (Income Item #1, Expense Item #1), create a Google Drive folder for each item number, and add all relevant receipts and other documents to it.

DON'T BE AFRAID TO HOARD DOCUMENTS

All income and expenditure must be accounted for and proven with bank statements and receipts. If that means having an ugly pile of receipts in the prop room with a big sign that says, "DO NOT THROW OUT", then the Arts Officer can cope. Make sure to clearly scan all paper documents and upload them to that Google Drive folder I mentioned earlier.

DO NOT DEAL IN CASH

- Cash is nearly impossible to trace, so avoid it at all costs.
- Do not accept membership fees in cash.
- Discourage cash use at every possible opportunity.
- Lodge cash from events as soon as possible.
- Don't take cash for anything if you can do it electronically - cash is not king, cash is cringe - at least in C&S banking.
- You may also pay that amount of cash into the society bank account via Revolut. (ensure you have other committee members witnessing you do this)

INCOME

"Income" refers to the money earned by the society during the year. There are multiple streams of income for the society:

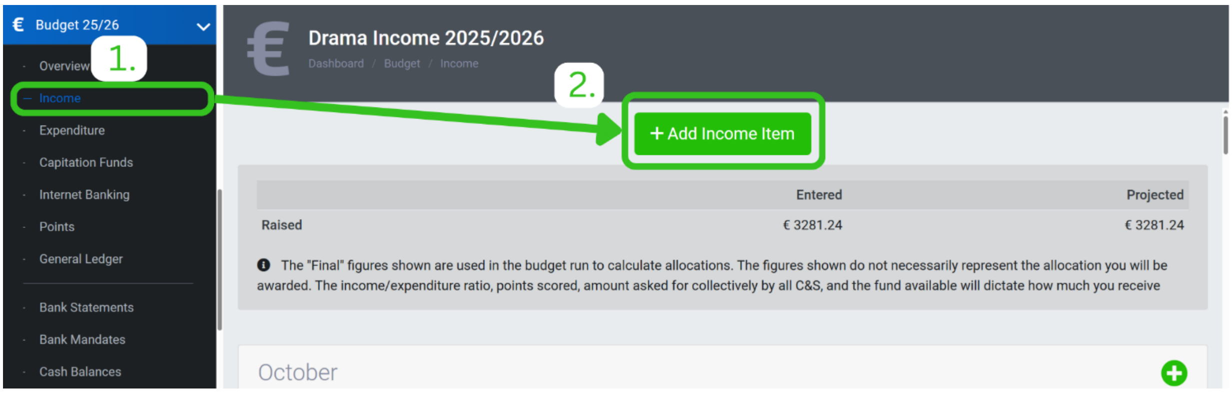
- Membership Fees: Paid by members when they sign up. The C&S office collects this money on our behalf via Stripe and pays it into our account ~4 times throughout the year.
- Event Income: Quiz income, ticket sales, etc.
- Sponsorships

TWO IMPORTANT NOTES

- **Income is not profit**; income is revenue for the society. Profit is revenue take away expenditure. Any "profit" goes back into developing the society
- Income cannot be projected i.e. we cannot say we are going to earn €500 next year if we did not earn it this year.

Income is tracked using the Income section on Wolves:

1. Go to the sidebar on Wolves, click on Budget (the number next to it is the academic year)
2. Click on "Income" to open the income tab
3. Click on "+ Add Income Item" to log income



Clicking "+ Add Income Item" will bring up a form to log an income item. To fill it out:

1. **CATEGORY:** This generally refers to where you got the income from, i.e. was it from an event, fundraiser, etc

A WORD OF CAUTION: Other (Once-Off) should only be selected if you're sure your club/society will never be seeing this income again. I would avoid selecting it as it cannot be projected. If in doubt, ask Lisa.

2. **MONTH:** The month that money entered your account
3. **DESCRIPTION:** A short explanation of where the money came from. If you run out of space, click "Add a Note" and give further details there.
4. **INCOME AMOUNT:** The money that entered your bank account.
5. **ATTACH INCOME BACKUP FILE:** This is where you attach proof this money entered your bank account (to show you didn't pull a number out of thin air). In most cases, a PDF of a bank statement with the line showing the income is what you should add here. I've added an example below

VALIDATING INCOME

Any income the society claims to earn must be backed by proof (this excludes income from membership fees or money made from wolves, which is automatically approved).

- **GENERAL INCOME:** which enters the bank account (i.e. from SumUp) is proven by bank statements. Upload a PDF document to the proof section of income item with specific statement line highlighted.
- **SPONSORSHIP INCOME:** You can claim the value of any type of sponsorship as income.
- **CASH SPONSORSHIP:** This can be validated using the method above.

- **NON-CASH SPONSORSHIP**: Have the sponsor provide a letter-headed document stating they sponsored the society with goods valued at the amount you're claiming.

CASH

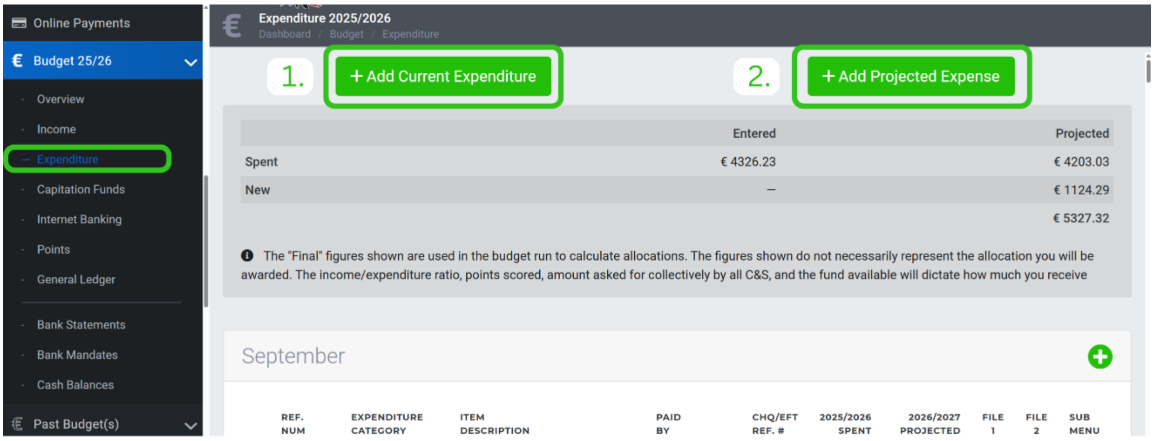
Cash is the bane of any treasurer's existence. It's difficult to prove where you got it from. Do not accept cash membership fees, make them pay by card through Wolves

FOR CASH INCOME FROM EVENTS: Process the transaction on the SumUp app and select cash on payment method. At the end of this event, pay the amount of cash made into the society bank account (via SumUp or Revolut). Then pocket this cash to take it out of the equation entirely. Make sure your chairperson witnesses you do this to keep it all above board.

EXPENDITURE

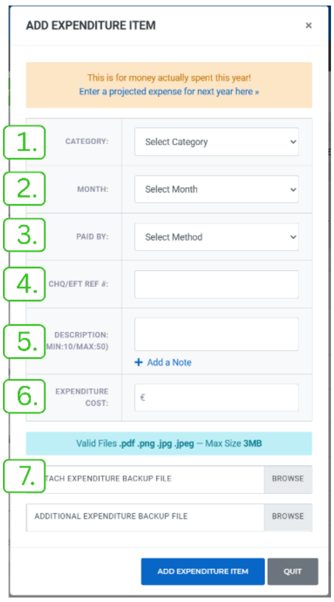
Expenditure is the money the society spends to function. It is categorised in two ways:

1. **CURRENT EXPENDITURE:** This is expenditure spent during the academic year and is projected to the next academic year (unless you select "once-off" for the category).
2. **PROJECTED EXPENDITURE:** This is money that was not spent during the academic year, but the society hopes to spend next year. This is important to do to close the budget submission, but I would avoid doing it prior to that.



ENTERING EXPENDITURE

The process for entering expenditure is very similar to income, click "+ Add Current Expenditure" and the following form appears to fill out:



1. **CATEGORY:** Select the category that most closely matches the purchase (make sure you avoid clicking "Other (Once-off"))
2. **MONTH:** The month that expense was made in
3. **PAID BY:** This is how you either paid a supplier or reimbursed a committee member; you'll almost certainly be choosing "Society Transfer"
4. **CHQ/EFT REF #:** "CHQ" stands for cheque, which we don't use. "EFT" means "Electronic Fund Transfer". BOI does not give a number, instead I add in BOL + the person I transfer the money to.
5. **DESCRIPTION:** Brief description of what the expense was (if it ends up being too long, click "Add Note")
6. **EXPENDITURE COST:** The total cost of the expense
7. **ATTACH EXPENDITURE BACKUP FILE:** Here you attach a clear scan of the receipt or other suitable proof of payment

PROOF OF PAYMENT

This is confirmation that the payment took place. If you don't attach it to the expenditure item, it will almost certainly be rejected. A PDF or clear photo of a receipt is sufficient in most cases, as this shows payment took place. In some cases, a receipt might not explicitly state that payment took place. In this case, you can upload a screenshot of the transaction on the person who paid's banking app (another reason why WE NEVER USE CASH).

Another point is that invoices are not receipts; they are a request for payment but do not confirm that payment took place.

CAPITATION

Capitation is basically where you can access your budget. At the start of the year, each C&S is sent an Excel sheet that contains their allocated budget for the year. Now this money doesn't magically make its way into your account at the start of the year. To use your assigned budget, you need to make a capitation drawdown request.

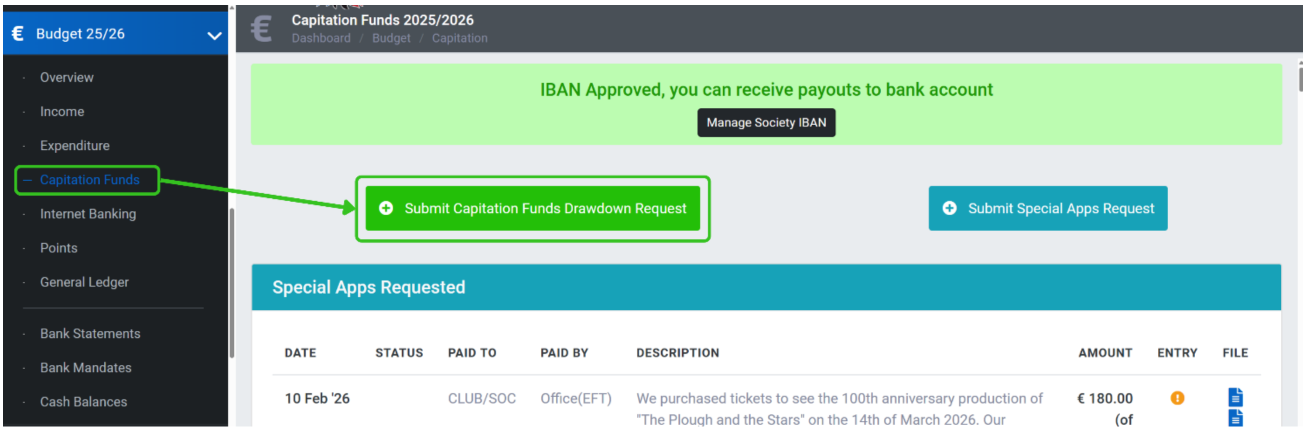
Capitation can be drawn down in a few ways:

- **BANK TRANSFER:** Either to the society bank account, directly to a committee member or to a supplier
- **OFFICE CARD:** To a supplier over the phone

NOTE: You cannot request a capitation drawdown for something you haven't budgeted for/projected in the previous year.

HOW TO ACCESS CAPITATION

The menu for managing capitation is right next those for income and expenditure



To submit a drawdown request:

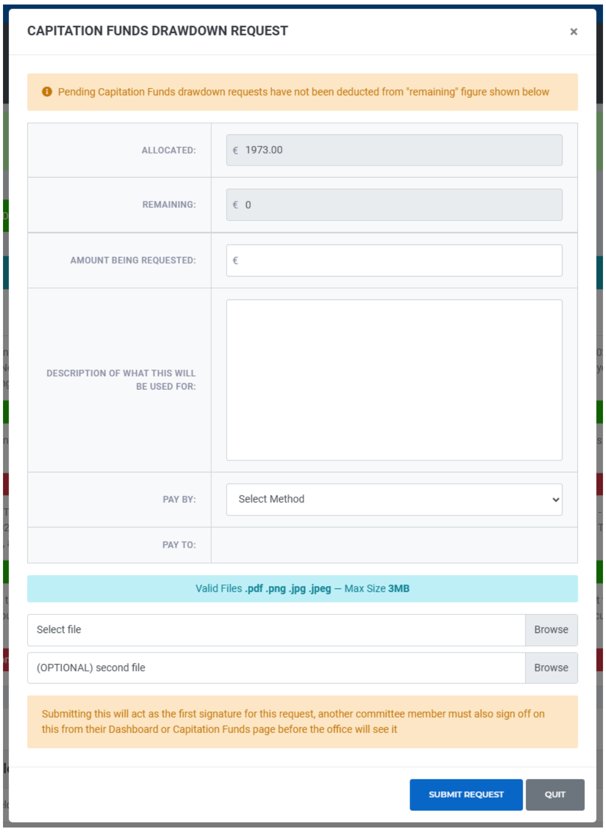
1. Click "+ Submit Capitation Funds Drawdown Request"
2. Fill out the following form:

   AMOUNT BEING REQUESTED: This is the amount listed on the invoice/receipt

   DESCRIPTION: Unlike income and expenditure, there is no limit on the text here. You should provide a detailed description of what these funds will be used for. Unlike income and expenditure, Lisa must manually approve the request, so need sufficient detail to trust the money is going where it should be

PAY BY: Select "Bank Transfer" for payments to be made from the Student Life bank account to the desired account. Select "Office Card" for payments you want to make over the phone (I'd suggest talking to Lisa prior to selecting this one)

WHEN YOU SELECT BANK TRANSFER: Three options will come up: Bank Account (to pay straight into our BOI account), Committee Member (for reimbursing committee members for payments), Supplier (for paying a supplier directly from capitation).



SUPPORTING DOCUMENTATION

You also need to add a file proving why the money should be transferred. This is the one time where invoices are okay to submit.

1. **BANK ACCOUNT:** You must submit a receipt with these requests, as this option directly reimburses the society. Furthermore, you must manually log the expenditure in the expenditure section on Wolves

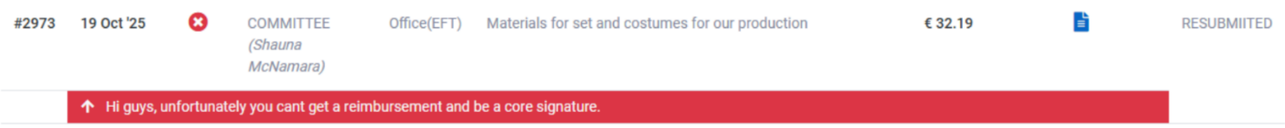
2. **COMMITTEE MEMBER:** Again, a receipt must be submitted with these requests. This is another method of reimbursement
3. **SUPPLIER:** This is the one time you can submit an invoice, as the purpose of this option is to pay suppliers (i.e. theatres/buses) on C&S's behalf. This method also works great for situations where getting an actual receipt might be difficult (i.e. paying guest speakers).

SIGNATURES

Requests need to be signed by at least one other core committee member. Once you submit it, just ask one to login to Wolves, navigate to the capitation page and hit "Sign"

CAN REQUESTS BE REJECTED?

Absolutely, but don't panic if it happens. There are many reasons the request will be rejected, ranging from small things like putting in the wrong "amount being requested" or larger things like it not being a projected expense. There will be a rejection reason underneath the request if it happens, so you can fix it and resubmit it. If it keeps happening, head to C&S drop-ins and have a chat with Lisa to see where you are going wrong.



HOW LONG DOES IT TAKE?

Capitation is processed weekly by Lisa. The deadline to submit it is every Wednesday. If it's submitted by Wednesday evening, it will be reviewed that Thursday and paid on the Friday. If it's rejected, you'll have to resubmit and wait till the following week to resubmit it (but once you get the hang of it, it'll rarely be rejected).

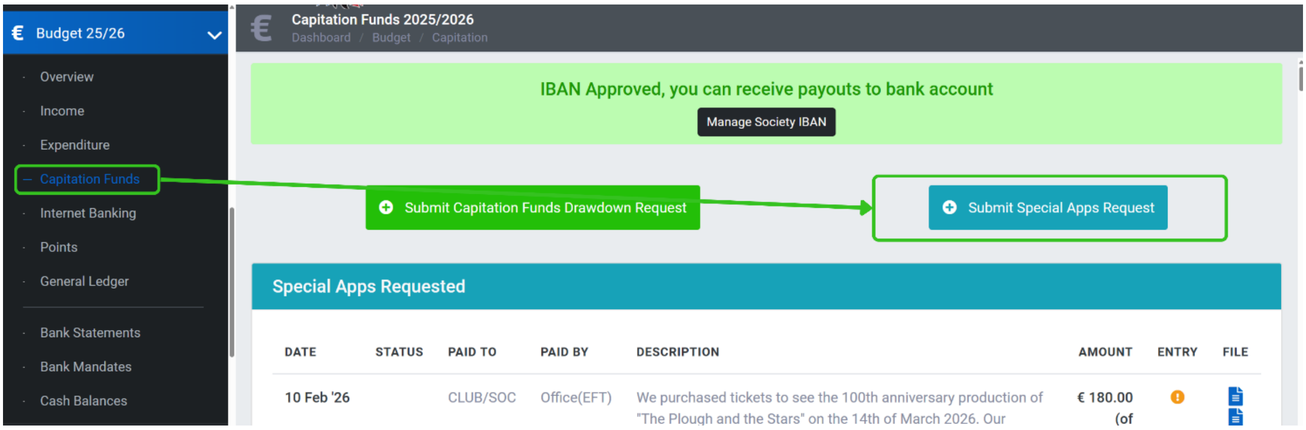
SPECIAL APPS

Special Apps are essentially like an emergency fund that's available for all C&Ss. If you have a budget, you can ask for 50% of the money you need. So, if you need €1,500 to help cover a cost, you need to apply for €3,000. This is because when applying for Special Apps with a budget, you're expected to raise half the total cost of the application. If you didn't get a budget that year, you're entitled to ask for 100% of the cost.

Special Apps is a €36,000 fund that's there for 'unforeseen' expenses. So, this could be the prices of theatre tickets going up beyond your projections, etc. It's a very useful resource, but I wouldn't be relying on it every year if you can. If you use Special Apps to cover an expense, it will be projected the next year so cannot be used again for that same item.

HOW TO APPLY

The application form is found next to the Capitation Drawdown form



To fill out the form, you'll need to fill out the following details:

TOTAL COST OF EVENT/PURCHASE: This is the TOTAL amount of the expense. Whatever you place in here will submit a request for half that amount. The other half is covered by you

DESCRIPTION: Provide a detailed description of what you're looking to purchase, why it is necessary and why is couldn't be projected (The policy essentially states that "Special Apps shall be used for costs that could not have been reasonably foreseen in the previous budget submission")

HOW YOU ARE RAISING THE OTHER 50%: This just describes how you are raising the other 50% (i.e. from quizzes, etc).

PAY TO: Always select "Bank Transfer" and "Your C&S Bank Account", unless otherwise advised by Lisa.

DOCUMENTATION REQUIRED

Along with the form, you need to submit a completed "Special Apps application form", which is an Excel form you can find in the resources section of Wolves.

IF APPLYING FOR THE SPECIAL APP before PURCHASE: You need to provide quotes of the expected cost, ideally 2-3 in the case of equipment purchases.

IF APPLYING FOR THE SPECIAL APP AFTER PURCHASE: You need to provide the receipt for the purchase.

HOW LONG DOES IT TAKE?

Once you submit the application, Lisa will review it. Their job is to ensure you filled out the application correctly (otherwise they'll reject it). Assuming it is all good, they'll submit it to the C&S Executive, who review and approve/reject it. Provided you make a good argument for why it is necessary, it will most likely be approved.

PAYING PEOPLE

As treasurer, your primary job is to pay people on the society's behalf.

Types of payments you'll be making include:

REIMBURSEMENTS: These are payments you make to committee member **after** they purchase something on behalf of the society

GUEST SPEAKERS: These are payments made to guest speakers **after** they facilitate a workshop for club/society

THEATRES: These are payments made to theatres (Lime Tree, Abbey, etc.) made **before** that theatre issues tickets to you

REIMBURSING COMMITTEE MEMBERS

This is the most common task you'll be doing. Committee members will purchase items; you then pay them back the cost they incurred.

Steps to reimburse committee members:

1. **APPROVAL:** Committee members should not be making purchases without prior approval from you or the committee. You are not required to reimburse them if they do (but you can if you'd like).

   FOR PURCHASES UNDER €50: You are free to approve these at will without further approval from the committee. You may also refer these requests to the committee if you are unsure. **Note:** Committee members should not break a purchase into smaller amounts to stay beneath that €50 limit; if they do, you should raise that with the committee.

   FOR PURCHASES ABOVE €50: These require a vote by the committee before making the purchase. They should ask you first, then you can add this to the agenda for a committee vote. The requester should present what they want to purchase, then a vote is held (I would advise abstaining).
2. **MAKING THE PURCHASE:** Self-explanatory, the committee member makes the purchase as approved. **They must get a receipt with their purchase!**
3. **REIMBURSEMENT:** The last step is to pay them back. They need to provide you with a clear scan of the receipt (I would recommend using Office Lens to get that scan) along with their bank details.

IMPORTANT NOTES:

- If they do not provide a receipt, you cannot log it as expenditure on Wolves, therefore you cannot pay them back. Make it clear to the committee: **NO RECEIPT = NO REIMBURSEMENT**
- Providing the receipt is their responsibility, if they do not… whomp
- You can reimburse them in the following ways:
    - **VIA BANK TRANSFER:** Reimburse them using their bank details and Business Online. You must then log this purchase as "current expenditure" on Wolves.
    - **VIA CAPITATION:** You can either pay them directly with capitation using Wolves but uploading the receipt. Another option is to pay them via Bank transfer and draw the money into the society account (this is quite helpful for drawing down the entire allocation)
    - **DO NOT REIMBURSE IN CASH:** Please, just don't.

GUEST SPEAKERS

Guest speakers can be tricky, as they tend to have no clue how reimbursements work. Ensure you ask them the following in advance:

1. Workshop Cost
2. Full Name
3. Home Address
4. Account Name
5. Bank Address
6. IBAN
7. BIC
8. National Sort Code

Many of them will offer to provide an invoice for their services. This is both a blessing and a curse. Invoices are not proof of income; therefore, you cannot log them as expenditure. Furthermore, their invoices often look like hack-jobs made by people who don't know how Microsoft Word works.

FOR EXAMPLE:

INVOICE

Invoice to:
UL Drama Soc

From:

James [redacted]

085 [redacted] @gmail.com

Reference: [redacted] Workshop

Invoice Date:

Date	Description	Price	Total
22/10/25	1hr Workshop rate	€150.00	
			€150.00

Name on account: James [redacted]

Bank address: AIB [redacted]

IBAN: IE [redacted] AIBK [redacted]

BIC: AIBKIE2D

PPS: [redacted]

If I listed everything wrong with this invoice, we'd be here a while. Instead, here's an example of a good invoice, with an explanation of why it's good.

LETTERHEADED - LOOKS MUCH MORE PROFESSIONAL

MORE TRACEABLE

GUEST SPEAKER NAME

INVOICE

DATE OF ISSUE: 31-Mar-2026

ADDRESS TO UL DRAMA SOCIETY, NOT "C&S" OR "UL"

SENDER:
Full Name,
Address Line 1,
Address Line 2,
Address Line 3,
Ireland, Eircode

Email: EMAIL

RECIPIENT:
UL Drama Society
UL Student Life, Sreelane,
Castletroy,
Co. Limerick
Ireland

Email: uldramatreasurer@gmail.com

FULL DETAILS

PAYMENT DETAILS:
A/C Name: Account Name
Bank Address: AIB Bank - Street Name
NSC: 12-34-56
IBAN: IE12AIBK12341234123412
BIC: AIBKIE2D

CLEARLY STATES ALL REQUIRED INFORMATION

Date	Item Description	Price	Qty	Total
23-Mar-2026	Facilitation of Workshop (paid per hour)	€100	1 hour	€100

CLEAR TOTAL

Total to be paid: **€100**

Don't worry if their invoice is awful. Simply login to the society's Canva and search for invoice template. There you'll find ones that look good.

SO WHY SHOULD YOU CARE ABOUT INVOICES LOOKING GOOD?

Simple answer, invoices can be paid by capitation without the need for a receipt. A hideous invoice runs the risk of rejection by the office. This is because they have standards to uphold regarding financial control.

CAN I PAY A GUEST SPEAKER FROM THE BANK ACCOUNT?

Yes, provided you can get a receipt. You'll find some templates in the same files in Canva as the invoices.

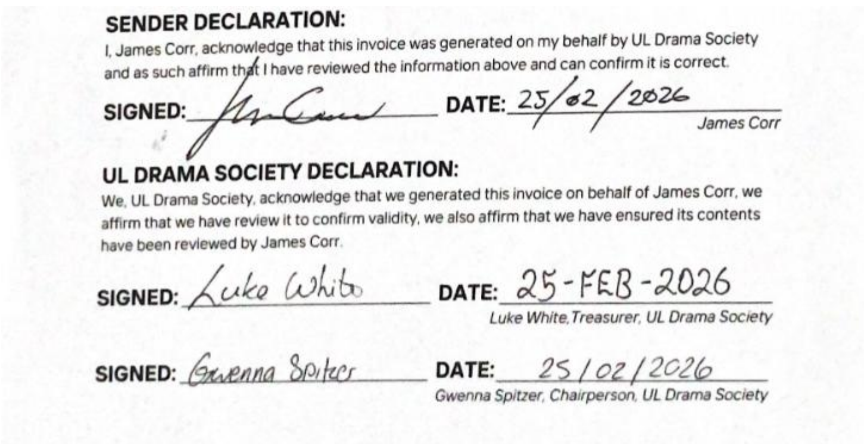
CAN I MAKE AN INVOICE/RECEIPT FOR A GUEST SPEAKER?

Obviously, this is questionable if done wrong, so there's two (legitimate) options:

OPTION 1: MAKE IT IN ADVANCE WITH A SIGNATURE LINE

If you make the invoice/receipt ahead of the workshop, bring a copy with you to show to the speaker. Have them review and confirm everything is correct. Then they need to sign it. Include a signature line which explains you made this invoice/receipt on their behalf and that they approve it.

For example:



SENDER DECLARATION:
I, James Corr, acknowledge that this invoice was generated on my behalf by UL Drama Society and as such affirm that I have reviewed the information above and can confirm it is correct.

SIGNED: ______ **DATE:** 25/02/2026
James Corr

UL DRAMA SOCIETY DECLARATION:
We, UL Drama Society, acknowledge that we generated this invoice on behalf of James Corr, we affirm that we have review it to confirm validity, we also affirm that we have ensured its contents have been reviewed by James Corr.

SIGNED: Luke White **DATE:** 25-FEB-2026
Luke White, Treasurer, UL Drama Society

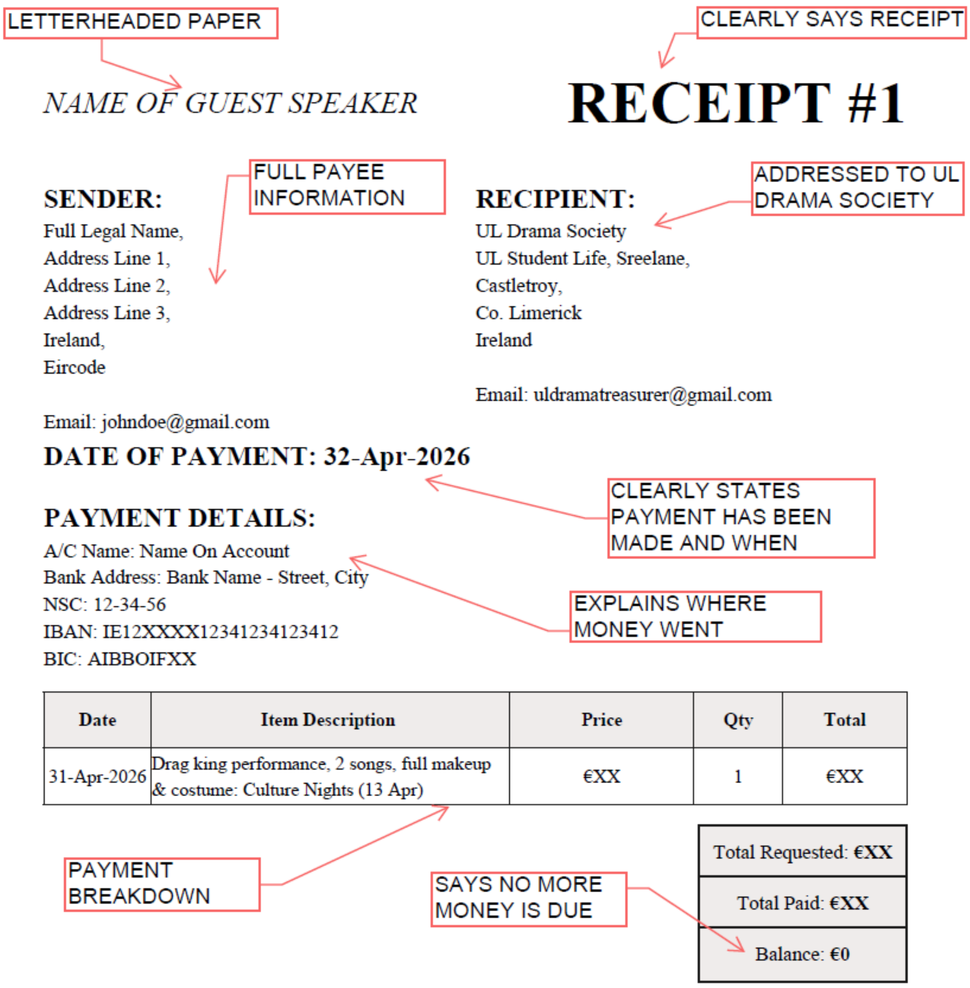
SIGNED: Gwenna Spitzer **DATE:** 25/02/2026
Gwenna Spitzer, Chairperson, UL Drama Society

OPTION 2: MAKE IT WITH THEM ON THE NIGHT

Have a template open and allow them to fill in the details. If you are having them prepare a receipt, pay them on Business Online **before** you finish the task. A receipt says that payment has been made after all.

WHAT DOES A GOOD RECEIPT LOOK LIKE?

Wow, what an excellent question, here's a sample:



NAME OF GUEST SPEAKER

RECEIPT #1

SENDER:
Full Legal Name,
Address Line 1,
Address Line 2,
Address Line 3,
Ireland,
Eircode

Email: johndoe@gmail.com

RECIPIENT:
UL Drama Society
UL Student Life, Sreelane,
Castletroy,
Co. Limerick
Ireland

Email: uldramatreasurer@gmail.com

DATE OF PAYMENT: 32-Apr-2026

PAYMENT DETAILS:
A/C Name: Name On Account
Bank Address: Bank Name - Street, City
NSC: 12-34-56
IBAN: IE12XXXX12341234123412
BIC: AIBBOIFXX

Date	Item Description	Price	Qty	Total
31-Apr-2026	Drag king performance, 2 songs, full makeup & costume: Culture Nights (13 Apr)	€XX	1	€XX

Total Requested: **€XX**
Total Paid: **€XX**
Balance: **€0**

PAYING THEATRES (AND OTHER BUISNESSES)

Theatres are slightly more professional than guest speakers, so make the process a whole lot easier.

HOW TO PURCHASE TICKETS

1. **PLACE AN ORDER:** Google the theatre and find the phone number for the box office. Ring them, tell them you're from UL Club/ Society and want to purchase tickets. Give them the club/society email address and have them issue an invoice to you.
2. **PAY:** Pay the amount owed on the invoice via Business Online.
3. **REMITTANCE:** Prepare a "remittance advice". This is just a document quoting the invoice number and stating the amount owed has been paid.

4. **REPLY:** Reply to the invoice's email with that remittance and state payment has been made.
5. **RECEIPT:** They'll issue you a receipt you can log on Wolves as expenditure.

SAMPLE REMITTANCE ADVICE

UL Drama Society
UL Student Life Sreelane
Castletroy
Co. Limerick
V94 N90F

REMITTANCE ADVICE

Payee Name: Abbey Theatre
Payee Address: Box Office, Abbey Theatre, 26 Lower Abbey Street, Dublin 1
Date: 29-January-2026

Payments Details

Invoice	Description	EUR Debit	EUR Remitted	EUR Bal
BX2195927	12x Tickets for Plough & Stars	360.00	360.00	0.00

Account Balance:

EUR Debit	360.00
EUR Remitted	360.00
EUR Bal	0.00

*The above amount of **€360.00** has been remitted to the payee account by SEPA Instant EFT on the above date. Please provide proof of payment in the form of a receipt.*

THE BUDGET

Every year C&S hopes to be allocated a budget from C&S. If a budget was not submitted the previous year, C&S is not entitled to any budget. So, the budget is an extremely important task every year if we want to continue functioning as a society.

The budget you are allocated depends on a couple of things: the total expenditure and income from the previous year, the Budget Points awarded for your previous budget and how much of total budget C&S has. Essentially, you project your expenditure for the next year while showing that you raised 50% of that sum in income this year.

INCOME VS. EXPENDITURE

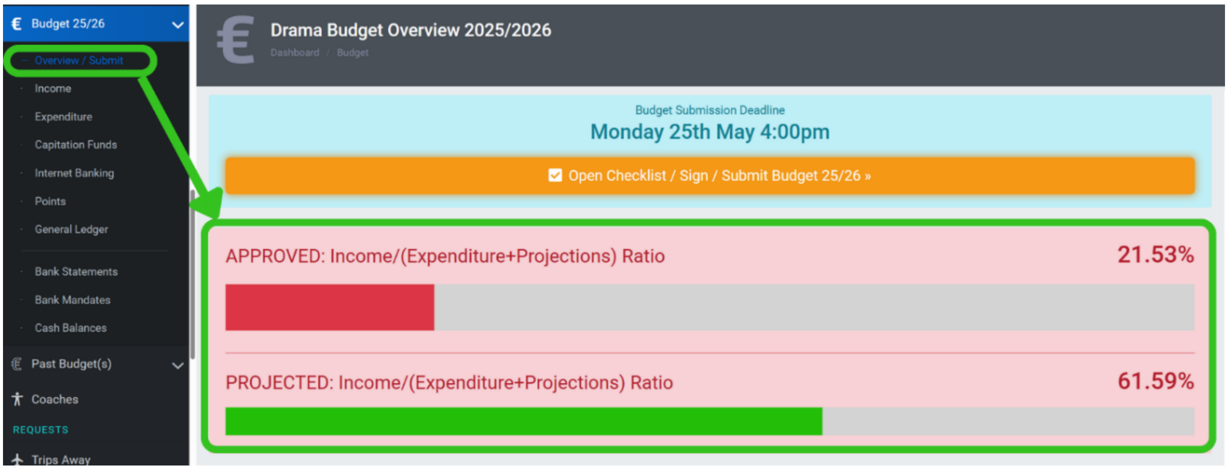
Head to the overview section of Wolves and you'll find two bars. These are your income/expenditure ratios and are the primary metric by which budget is awarded. You'll notice there are two bars: APPROVED and PROJECTED. Projected is the main one to focus on, as it considers all income and expenditure you have logged up until that point. Approved only uses the income and expenditure which is approved by the office, however that is done towards budget submission so isn't too helpful when preparing your budget.

RED BAR: Ratio is far below 50% - you are "asking for" more money in your budget than you could reasonably make, which you likely will not receive

ORANGE BAR: Ratio is far above 50% - you have made more money than 50% of your expenditure, this implies you are relatively self-sufficient and don't need much support from C&S (a good sign, as it means you can project more expenses)

GREEN: Ratio is close to 50%, this means you have a good ratio of income to projected expenses.

Note: ignore the pretty ugly ratio below, this screenshot was taken while preparing our own budget (╥﹏╥ ;)

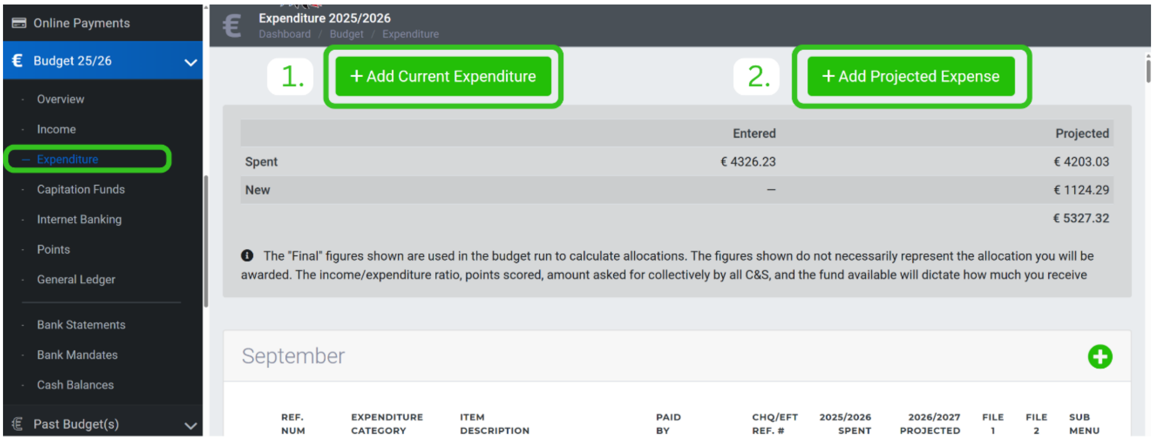


The best way (for me) to approach your budget is as follows:

1. Log your income for the entire year.
2. Multiply that figure by 2, that should be your **total projected expenditure** at budget submission.
3. Subtract the expenditure you have already made.
    - If this number is negative, that is bad. It means you spent beyond the income you made. This means you're asking for more than you made, which you likely will not get
    - If the number is positive, that's quite nice! This means you should project that amount of money in your budget.
4. Once this is complete, you should find your PROJECTED ratio is close to 50% and green.

PROJECTED EXPENDITURE

This is how you get the club more money the following year. These are new expenses that society has not already budgeted for, i.e. new trips, new equipment, etc. You input them into the online budget in a similar way as normal expenditure (Expenditure -> No.2)



You'll then need to fill out another form, which is very similar to when you are logging regular expenditure. The form asks the following questions:

> **CATEGORY:** Just like regular expenditure, select the category that best fits the item
>
> **MONTH:** This is roughly when that expense will come around
>
> **DESCRIPTION:** A brief description of the item (you can add a note if necessary)
>
> **WHY YOU'RE PROJECTING:** Explain why this item is necessary (how it will benefit the Society, add value for members, etc.)
>
> **PROJECTED COST:** This is the amount it is expected to cost based on the quotes you source

BUDGET POINTS

Budget Points as mentioned previously are like a reward system for good practises. The Points section on the Wolves website gives you a breakdown of all the things that earn you budget points.

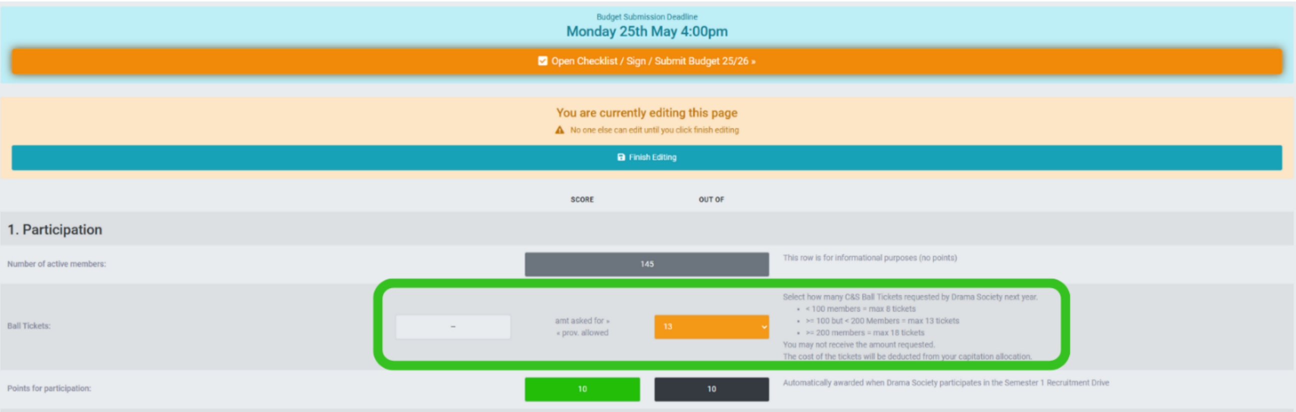
These range from things you do throughout the year like attending C&S Council, attending the C&S Fairs, engaging with the budget (adding income/expenditure items) throughout each quarter, attending workshops and taking committee meeting minutes.

A lot of points are also earned at the end of the academic year when submitting the final budget. At the bottom of the point's page is an approx. half of your earnable points that require you to upload documents to show proof of the likes of publicity, club/society performance, event frequency and level of competition & events.

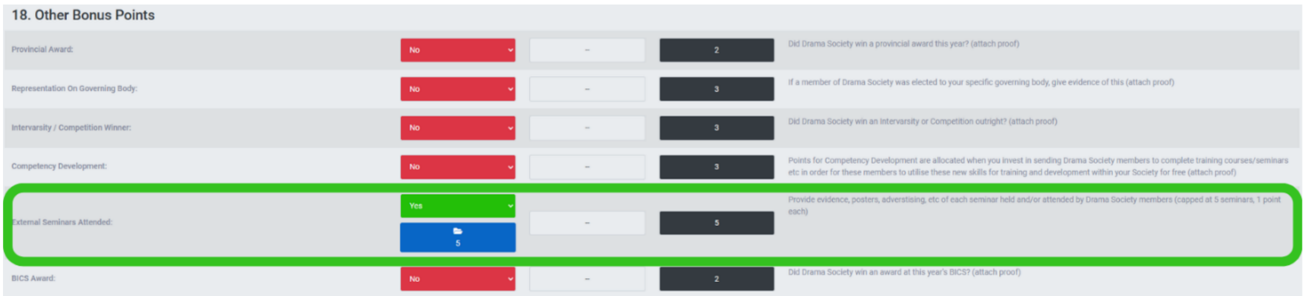
All these sections need to be filled out prior to submission of the budget. This should be delegated amongst the committee, the budget is not your sole responsibility, it is a team effort, but you need to take lead on getting it organised.

BUDGET POINTS – SOME IMPORTANT POINTS (HEH)

BALL TICKETS - This is where you will request your ball tickets for next year.



EXTERNAL SEMINARS ATTENDED: your club/society can claim up to 5 budget points for workshops we host throughout the year (Upload advertisements as proof)



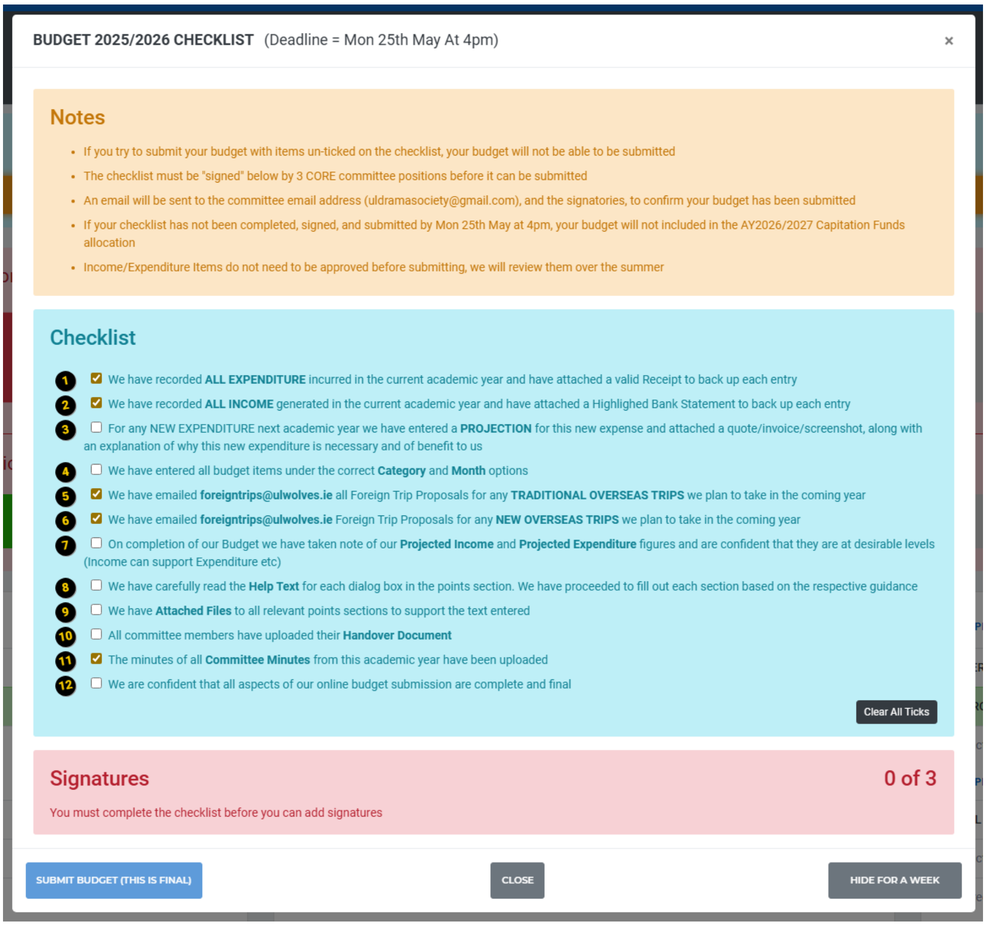
HANDOVER DOCUMENTS – Each core committee member should upload at least one good quality handover document before budget submission

BANK STATEMENTS – Ensure you upload bank statements to Wolves (Budget -> Bank Statements)

COMMITTEE MEETING MINUTES – The secretary will need to upload all meeting minutes from AGMs, EGMs and committee meetings (that's not your job, but it's helpful to know).

BUDGET SUBMISSION

While I don't think it's the same date every year, budget submission usually falls sometime in May. To be ready for this date, several things must be done. Thankfully these are outlined in a budget checklist which will show up once the 30-day countdown to budget submission starts, this can be found on Wolves.



GENERAL CHECKLIST AS TREASURER

1. Make sure all income has been recorded with valid proof of income.
2. Make sure all expenditure has been recorded with valid clear receipts.
3. Ensure all projections have been submitted.
4. Check all the budget items are marked under the correct category and month.
5. Ensure bank statements for the year have been uploaded to the relevant section of Wolves.
6. Ensure you've filled out all Budget Points sections.
7. Ensure all the supporting documents for the points section have been submitted, double check they all meet the criteria specified.
8. Ensure all committee handovers have been submitted as well as all the minutes from committee meetings.

TO CONCLUDE

I hope the information in this is helpful, and I wish you the absolute best of luck in your role. My time as treasurer was time I will cherish, and I hope you find it as fulfilling as I did.

Remember, it's never so serious that it can't be fixed. Handling money can be scary, but with time and lots of deep breathing it becomes way easier. There's always someone who can help. Lean on your fellow committee if you need to; no committee problem is yours alone.

Appendix

One last thing, here you'll find a sample mandate letter, sample BOI form & a template for the committee contact details. Have fun <3.