

The logo of the University of Limerick (UL) Wolves is a stylized grey wolf's head facing right, with blue and red accents on its fur. Below the head, the letters 'UL' are written in a large, white, serif font, and the word 'WOLVES' is written in a smaller, grey, sans-serif font below that.

# **Treasurer Workshops**

**2023- 2024**

**Clubs & Socs Admin**

**Lisa Ryan**

**Important!**

**Firstly have you updated  
Bank Mandates and  
Online Banking Authorised  
Users?**

**WOLVES**

# Important!

- Coaching Policy.
- Loss of data on the wolves AY 23/23.
- Scholars payment of Invoices.
- Sum up / Square.
- Revolut – good bookkeeping.
- Deadline date for submitting the Budget.
- Extension - submit on the deadline date.
- C&S Finances – we are aware slow this year.

# Clubs & Societies Committee Administration

## Part 2- Accessing your ULSU budget

- Credit Card Requests

Can use by drawing down funds from your allocation. **Forms to be submitted on UL Wolves. You still have to request the capitation in the same way as normal for it to be approved. The credit card payment will be done on an agreed time in the presence of a committee member and a C&S Staff member (usually the C&S admin)**

- Bank Transfer Request. Can use by drawing down funds from your allocation. **Forms to be submitted on UL Wolves. The transfers will be sent to our accountant on Thursdays once myself and Paul have approved them.**

***For all policies and procedures:***

**\*Committee Resource Docs Tab\* on [ulwolves.ie](http://ulwolves.ie)**

# ***Budget application***

*In order to be deemed eligible to receive a portion of this funding each Club and Society must compile and submit (on time) a (good quality) budget application.*

WOLVES

## burden of proof

When preparing to submit a budget it is important to have a clear understanding of YOUR figures and entries and they MUST correspond with the paper work YOU Provide.

REMEMBER the burden of proof is on **the Committee** to substantiate the financial entries and where the proof is absent, figures will be “Not approved”.

When filling out your financial forms online please pay particular care to fill out correctly. Unfortunately our Auditors will not allow us to:

- Re-Issue bank transfers where wrong details were originally provided e.g. Club was meant to be the payee as opposed to the supplier. Be sure that all your details are correct before submitting to [ULWolves.ie](http://ULWolves.ie)

WOLVES

# NEVER

## Deal in Cash!!!

All income to be lodged to bank account and withdrawn/transferred as needed.

### Why?

- Not safe to carry cash!
- More chance of human error when dealing with cash. We don't want you to be in any stressful situations!
- You use your bank statements to prove your income. If it is not on the bank statements it will **not be approved in your budget.** Unfortunately there is absolutely no exceptions on this. If your income cannot be approved then technically all you have is expenditure. Because there is no gap between your income and expenditure you are not showing us that you have a shortfall to be covered by an allocation. Therefore...

**If you deal in cash for the year you will not get a budget!**



# Clubs & Societies Budgets & Finances

- We receive our capitation directly from University of Limerick.
- There are two budgets within C&S:
  - Central Administration Budget (Insurance, Consultancy Fees, Vehicle Costs, Staff Wages etc) **(Aisling)**
  - Clubs & Societies Budget Allocation (Shows the Amounts awarded every year to each C&S through our budget system). **(Lisa)**
- The full finances (both above budgets) are discussed and approved at the **Clubs & Societies Council** as part of the **100% transparency** of all C&S funding

# *Submission Date*

This year the last exam is usually around the 16<sup>th</sup> May therefore the

**Date for budget submission for the Academic Year roughly 10 days after this, on Monday the TBC**

- Budgets will not be accepted after this time & date. The online submissions will be closed off at 4 pm sharp on this date. **This will be automated by the UL Wolves system.**
- There are **NO more hard copies of budgets. All submissions online.**
- Please be warned that there will be **no** exceptions.

# Checklist

- You will need to complete the online budget checklist before your budget can be submitted
- Once the checklist is complete, **3 CORE** committee members will need to click to sign off on the budget, before it can be submitted.
- They will need to tick a box to say they've checked the budget and will enter their password too

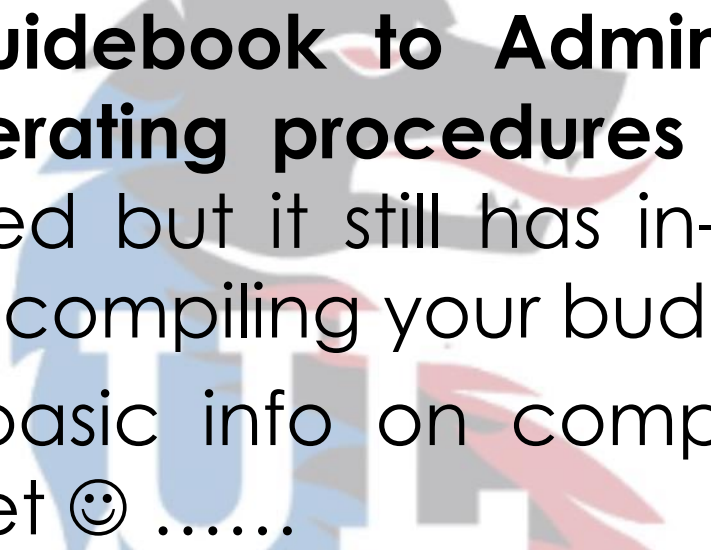
**Without this you WILL NOT be able to submit your budget**

# Importance of Checklist

The checklist has been developed in order to **HELP** C&S avoid making mistakes.

It makes them conscious of the **vital** points to consider in putting together a budget.

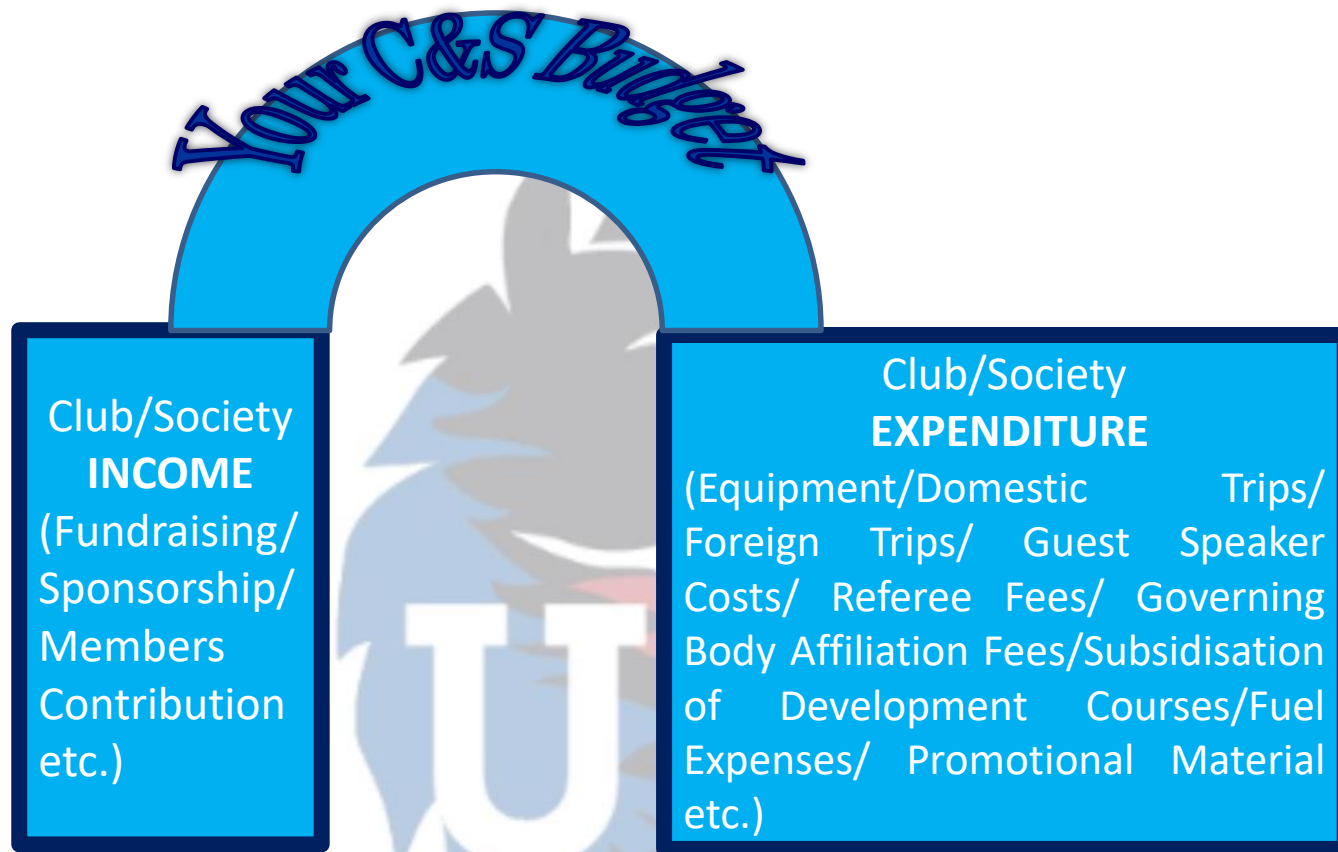
- ✓ All items have to be ticked (If not ticked budget cannot be accepted) which means that the committee members will have carefully read all points before signing the budget submission!
- ✓ If committee have ticked a point but in reality have not actually addressed it: will be “thrown out” by those processing on the case that the committee were **fully aware** that this needed to be addressed but did not do it.

A large, faint watermark logo of a wolf's head is centered in the background. The wolf has blue and red fur and is looking forward. Below the wolf's head, the word "WOLVES" is written in a bold, grey, sans-serif font.

Your **C&S Guidebook to Administration and Standard operating procedures** are currently being updated but it still has in-depth info & guidance on compiling your budget.  
Here is the basic info on compiling a good quality budget 😊 .....

# **Preparing a budget is really a very simple process.**

- The finance section is designed for the “non-accountants” amongst us.
- You are guided through the points section with help text.



Your Club or Society will raise at least 50% of what they wish to spend the following year. C&S subsidy will provide a further 50% of income to you.

# Securing your C&S budget

There are two sections to your C&S budget

- **Income and Expenditure Section**
- **Points section**

Both sections are **equally** important!  
They are symbiotic- if you do badly in one you do badly in **both**.

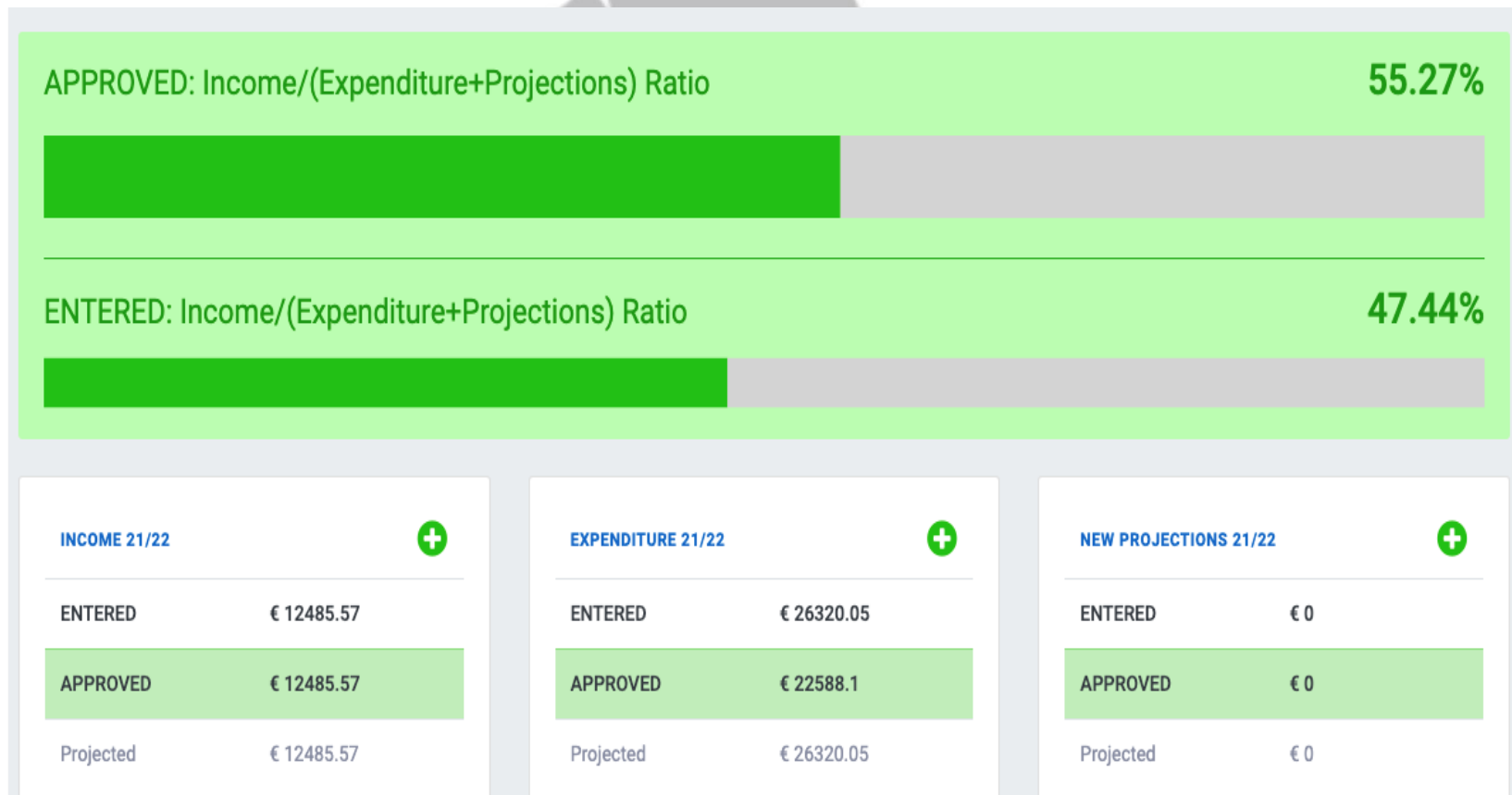


# Your Shortfall

Once your budget is complete you need to have a look at your TOTALS to ensure that they are at appropriate levels...

Many C&S put hours of hard work into their budgets but don't check their totals and this is to the detriment of their final allocation!!!

- **Always** double check your “total validated income & expenditure” before submitting your budget.



# Important Information:

- This is found on your Budget Overview page. The bar shown is an indicator that you have raised a good ratio of your income/expenditure (50% is the ideal ratio) and are likely to get what you are asking for, if you score well on the points.
- In this case, there is income or expenditure that has not been reviewed by the office so 2 bars are shown to indicate your ratio as your currently approved items stand (top) and if all pending items are approved (bottom).

# Expenditure too low

- Because your income (in either case above) exceeds the total running cost, no capitation will be allocated for this budget submission. If expenditure was particularly low in this year, you should enter (valid) PROJECTIONS with documentation for next year.

APPROVED: Income/(Expenditure+Projections) Ratio

794.71%

## ⚠ WARNING

You are projecting that you can raise most/all of the money required to run {C/S Name} next year and are therefore only "asking for" €0 from capitation

ENTERED: Income/(Expenditure+Projections) Ratio

258.17%

### INCOME 21/22



ENTERED € 5582.45

APPROVED € 5582.45

Projected € 5582.45

### EXPENDITURE 21/22



ENTERED € 2162.3

APPROVED € 702.45

Projected € 2162.3

### NEW PROJECTIONS 21/22



ENTERED € 0

APPROVED € 0

Projected € 0

# Expenditure too high

If this is a problem then you & your committee need to confer and cut down on expenditure. The budget system does not entertain exorbitant expenditure claims. Are you projecting too much? Perhaps this might be the case

APPROVED: Income/(Expenditure+Projections) Ratio

23%



## ⚠ WARNING

You are projecting that you can raise little/none of the money required to run {C/S Name} next year, you are "asking for" €5905.49 (77%) from capitation but are likely to receive MUCH LESS than this figure

### INCOME 21/22



ENTERED € 1763.8

APPROVED € 1763.8

Projected € 1763.8

### EXPENDITURE 21/22



ENTERED € 7669.29

APPROVED € 7669.29

Projected € 7669.29

### NEW PROJECTIONS 21/22



ENTERED € 0

APPROVED € 0

Projected € 0

# Evidence



Your total validated income and expenditure is based on the amount of income and expenditure in your online budget.

If you have not backed up with evidence it will not be validated by the C&S Admin.



# Income and Expenditure Section

In Short: Input each Income item online and back up with EVIDENCE online too, there will be an option to upload a file after you input an item. **The expenditure will be backed up with Receipts. The income will be backed up with bank statements and you will mark the item in question before you upload it!**

## Income Upload Example:

24 Sep 2019	385 Eoin Gohery	170.00	
	35950 TANDEM Y.E	850.00	
	35950 MEMBERSHIP FEES	50.00	
	TO CASTLE CAMPUS CATE	700.00	3,120.51
25 Sep 2019	Coady McElligott C GP	170.00	3,290.51
26 Sep 2019	Kristina Ruder Tan GP	170.00	3,460.51
27 Sep 2019	385 Sean O Driscoll	150.00	
	35950 FRANCE DEPOSITS	1,050.00	
	35950 TANDEM	170.00	
	LEONIE GP	205.00	
	Skydiving France t GP	150.00	
	October trip to Fr GP	150.00	
	ZZ169KX34NDALDZ3 GP	150.00	
	ZZ169IV3AQBNFA4YR GP	150.00	
	ORLA WALSH19232195 GP	150.00	
	ALEJANDRO SANTOS GP	150.00	5,995.51
30 Sep 2019	35950 OLIVIA DEPOSIT	150.00	
	35950 KENDRA DEPOSIT	150.00	

## Expenditure Upload Example:

UL WOLVES REF. #	EXPENDITURE CATEGORY	ITEM DESCRIPTION	PAID BY	CHQ/EFT REF. #	2020/2021 SPENT	2021/2022 PROJECTED	RECEIPT FILE	SUB MENU
● E-34771	General	Reserve canopies	Club Transfer	N/A	€ 3170.20	€ 3170.20		

# Points Section

100 points in total

## READ YOUR HELP FILES!

*As with the Income and Expenditure Section; You will need to back up all claims being made in the points section.*

3. Membership Record Keeping		
Compliance With Online System:	-	2
The points for membership / compliance with online system are awarded for compliance with the rule that all C&S use the UL Wolves website to sign up their members. This is compulsory. When a potential C&S member pre-registers for a club or society they give their agreement to abide by the club or society constitution and Health & Safety Statement.		
Committee Up To Date Online (Semester 1):	-	2
As part of the compliance with the online system all C&S must keep their committee details up-to-date on the committee website. If someone wants to contact a club or society committee member this is where they get the information from. C&S office staff take the contact email and phone numbers from the UL Wolves website only.		
Committee Up To Date Online (Semester 2):	-	2
As part of the compliance with the online system all C&S must keep their committee details up-to-date on the committee website. If someone wants to contact a club or society committee member this is where they get the information from. C&S office staff take the contact email and phone numbers from the UL Wolves website only.		

*e.g. “We sent out weekly updates via email to all our members”-  
There will be a space for you to **upload** the emails making sure to Include the CC Line so we can see the proof.*



# Points Section Contd...

- The help files will guide you!
- Essentially being incentivised for running your C/S well.
- Different points breakdown for Clubs A,B,C & Societies. You can see your points breakdown when you log in to your online budget. Also available in your C&S Guidebook
- Don't forget: Points and Finance section are symbiotic- if you do badly in *one* you do badly in **both**.

# Summer Activity

Should your C/S have any activity after the Submission **TBC** they can apply to add extra receipts after this date. Email [lisa.ryan@ul.ie](mailto:lisa.ryan@ul.ie) with details of summer events and dates prior to 1<sup>st</sup> May.

The logo features a stylized wolf's head in grey and red, facing right, with its mouth open showing teeth. Below the head is a large, stylized 'U' in blue and red. The word 'WOLVES' is written in a bold, grey, sans-serif font below the 'U'.

WOLVES

# Consistency is KEY!

## Start as you mean to go on...

There are many steps you should take **RIGHT NOW** ahead of your budget submission next Semester.

From September **you should begin filing away all receipts and bank statements you receive on ulwolves.ie**. Keep these together in a safe place in a hard copy too!

Every time you have an event or activity you should input the income, expenditure and points details into your online budget and file the supporting documents straight into your folder.

The *Points Section* is there to direct you in developing, improving or even just improving the standards of your C/S. Read the help files for the points section **now** to know what is expected of you for the year ahead! It will let you know what you need to aim for and will enlighten you as to what you need to keep for your hard copy submission in May! E.g. posters from events, details of match fixtures, a copy of your bank mandate etc.

# Bonus Points for Consistency

This was introduced by Clubs & Societies council as a measure to incentivise C&S Committee's to "do a little often" on their financial management, by constantly updating their budget and avoiding very poor last minute submissions or in some cases not at all. Those Clubs/Societies who consistently update their budget throughout the year will be rewarded through a bonus points section as follows.

2 points per quarter (i.e. four points in total per semester) will be awarded to those updating their budget throughout the year.

Budgets will be reviewed halfway through each semester and again at the end of each semester to ensure you have been updating your income and expenditure section.

WOLVES

# Start as you mean to go on!

Preparing a budget is really a very simple process.

- The finance section is designed for the “non-accountants” amongst us.
- You are guided through the points section with help files.
- The key to producing a good budget is to familiarise yourself with it *now* at the start of your financial year- this will make you aware of what you need to work towards between now and May & what documents you will need to put aside as “evidence” during the year. Once you have done this speak to your committee @ your next meeting- you will need to relay to them what their part will be e.g. PRO to work hard at publicising all events/activities so that maximum points can be gained in the points section- same to provide evidence of all this advertising & publicity to the treasurer on a regular basis!

- The budget process is not *entirely* up to the treasurer. The entire committee have the responsibility to ensure a good quality budget has been presented to the Clubs and Societies office in May.

### **Communication is key!**

Your committee need to work with you

1. ***Work together for the year in gaining a budget. That is: getting income & expense to desired limits, getting points to maximum possible e.g. attending council meeting, Hustings, 2 x Recruitment drives. Publicising your events/activities/ your club and society in general.***
2. ***Saving all evidence throughout the year so that soft copy proof folder can be compiled. The treasurer will not be in receipt of much of the evidentiary documentation but all of this documentation needs to be presented to the treasurers***

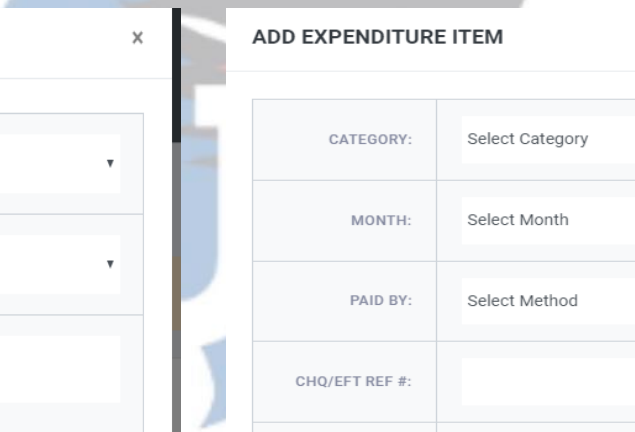
**WOLVES**

# Start as you mean to go on!

- If you do not have so already: We advise a “Treasurer’s Update” be put on the agenda for your committee meetings. Keeping your finances at the forefront will serve to have everyone educated- this should result in a successful financial year as well as a good quality (stress free) budget submitted by you in May.
- With this approach it will be a matter of sitting down for a couple of hours in May to
  1. Input your extra info online and
  2. Make sure that all income and expenditure has been added

# How to input

You make each entry using the “add income” or “add expenditure” Green button at the top of the pages. The process is quite straightforward- if anything is unclear to you please email/call in & I will clarify.



ADD INCOME ITEM

CATEGORY:	Select Category ▼
MONTH:	Select Month ▼
DESCRIPTION: (MIN:10/MAX:50)	<div>+ Add a Note</div>
INCOME:	€

Valid Files .pdf .png .jpg .jpeg – Max Size 1.5MB

ATTACH INCOME BACKUP FILE

BROWSE

ADD INCOME ITEM

CANCEL

ADD EXPENDITURE ITEM

CATEGORY:	Select Category ▼
MONTH:	Select Month ▼
PAID BY:	Select Method ▼
CHQ/EFT REF #:	
DESCRIPTION: (MIN:10/MAX:50)	<div>+ Add a Note</div>
EXPENDITURE:	€

Valid Files .pdf .png .jpg .jpeg – Max Size 1.5MB

ATTACH EXPENDITURE BACKUP FILE

BROWSE

ADD EXPENDITURE ITEM

CANCEL



# The receipt upload feature:


+ Add Expenditure Item

Entered € 150.00

Projected € 100.00

October



	UL WOLVES REF. #	EXPENDITURE CATEGORY	ITEM DESCRIPTION	PAID BY	CHQ/EFT REF. #	2019/2020 SPENT	2020/2021 PROJECTED	RECEIPT FILE	SUB MENU
●	E-32048	Once Off	test expenditure	Club Transfer	123	€ 50.00	€ 0.00		...
●	E-32049	Capital	testing again	Club Card	123	€ 100.00	€ 100.00 		...

# Points to note with receipt upload

- If your receipt gets rejected throughout the year you need to upload it fully again with corrections
- Give as much info as possible so we can check info out and make sure receipts are valid
- Upload receipts **NOT INVOICES!**
- Keep an eye on whether they have been approved or not, to stay on top of it

# Projecting NEW expenditure

- The process for adding new projected expenditure is different to adding current expenditure. If you wish to project NEW expenditure make use of the tool bar as normal and upload the projection document along with the quotes for the expenditure
- The projection document would be a detailed justification on what you would like to purchase next year.

A stylized logo of a wolf's head in profile, facing right. The head is grey with a red interior. The neck and chest area are decorated with blue and red geometric shapes. Below the head, the word "WOLVES" is written in a bold, grey, sans-serif font.

WOLVES

# Misc Docs to be included

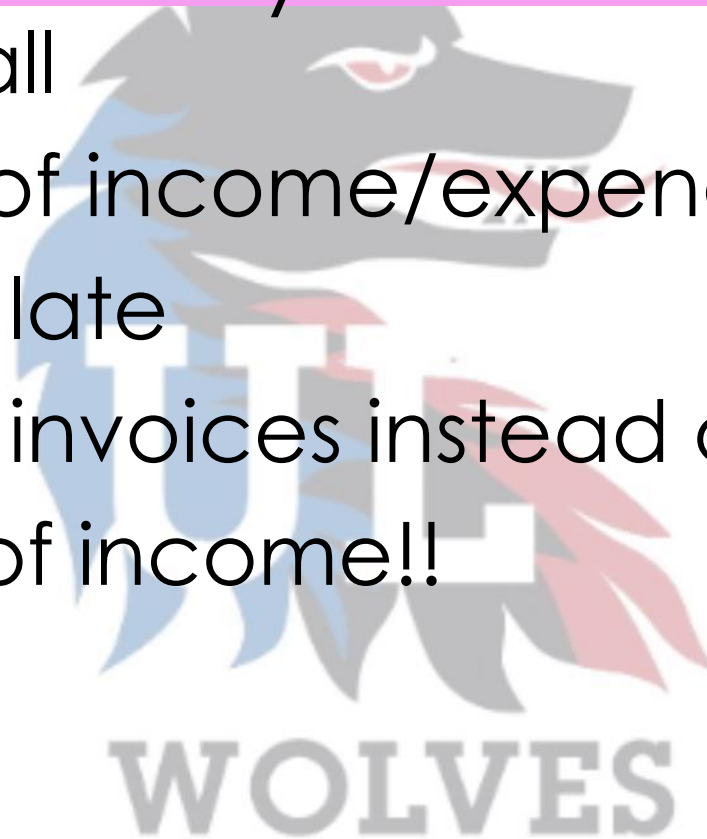
- Foreign Trips Proposals for the coming year (if any)
- Equipment Inventory (if any)
- 3 year plan (if any)
- Coaching Credentials of the coach you are planning to employ for coming year (if any)
- Your Constitution- based on C&S Constitution
- Your Health and Safety Statement based on C/S Safety Statement

# “Cosmetic” Edits Only after submission date!!

- Traditionally, if there are edits needed on your Club/Society budget you are emailed with the details once it has been processed over the summer months and given the opportunity to edit before a certain date. This is for cosmetic/ small changes ONLY where it is obvious a small mistake has been made etc.
- This is not to facilitate a complete overhaul of budgets where club/society committee left themselves short of time during the year and are relying on a “budget edits needed” email in order to perform a complete overhaul of their budget.

# Reasons why 1/3 of budget applications were not successful this year

- No Shortfall
- No proof of income/expenditure
- Received late
- Received invoices instead of Receipts
- No Proof of income!!



# Special Apps Fund - €30,000.

- A discretionary fund separate to your budget funding (approved on a case-by-case basis by the exec).
  - For Unforeseen expenditure or expenditure that you were unable to budget for.
- You can also apply for this through ULWolves.ie, the same place as capitation

# How to apply for special apps

The screenshot shows a web application interface for "Skydive Capitation 2021/2022". On the left is a dark sidebar menu with the following items: Engagement, Members, Discussions, Club Details, Images / Gallery, Committee, Online Payments, Budget 21/22 (highlighted in blue), Overview, Income, Expenditure, Capitation (highlighted in blue), Points, and General Ledger. Handwritten blue numbers 1 and 2 are next to the "Budget 21/22" and "Capitation" items respectively.

The main content area has a dark header with a large Euro symbol (€) and the title "Skydive Capitation 2021/2022", with sub-links for Dashboard, Budget, and Capitation. Below the header is a green banner stating "IBAN Approved, you can receive payouts to bank account" with a "Manage Club IBAN" button. Below this are two buttons: a green "Submit Capitation Drawdown Request" and a blue "Submit Special Apps Request". Handwritten blue number 3 is next to the "Submit Special Apps Request" button.

Below the buttons is a section titled "Your Capitation" containing a list of status categories: Allocated, Requested, Ready to Process, and Processed, each with a corresponding arrow icon.



# Final reminders:

- Due Diligence – FEDEX charges.
- Bank Statements uploaded on wolves.
- Committee minutes uploaded.
- Invoices & Receipts
- IBAN/ VAT/ Customer Name/ Invoice number

WOLVES

If you have any problems during the year with your budget don't hesitate to email me requesting a meeting/ pop in to my office !!!!!

