

How to be a Treasurer:

The Treasurer is responsible for the financial administration of the Society, including money, and keeping accounts in order. This can be one of the most important and challenging jobs in any Society; though also potentially the most rewarding.

Treasurers are responsible for the fiscal state of the Society for that year. If accounts aren't kept in proper order, or if money starts going walkabout, the Treasurer and the other office-bearers could find themselves, and their Society, in a whole heap of trouble.

If you have just taken over as Treasurer, make sure you get all the necessary paperwork from the outgoing Treasurer and try to have a handover so that any ongoing issues are explained to you, e.g., details of any outstanding bills still to be paid and payments not cashed/banked. You should be given:

- Access to your Society financial spreadsheets
- Receipts from previous year
- Bank statements/Society account transaction lists
- A cash box

As Treasurer, you should keep detailed notes of ALL finances coming in AND out of the account on an excel spreadsheet. You should include:

- **Payment date**
- **Amount**
- **Payment reference**
- **Who authorised the payment**
- **Total in the account**

Here's an example:

Date	Money In	Reference	Money Out	Reference	Total
7/11/17	//	//	£380.00	Corrie Fee Bus Payment	£3,527.87
9/11/17	£2,705	Ball Payments	//	//	£6,232.87
23/11/17	//	//	£150	Band Deposit for Ball	£6,082.87
24/11/17	//	//	£100	Peachsnaps Photos (Pub Crawl)	£5,982.87
20/12/17	//	//	£100	Pick 'N' Mix Deposit for Ball	£5,882.87
28/12/17	£0.49	Interest	//	//	£5,883.36
3/1/18	£2,410.97	Physical Ball Payments	//	//	£8,294.33
25/1/18	//	//	£300	Ceilidh Band	£7,994.33
25/1/18	//	//	£100	Peachsnaps Photos (Ceilidh)	£7,894.33
30/1/18	£8,040	Eventbrite Ball Payments	//	//	£15,934.33
30/1/18	//	//	£7,000	Hotel Payment (1/2), Aberdeen Altens Hotel	£8,934.33
30/1/18	£200	James & Céline Ball Payment	//	//	£9,134.33
30/1/18	£6,395.00	Physical Ball Payments & Pub Crawl Money	//	//	£15,529.33
30/1/18	//	//	£100	Gaudie Money	£15,429.33
2/2/18	//	//	£120	Peachsnaps Photos (Revenge)	£15,309.33
2/2/18	£532	Ceilidh Eventbrite Money	//	//	£15,841.33
7/2/18	//	//	£250	Ball Photographer	£15,591.33
8/2/18	//	//	£6,599.30	Hotel Payment (2/2), Aberdeen Altens Hotel	£8,992.03
8/2/18	//	//	£595	Ball Band Payment	£8,397.03
12/2/18	//	//	£2,400	Ball Buses	£5,997.03
13/2/18	//	//	£549	Pick 'N' Mix Payment for Ball	£5,448.03
					£5,448.03



Banking:

As a DUSA-affiliated society, you are required to use the banking service provided by DUSA. The society bank account is a single account held with the Royal Bank of Scotland, with the money of the individual societies managed through SAGE Instant Accounts to ensure the money belonging to your society is kept separate from that of the rest of the affiliated societies.

If you have any questions about society banking, please contact Ann Brown, our Clubs and Societies Coordinator by [email](#) or attend one of her regular drop-in sessions.

Registration:

As with any other bank account, you have to be registered to be able to authorise transactions on your society bank account with DUSA. We recommend that as a minimum you have the President and Treasurer of the society registered, but you can have as many of your committee members as you wish registered on the account.

To register, please visit the [Society Members Area](#) of the DUSA website. Choose the Banking tab, follow the instructions on uploading an image of your matriculation card and signature, complete the form (ensuring you choose the correct year of responsibility 19/20), tick the boxes and submit. If there are any issues we will get in touch – otherwise, consider yourself registered!

Remember: you need to re-register at the start of each academic year!

- Transactions:

DUSA provides your society with the same services that you would get with any other bank, both on the high street or online. The key benefit being that it is much simpler to register with DUSA banking.

- Cash:

To pay in or withdraw cash (funds permitting) for your society, attend one of the society drop-in sessions with Ann, or [email](#) her to make an appointment.

- Cheques:

If you need to pay in a cheque, firstly please ensure it is made payable to 'DUSA clubs and Societies.' Follow the above guidance for paying in or withdrawing cash.



- Transferring money:

If you are having money transferred into the society bank account, please use the following bank details:

- Sort code: 83-18-38
- Account Number: 00119448

Please ensure that a reference, **with the name of the society included**, is given for the payment so it can be tracked, and [email](#) Ann with the details of the payment (including amount and payment reference).

If you do not send notification of a bank transfer, there may be a delay in getting it attributed to your society bank account.

- Making payments:

Just as money can be transferred into the society bank account, payments be made out of the account. If you want a payment to be made, whether to pay an invoice or to reimburse a society member, please [email](#) Ann with the following details:

- Name of society
- Name of recipient
- Amount to be transferred
- Name of the account it's being paid into
- Recipients sort code (six digits) and account number (eight digits)
- Any specific reference (default reference will be the name of the society prefixed by DU)
- Invoice attached to the email (where relevant)

Once the above information is received, the payment will normally be processed and receive second authorisation within two working days. The payment can then take up to three working days to reach the recipient, so please ensure all payment requests are made well in advance.

- Bank Statements:

At any time, you can request a bank statement through Ann by emailing abrown@dusa.co.uk. Bank statements provided by DUSA will only show the transactions made through DUSA.

As Treasurer, you **MUST** keep detailed notes of everything that comes in and out of your DUSA bank account. We can only see the online transactions you make and it's the sole role of the treasurer to provide us with your financial records, including how withdrawn cash has been spent. The financial records of the society will need to be submitted as an Excel document for society reaffiliation and funding application.

