UL STUDENT LIFE
BELONG TO THE PACK



TREASURER WORKSHOP

26/27

CONTENTS

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1. What is a Treasurer?
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SECTION ONE:

WHAT IS A TREASURER?



AS PER THE UL WOLVES COMMON CONSTITUTION...

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

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

THE TREASURER'S JOB INCLUDES:

- Keeping track of club/society funds (cash and bank transfers)
- Updating your bank mandates and online banking access
- Uploading income/expenditure items to ulwolves.ie
- Making capitation drawdowns & special apps funding requests
- Managing the completion of the club/society's annual budget.

BANK MANDATES

- Filing a **“Bank Mandate”** gives your Club/Society’s committee members access to your bank account.
- Choose **2-4 core committee** members to be signatories.
- Fill out forms (available on ulwolves.ie)
- **Obtain signatures** of Lisa Ryan and Paul Lee, and submit all forms to the bank

BUSINESS ONLINE

- Wait for your bank mandate to be processed.
- Choose your **Administrators** (online banking access controllers).
- Fill out **“Change of Admin”** Forms.
- Wait for the forms to be processed.

LINK TO FORM



SECTION TWO:

INCOME & EXPENDITURE

PROJECTED SPENDING

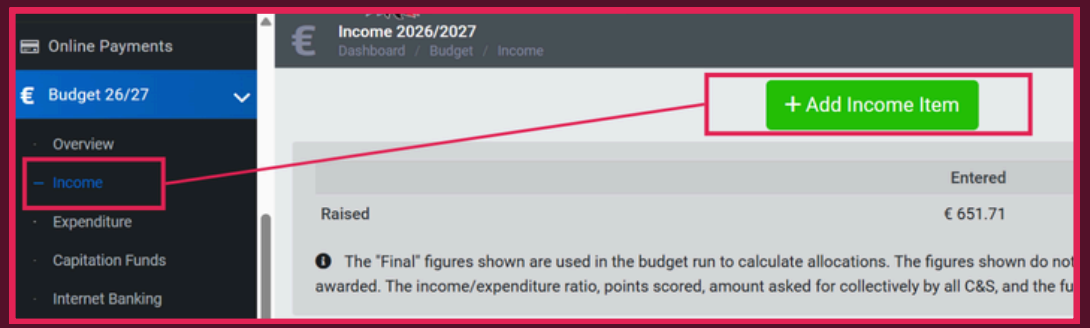
Once-Off Income/Expenditure: We bought this thing or raised this money, and will ***never do so again*****.**

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)

WHAT IS 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:

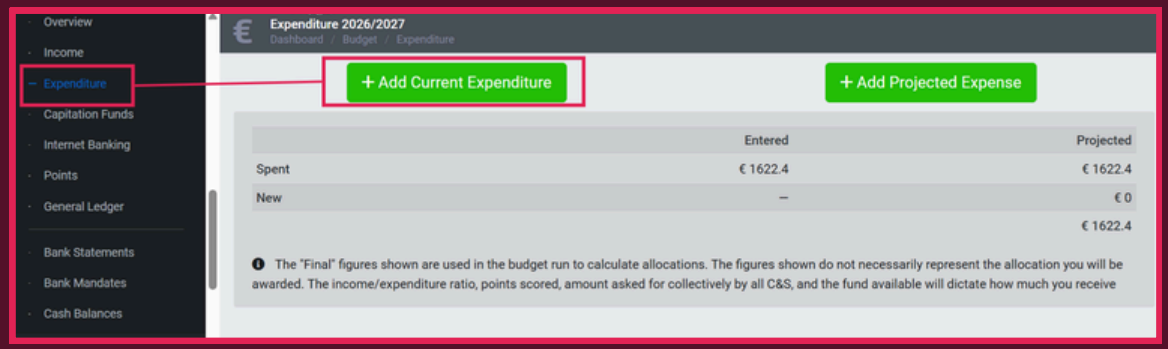
- **Bank Statements:** highlight the relevant lines for your described event/item
- **Sponsorships** (items paid on your behalf): emails & receipt of item(s) bought

BANK STATEMENTS

- 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**

WHAT IS 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

DEALING WITH CASH

NEVER DEAL IN 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**

Never spend cash that has not been previously lodged in the bank account



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 paperwork 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”**.

Committee members are responsible for providing the Treasurer with proof of expenditure (a receipt). If they do not provide proof, **you are not required to reimburse them**

BURDEN OF PROOF

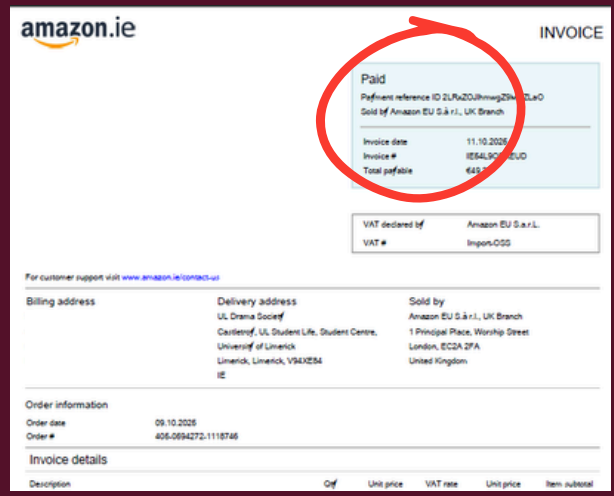
Example 1: A receipt, good proof of payment





Example 2: Invoice, **not proof** of payment. Requires a bank statement as proof of payment.

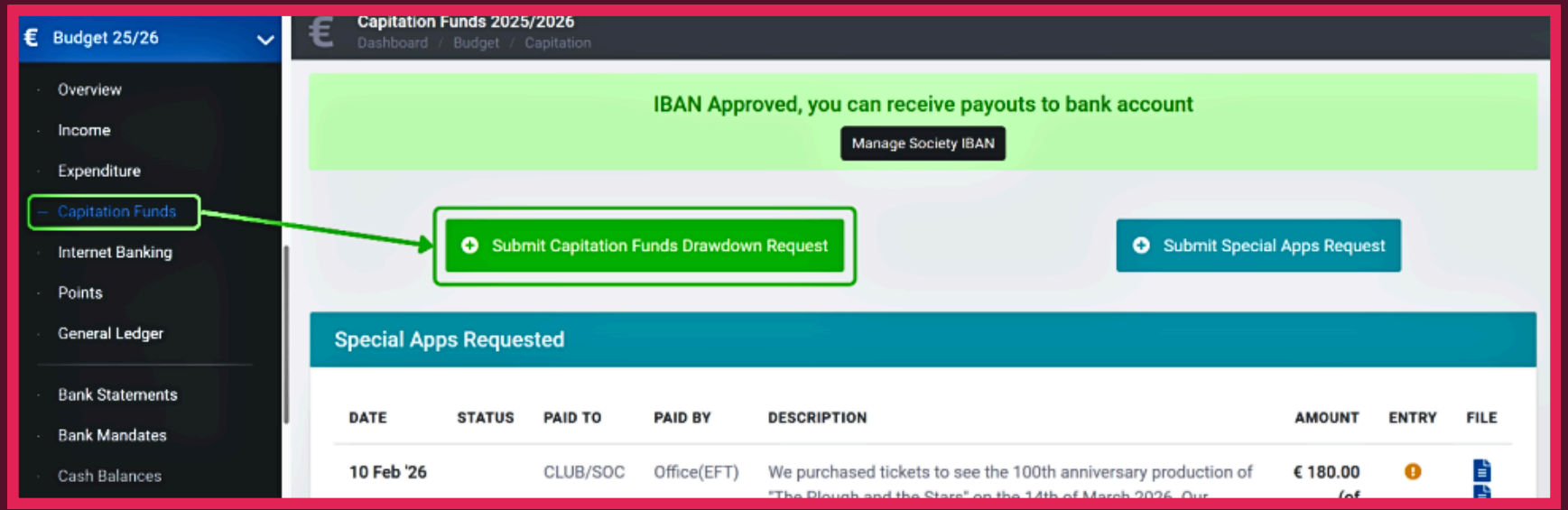
Example 3: Invoice, marked as paid **BY THE COMPANY**, may be used as proof of payment when accompanied by a bank statement



CAPITATION

Also known as: the amount of money Student Life contributes to your budget

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



CAPITATION

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)

Log in 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)

"DRAWING DOWN" YOUR CAPITATION

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

What did you get in your budget?

SECTION THREE:

WHAT IS 'THE BUDGET'?

Why do these people say budget so much?

CLUBS AND SOCIETIES BUDGETS

- As of this year (2026), the C&S office has **€429,000** to go towards Clubs and Societies' budgets. This is split among the **76 Clubs and Societies** registered with UL Wolves.

- The budget system is designed to be **as fair as possible.** This system is run through **UL Wolves**, with information you submit to your committee panel

- All Clubs and Societies are asked to **"submit a budget".** In return, UL Student Life will **try to cover 50%** of your expenditure, provided you prove you can cover the other 50%

SUBMITTING A BUDGET

In order to submit your annual budget, the following must be completed before the deadline:

- Record the year's **income and expenditure** on the ulwolves.ie platform
- Upload **handover documents**, a minimum of 6 **meeting minutes** and a recent **bank statement** (within 6 months of the budget deadline).
- Complete the **points section** on the ulwolves.ie platform
- Have the **'budget checklist'** completed by 3 committee members
- You will need **TO CLICK SUBMIT**

WHAT IF I DIDN'T RECEIVE ONE?

- **New clubs and societies** are not eligible to request a budget until their 15-week trial has passed
- Each year, there are also a number of clubs and societies who submit budgets that are **ultimately rejected**
  - This could be for a variety of reasons, such as not completing the points section or not showing a shortfall after all items were reviewed
- When this occurs, we refer clubs and societies to the **Special Applications Fund** or 'Special Apps'

SPECIAL APPLICATIONS FUND

- This is an **emergency fund** to cover any costs that could not have been reasonably foreseen 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

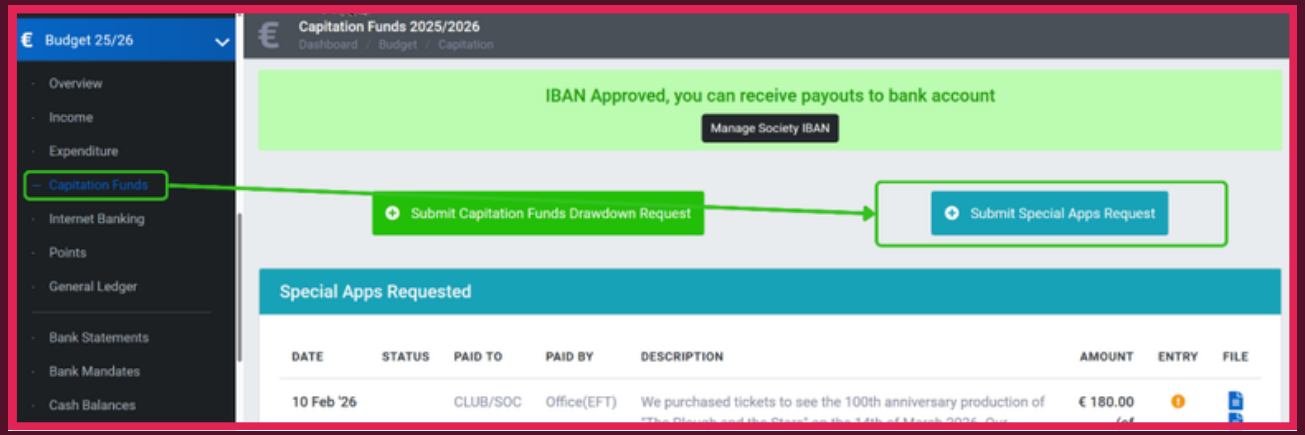
For Special Apps made **before** purchase, include 2-3 quotes

For Special Apps made **after** purchase, include the receipt

SPECIAL APPLICATIONS FUND

- **New clubs and societies** may apply for up to €4,000, and are usually not required to fundraise a portion of the expense (at the discretion of the C&S Exec).

- **Established clubs and societies** can apply for up to €3,000, but are obliged to bring in at least 50% of what they are asking for





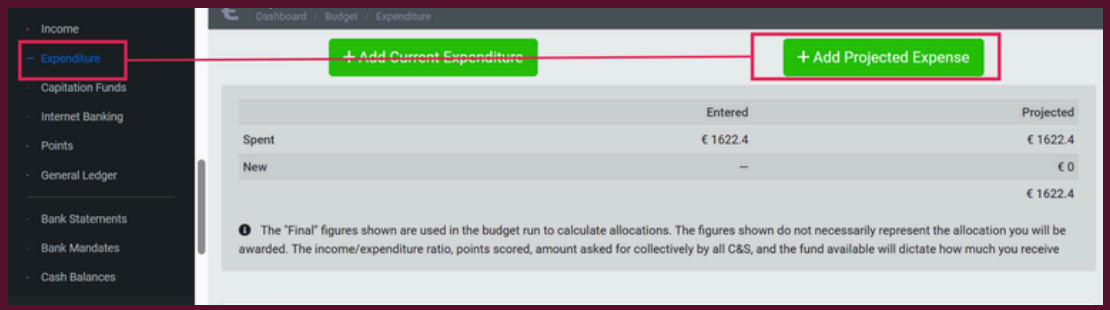
SECTION FOUR:
COMPLETING YOUR BUDGET

PROJECTIONS

A **projected income/expenditure** item is money you expect to earn/spend next year

You cannot project income if you did not earn it this year (Income is automatically projected, unless you set the category as once off)

You can project expenditure, provided you have evidence of the estimated cost and a decent explanation



PROJECTIONS

If you **bought an item/service this year** and intend to do the same next year, you **submit it under Expenditure**, using the category “Other (Projected)”.

If you are hoping to make a **totally new purchase** of an item/service you didn’t buy this year, then you **submit it under “Projections”**

For Projections, provide a quote of the item cost from a **verified source.**

A quote can include:

- A screenshot of the item and price from an online store
- An “official” quote, sent from a company via email
- An invoice for the item, sent by the company you intend to buy from

Projections will get approved provided...

- It’s reasonable
- It’s safe
- You provide evidence for the cost

BREAK-EVEN POLICY

The money you make on an event should exceed (be greater than) the money you spend. **Capitation/Special Apps does not count towards your income.**

WHY? Projecting income/expenditure tells the C&S office that you intend to earn or spend the same money next year. If you do not break even on your event and project these items, you are telling the office you intend to keep losing money – not good

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

THE RATIO

The Budget Ratio is how the Wolves system calculates your **shortfall** (the sum UL Student Life intends to supply to support the running of your club/society)

Your projected income should be approximately **50%** of your projected expenditure. The remaining 50% is your shortfall

INCOME (Fundraising/ Sponsorship/Members Contribution etc.)	**SHORTFALL → ULSL ENDEVOUR TO PROVIDE THIS AMOUNT IN THE NEXT BUDGET YEAR**

EXPENDITURE

(Equipment/Domestic Trips/ Foreign Trips/ Guest Speaker Costs/ Referee Fees/ Governing Body Affiliation Fees /Subsidisation of Development Courses/Fuel Expenses/ Promotional Material etc.)

THE RATIO

If your income is far less than 50% of your expenditure

INCOME	SHORTFALL → HIGHER THAN YOU CAN RECEIVE

EXPENDITURE

You need to either raise more funds, or project less expenditure

APPROVED: Income/(Expenditure+Projections) Ratio **0%**

PROJECTED: Income/(Expenditure+Projections) Ratio **25%**

⚠ WARNING

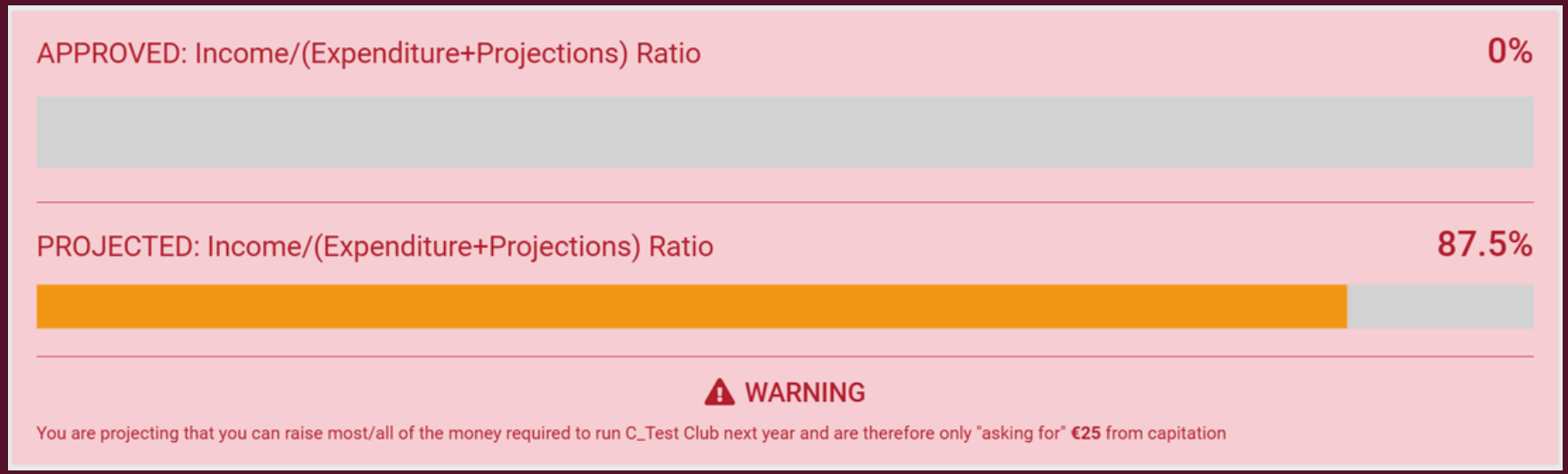
You are projecting that you can raise little/none of the money required to run C_Test Club next year, you are "asking for" **€150 (75%)** from capitation but are likely to receive MUCH LESS than this figure

THE RATIO

If your income is far more than 50% of your expenditure

INCOME	NO SHORTFALL → NO BUDGET
EXPENDITURE	

You have not spent enough of your income. Project more expenditure



BUDGET POINTS

The budget points section is your chance to say **WHY** you deserve your budget.

This section measures how well your club or society:

- Engages with your members
- Keeps track of your money and inherited knowledge
- Promotes yourself and your events
- Engages with the C&S Office

You **must complete the budget points** section in full. An incomplete budget points section will result in your **budget being rejected.**

BUDGET POINTS GUIDE

MANDATORY DOCUMENTS

Bank Statements

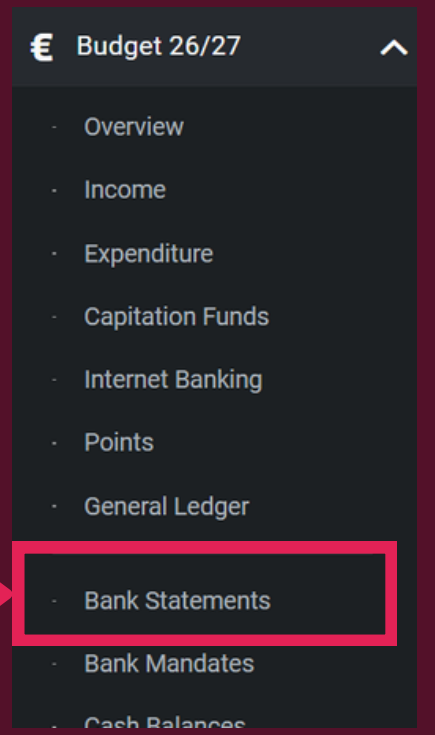
Upload a bank statement from within 6 months of the Budget deadline

Handover Document

One per core committee position

Meeting Minutes

Upload a minimum of 6 minutes documents (aka you must have completed 6 committee meetings)



EXTENSIONS

Extensions can only be given in **certain circumstances**, and only for certain parts of your budget (i.e. there is no **GENERAL** extension)

The deadline to apply is **1st of March** each academic year

You must email **info.clubsandsocieties@ul.ie** & receive clear confirmation

SUBMISSION DEADLINE

All budgets must be submitted before the closing date of **May 24th 2027 at 4 pm** (roughly 10 days after the last exam).

You can submit 1 day late, but you'll take a **50% penalty** in your allocation

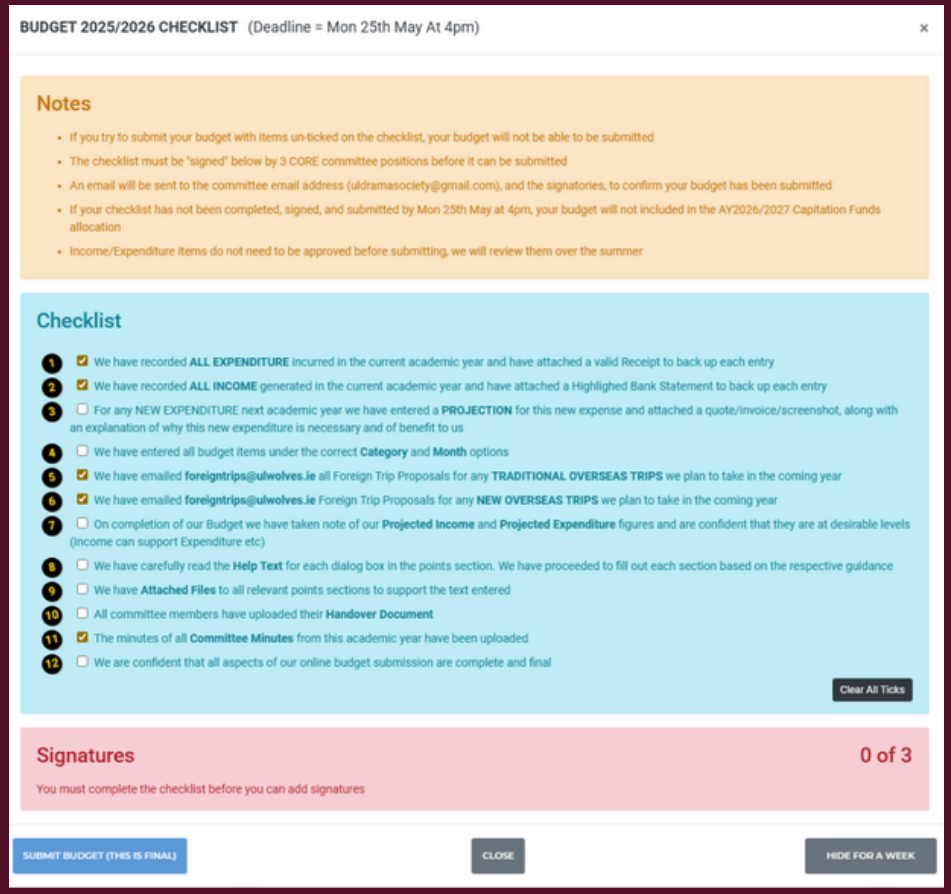
Afterwards, you **CANNOT** submit your budget.
THERE ARE **NO EXCEPTIONS**

CHECKLIST

The final step to submitting your budget!

Once completed, **3 core committee members** sign, and the budget is submitted!

Make sure, when signing off, that you have checked over all parts of the budget. Make sure you know what you are signing off on!



MISC DOCUMENTS TO INCLUDE

- 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

REASONS BUDGET APPLICATIONS ARE NON-SUCCESSFUL

- No shortfall
- No proof of income/expenditure
- Received late
- Received invoices instead of receipts
- No proof of income
- Not attending admin seminars

SECTION FIVE:
SUMMARY



WHAT SHOULD I BE WORKING ON?

Over the year:

- Upload income and expenditure items as they come in (bonus points awarded for consistency)
- Upload bank statements and committee minutes as they come in
- As events happen, add to the Budget Points section
- Attend Council/Hustings/Workshops/Recruitment Drives to earn consistency points in the points section

At the start of the 2nd Semester:

- Set clear deadlines for handover documents (i.e. Week 10)
- Assign a section of budget points to each person on committee

Once you know your income (or can estimate it well)

- Calculate your projected expenditure for the year, use that to decide your projections for next year

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

Gear Policy

All gear funded by UL Wolves must be:

Non-Personal
Reusable
Owned by a club or society
Logged as inventory

**All jerseys and representative clothing funded by UL Wolves must carry the UL Wolves Logo.*

FURTHER RESOURCES

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