Treasurer – Key Points

Your HEAR Protocol
1. Be elected by peers
2. Attend the compulsory society committee training
3. Attend at least one drop in with a Societies Coordinator
4. Handle and authorise financial transactions within society, including signing off payment vouchers
5. Maintain financial scrutiny and sustainability by ensuring that the society finishes the year with money in their account
6. Ensure the society is accountable to its members for example by delivering financial reports at general meetings and the annual meeting
7. Maintain contact with Guild staff including providing a copy of the end of year financial report
8. Attend at least one Spend It meeting

Your Key Skills
1. Communication
2. Positive attitude/ self-confidence
3. Team working
4. Numeracy (application of)
5. Problem solving/ critical thinking/ creativity
6. Self-management
Your Role as Treasurer

- Signing off PV’s (Payment Vouchers)
- Communication with your fellow Committee members
- Oversight of all Society Payments
- Submit bids for Spend it
- Prepare Budgets for Society events
- Provide Financial Updates at Society Meetings
- Request Account Statements
- Proactive team member
- Effective administration

Treasurer
Maintaining Financial Scrutiny of your Society!

Attend compulsory society committee training:
Society committee training is an excellent opportunity to develop your skills as a leader and to develop goals for your society. It is also an opportunity to meet with committees of other societies and learn about their goals and aspirations and opportunities for collaboration.

Society committee training takes places in semesters 1 and 2. Please make sure that you look out for emails regarding society training and book a place using the Guild website.
Attend at least one drop in with your society coordinator and maintain contact with the Guild:

Maintaining contact with the Guild is critical to your success as a society, and to you achieving the HEAR. As a society, your main point of contact will be your society coordinator. Each category of societies will have specific coordinators who are specialised in catering to your society’s needs.

<table>
<thead>
<tr>
<th>Coordinator</th>
<th>Society category</th>
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<tbody>
<tr>
<td>Hannah</td>
<td>Liverpool Guild Student Media Medical Societies</td>
</tr>
<tr>
<td>Tor</td>
<td>Affecting Change Sharing Activity Performing Arts</td>
</tr>
<tr>
<td>Emily</td>
<td>Academic Celebrating Culture Celebrating Faith</td>
</tr>
</tbody>
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You can contact your society coordinator via email, phone, by coming along to a drop-in, or by arranging a meeting.

Society drop-ins are particularly useful allowing you to regularly meet with your society coordinator, discuss your upcoming plans, the direction of your society, and ask any questions. To achieve the HEAR is it compulsory that you attend at least one drop-in, however regular drop-ins will help you to keep your society on track and achieve your goals for the year.

Society drop-in times are as follows:

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<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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</thead>
<tbody>
<tr>
<td>11AM – 1PM</td>
<td></td>
<td></td>
<td></td>
<td>Tor</td>
<td></td>
</tr>
<tr>
<td>1PM – 3PM</td>
<td>Emily</td>
<td>Hannah</td>
<td>Emily</td>
<td>Tor</td>
<td></td>
</tr>
<tr>
<td>5PM – 6PM</td>
<td>Emily</td>
<td>Hannah</td>
<td>Tor</td>
<td></td>
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</tbody>
</table>
Society Accounts
Society Account (2110)***
- Membership money
- Sponsorship
- Fundraised money
- Donations
Money in this account rolls over each year

Society Grant Account (2112)***
- Welcome Grant
- Spend It Account
Money for a specific purpose

You can request account statements from saadmin@liverpool.ac.uk

Budgeting
Before an event is approved by us we will need a budget outlining your events incomings and outgoings. This is to ensure your society end the academic year in the green, not the red.

You can claim money back using PVs – they need to be countersigned by another member of committee and have an itemised receipt.

When purchasing things from Amazon we need the Amazon delivery note, rather than just the order confirmation, or the invoice which you can print off from your account.

We do not accept handwritten receipts, except for taxis where the taxi driver must write the receipt.

Invoices
For things like catering or room hire, we would ask that you get an invoice from the provider and we can then pay this for you – we do not want students out of pocket for large costs like this. We can also raise an invoice for external companies on behalf of our societies.

What we need to do this:
- Supplier name and address
- Guild’s address
- Vat number (if applicable)
- Items purchased
- Price of items
- In cases where the supply is being made by an individual we should obtain their UTR number or a declaration that they will deal with their own taxes.

Liverpool Guild of Students
160 Mount Pleasant, L3 5TR
+44 (0) 151 794 6868
www.liverpoolguild.org

Charity Number: 1137398
Company Number: 07324582
**Guild Credit Card**
Students can also book an appointment with their Society Coordinator and use our credit card. This means you are not out of pocket while the payment is processed.

The treasurer must approve this transaction

**Sponsorship**
Many societies seek sponsorship from external organisations which is a great way to generate income

Before you sign any contracts, you will need to send this to your coordinator to review

**Spend It**
You have to attend at least one Spend It meeting

- Check societies finances prior to putting application in
- Put together broken down list of what’s wanted and how much it costs
- Does looking at your income account change how much you’re asking for?
- Do you need the full amount or should you just subsidise the costs you ask for?
- Make sure this is as accurate as possible (you cannot change this once you have won the money)

**Financial Report at AGM**
To deliver financial reports to members at General Meetings including AGM and providing a copy of this report to the Guild

- Ask for your latest income statement
- Remember money may still be on standby to come IN or OUT (Union Cloud can be a few weeks behind)
- Update your members with what you have spent so far
- Discuss upcoming events and fundraising
- Do you need to fundraise more to reach the amount you need for an event?
- Do you have spare money to buy anything for your society?

**Safeguarding**
The Safeguarding Policy can be found [here](#)

If you have any concerns for an individual please speak to your Society Coordinator as soon as possible
Meet the Team:

**Hannah Fowler** – Societies Manager - Medical & Student Media
hfowler@liverpool.ac.uk

**Emily Williams** – Societies Coordinator- Academic, Celebrating Faith & Culture
emily.williams2@liverpool.ac.uk

**Tor Smith** – Societies Coordinator – Affecting Change, Performing Arts & Sharing Activity
tor.smith@liverpool.ac.uk

**Aneeqah Ali** – Student Activities Administration Assistant
saadmin@liverpool.ac.uk