UL WOLVES CLUBS AND SOCIETIES

Treasurer Workshop

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WHAT IS A TREASURER?

"The Treasurer's duties shall include the maintenance of the Society/Club's accounts and the Society/Club's budget submission."

– UL Wolves Common Constitution

(Note: you are not an accountant. The club/society's budget it the responsibility of the ENTIRE committee)

DEALING WITH CASH

NEVER DEAL IN CASH!

Just don’t do it.

DEALING WITH CASH

- Income that **isn’t** lodged in the bank (i.e. doesn’t appear in your bank statements) **DOES NOT EXIST TO C&S**
- If you accept cash, lodge it **immediately**
  - Cash is easy to lose, and easier to steal
- If you accept cash, make sure you store it in a **locked cashbox**



BANK MANDATES

What are they?

Filing a **“Bank Mandate”** gives your Club/Society’s committee members access to your bank account.

People listed on your bank mandate are called **“Signatories”**

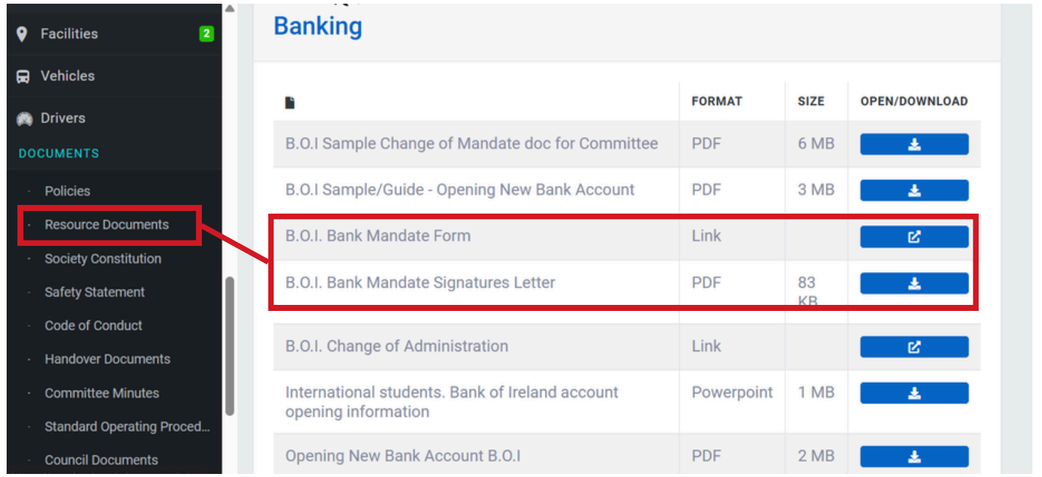
At least two signatories must attend the bank to withdraw cash or make an EFT (electronic fund transfer)

BANK MANDATES

How you access your personal club/soc bank account

Choose **2-4 core committee** members to be signatories.

Print and fill out the forms *(available on ulwolves.ie)*



Obtain signatures of Lisa Ryan & Paul Lee, and submit all forms to the bank

BUSINESS ONLINE

Secure your online banking access

1. Wait for your bank mandate to be processed

2. Choose your **Administrators**
   (online banking access controllers)

3. Fill out **“Change of Admin”** Forms

4. Wait for the forms to be processed

Link to form

BOOKKEEPING

Google Sheets are your friend

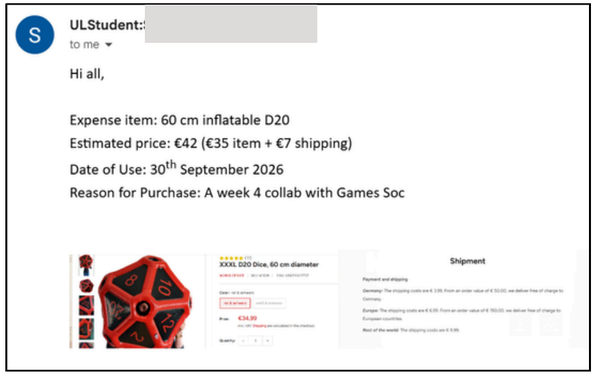
Reimbursement Tracker 2026

File Edit View Insert Format Data Tools Extensions Help

Name of Individual	Expense	Amount	Date Purchased	Date Reimbursed	From Account	Issued by	Reciept
[redacted]	Square Reader	36.98	3/9/2026	03/09/2026	BOI Online	[redacted]	https://drive.google.com/file/d/1Ew0N1bsHLGgv18y5c5Ou-dK6O-GnIgV0/view?usp=drive_link
	Posters	75.00	31/08/2026	03/09/2026	BOI Online		https://drive.google.com/file/d/1xhwtk6lgcQgHRSJulf-fEgtGg55oaqlY/view?usp=drive_link
	Big D20	42.98	25/08/2026	03/09/2026	BOI Online		https://drive.google.com/file/d/1T9Fhx85C3iRs59fzOfx4y5iGA9a8Y3EW/view?usp=sharing
	Janome 423S Sewing Machine	482.00	12/9/2026	12/9/2026	BOI Online		
	Pizza 9/9	97.09	9/9/2026				https://drive.google.com/file/d/1Cw1Fx24t__YfTvAKNPF_VR7dwB-YdW8h/view?usp=drive_link

Sample Reimbursement Tracker

- Keep track of receipt files via Email & Google Drive
- Make sure everyone who spends money on behalf of your C&S gets paid back



Sample Expense Request Email

PROJECTED SPENDING

Once-Off Income/Expenditure:

We bought this thing or raised this money, and will ***never do so again.***

Projected Income/Expenditure:

We will raise or **spend this money again next year** and would like C&S to still contribute 50% of the cost

(Note: The majority of your income/expenditure is projected)

INCOME

Income is any money coming into your society: this value can take the form of **money entering your bank account** (membership fees & sales at your events) or **sponsorship** (items or costs being donated/covered by your sponsors)

Proof of Income:

- **Bank Statements:** highlight the relevant lines for your described event/item
- **Sponsorships** (items paid on your behalf): emails & receipt of item(s) bought

BANK STATEMENTS

The main source of proof of both income and expenditure

- A bank statement is a **full list** of all transactions **in and out** of your account over a designated period of time.
- To use as proof of income/expenditure, **highlight** the relevant lines for the event/item you are describing and upload a scanned copy to your income/expenditure item.
- If you are not receiving bank statements in your C&S post box, email **info.clubsandsocieties@ul.ie**

EXPENDITURE

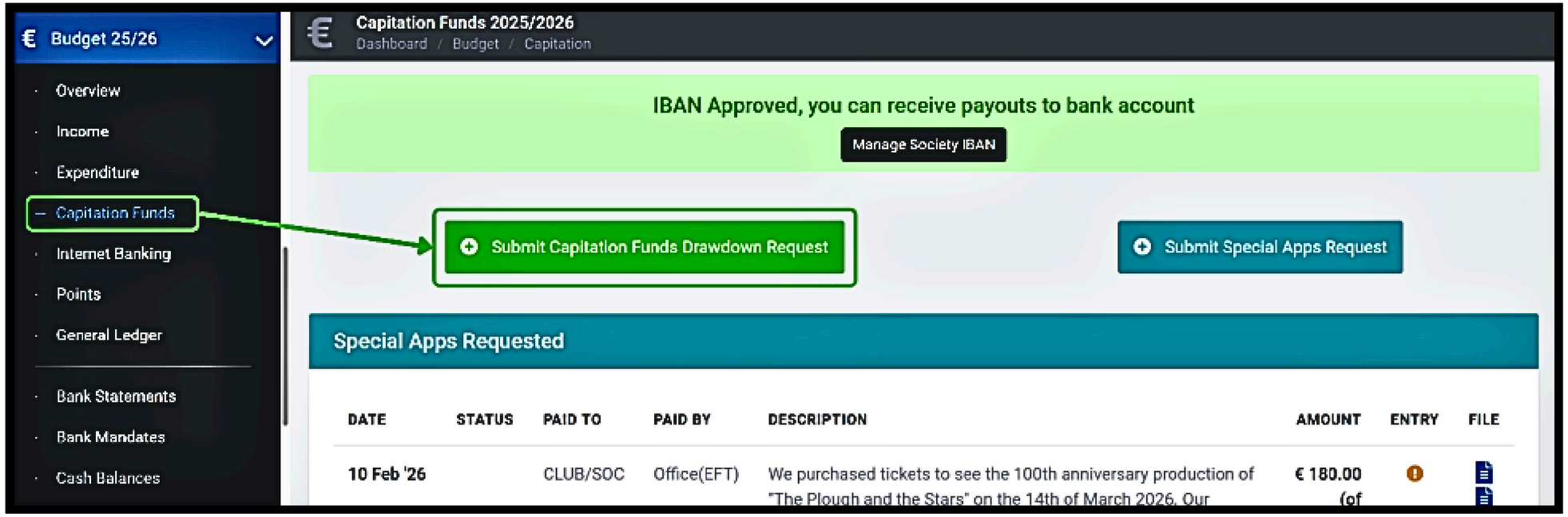
Expenditure is the **money going out** of your club or society (aka whatever you are spending).

Proof of Expenditure:

- **Bank Statement:** highlight the relevant lines for your described event/item
- **Receipt or Invoice:** Invoices can only be used if accompanied by a bank statement or under the conditions described in the Invoices vs Receipts slide

CAPITATION

Your C&S pocket money



Complete your annual budget → C&S endeavors to fund half your projected expenses

CAPITATION

Allocation: Initial amount aquired in your last annual budget

Remaining: Capitation available to spend on budgeted items

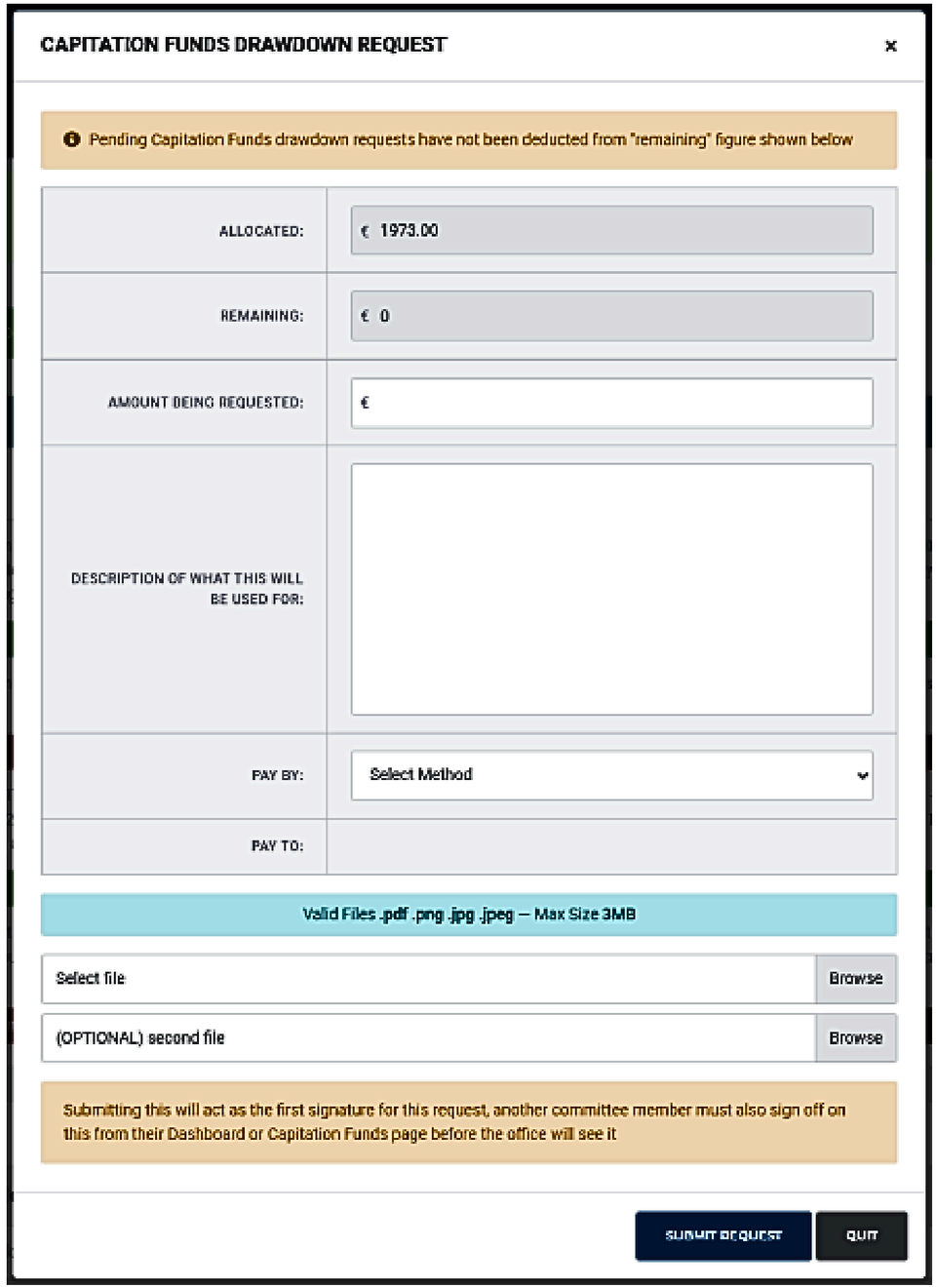
Amount Being Requested: However much you would like to use to buy a certain product/service

Description: Explain the event/product/service this money will be spent on

Paid By: Either Bank Transfer or Office Card. Usually, you will be using the Bank Transfer option.

Paid To: Either your official Club/Soc bank account, a committee member, or a supplier

Attached Files: Include receipts and bank statements showing money spent as necessary



CAPITATION

Ways to draw it down

Bank Transfer - Will transfer the requested amount into one of the following:

- **The Club/Society's Bank Account -** Where you've paid for the expense and can provide a receipt
- **A Committee Member's Bank Account -** Where they've paid for the expense and can provide a receipt
- **A Supplier's Bank Account** - Where you want a supplier to be paid directly, you must provide an *invoice* for this (i.e. a supplier is requesting payment)

Office Card - Contact the office (info.clubsandsocieties@ul.ie) before requesting

CAPITATION

Sign-Offs

All Capitation Requests must be signed off by **2 Core Committee Members**

The person who submits the request is automatically a signatory (if they're a core member)

Login to your Committee Panel, scroll down and hit Sign

You **cannot** submit a request or sign it if you are the one being paid (have someone else do it)

CAPITATION

Timelines

To have your request processed in the same week, **you must submit it before Thursday**

Requests are processed **every Thursday,** anything requested after Wednesday will **not** be processed until the following week

If your request is rejected, it can be resubmitted (with corrections) and it will be processed the following week.

INVOICES VS RECEIPTS

Example 1: A receipt, good proof of payment



LIDL

Limerick, Dublin Rd - IE9513674T

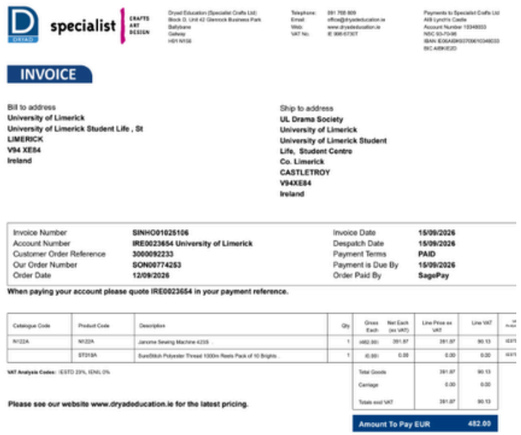
	EUR
Custard Creams	1.10 B
2 x 0.55	
Still Water 5000ml	7.25 C
5 x 1.45	
TOTAL	8.35
Credit Card	8.35

B 13.5% VAT	1.10	0.13
C 23.0% VAT	7.25	1.36

TRN-ID:IE013886051894329251

CUSTOMER COPY

Date: 25/11/25 Time: 15:50:28
MID: ***07933 TID: ****1390
TRNS NO: IE013886051894329251
Visa DEBIT **********0743
A0000000031010
Contactless SALE
€8.35



specialist CRAFTS ART DESIGN

INVOICE

Bill to address
University of Limerick
University of Limerick Student Life , St
LIMERICK
V94 XE84
Ireland

Ship to address
UL Drama Society
University of Limerick
University of Limerick Student
Life, Student Centre
Co. Limerick
CASTLETROY
V94XE84
Ireland

Invoice Number	SINHO01026106	Invoice Date	15/09/2026
Account Number	IRE0023654 University of Limerick	Despatch Date	15/09/2026
Customer Order Reference	3000092233	Payment Terms	PAID
Our Order Number	SONO0774283	Payment is Due By	15/09/2026
Order Date	12/09/2026	Order Paid By	SagePay

When paying your account please quote IRE0023654 in your payment reference.

Catalogue Code	Product Code	Description	Qty	Gross Each	Net Each (ex VAT)	Line Price ex VAT	Line VAT	
N122A	N122A	Janome Sewing Machine 4220	1	482.00	391.87	391.87	90.13	
	ST015A	SureStitch Polyester Thread 1000m Reels Pack of 10 Brights	1	0.00	0.00	0.00	0.00	

VAT Analysis Codes: 1:STD 23%, 0:NIL 0%

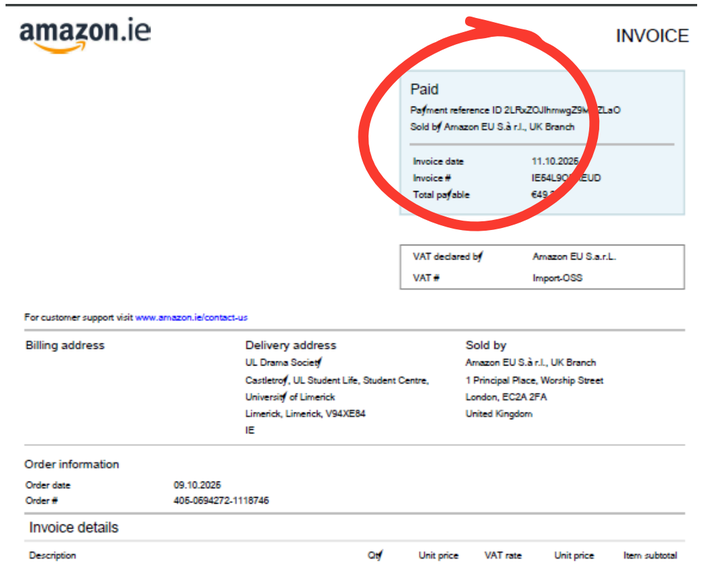
Total Goods	391.87	90.13
Carriage	0.00	0.00
Totals excl VAT	391.87	90.13

Amount To Pay EUR 482.00

Please see our website www.dryadseducation.ie for the latest pricing.

Example 2: Invoice, **not proof** of payment

Example 3: Invoice, marked as paid **BY THE COMPANY**, may be used as proof of payment when accompanied by a bank statement



amazon.ie

INVOICE

Paid
Payment reference ID 2LRxZOJlhmwgZ5W...ZLaO
Sold by: Amazon EU S.à r.l., UK Branch

Invoice date	11.10.2025
Invoice #	IE64L90...EUD
Total payable	€49...

VAT declared by	Amazon EU S.a.r.L.
VAT #	Import-OSS

For customer support visit www.amazon.ie/contact-us

Billing address	Delivery address	Sold by
	UL Drama Society Castletroy, UL Student Life, Student Centre, University of Limerick Limerick, Limerick, V94XE84 IE	Amazon EU S.à r.l., UK Branch 1 Principal Place, Worship Street London, EC2A 2FA United Kingdom

Order information

Order date	09.10.2025
Order #	405-0694272-1118746

Invoice details

Description	Qty	Unit price	VAT rate	Unit price	Item subtotal

SPECIAL APPS FUND

For Unforeseen/Surprise Spending…

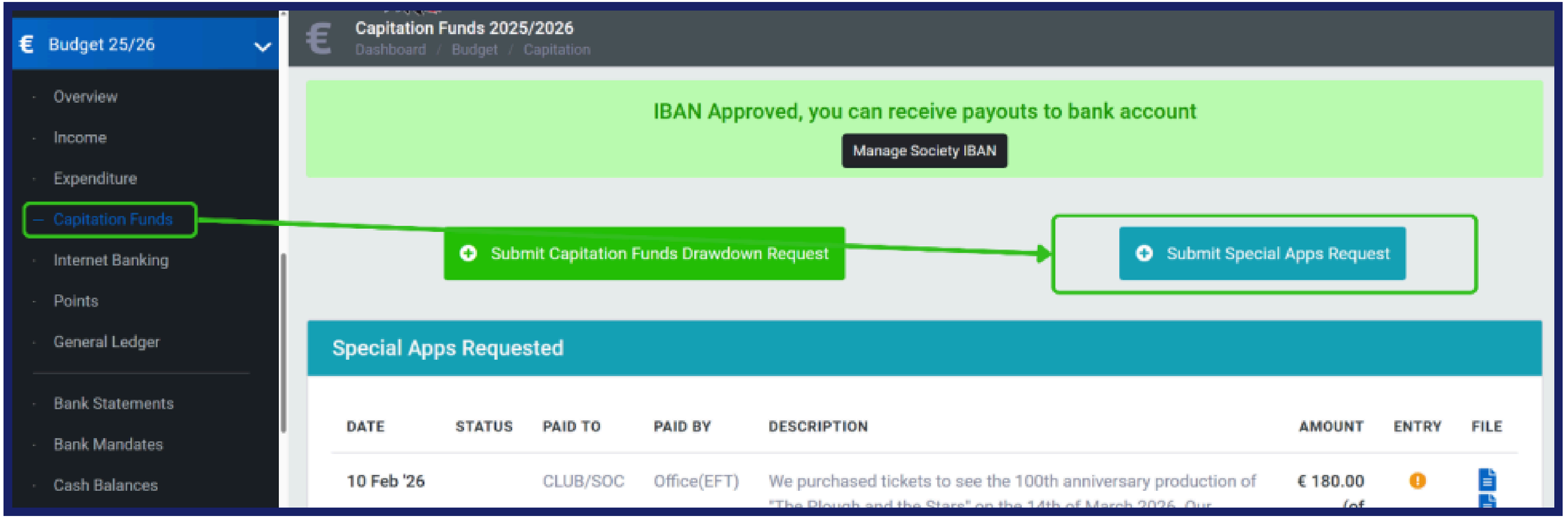
This is an emergency fund to cover any costs that could not have been reasonably forseen in the previous budget submission.

Application does not guarantee funding: submissions are approved by the C&S Executive

The fund is limited and when it's gone, it's gone

SPECIAL APPS REQUESTS

Make sure your reasoning is solid.



Must also be signed by 2 core members (don't sign if you're the person being paid!)

SPECIAL APPS DOCS

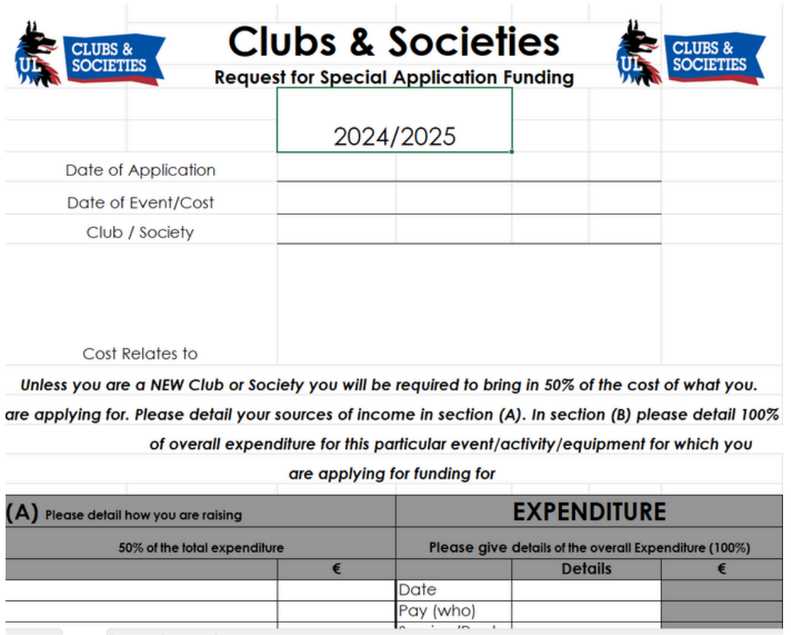
Every Special Apps request must have a **Special Apps Application** (Wolves Resource Section)

For Special Apps made **before** purchase:

- Include 2-3 quotes of the cost

For Special Apps made **after** purchase:

- Include the receipt for the purchases



Clubs & Societies

Request for Special Application Funding

2024/2025

Date of Application

Date of Event/Cost

Club / Society

Cost Relates to

Unless you are a NEW Club or Society you will be required to bring in 50% of the cost of what you are applying for. Please detail your sources of income in section (A). In section (B) please detail 100% of overall expenditure for this particular event/activity/equipment for which you are applying for funding for

(A) Please detail how you are raising 50% of the total expenditure	€	EXPENDITURE Please give details of the overall Expenditure (100%)	Details	€
		Date		
		Pay (who)		

BUDGET POINTS

A reward for staying up to date

2 points per quarter academic year are automatically awarded for adding at least 2 income and 2 expenditure items

A total of 8 Points for staying consistent (8% of your future budget allocation)

Check the banner on Wolves to find out each quarter deadline

HANDOVERS

Ready to put your sword down? **Set your successor up for success:**

- Upload a **relevant, good quality handover** document
- Print out and bring the **bank mandate documentation** to the next general meeting
- Ensure you give them access to all emails and other role specific accounts
- Ensure they have access to **UL Wolves**

IMPORTANT POLICIES

Coaching Policy:

Meal Allowance:

A club or soc can spend the following per meal per person

€10 on campus
€10 off campus
€12 abroad

Break Even:

Income of an event must exceed expenditure for said event

** Failure to break even will result in income/expenditure items being marked as once-off rather than projected.*

FURTHER RESOURCES

- The office: info.clubsandsocieties@ul.ie
- C&S Executive
- Drop Ins
- UL Wolves Resource Documents