



NUI Galway
OÉ Gaillimh

Societies Treasurers Guide Book

NUI Galway Society Funding:

The Role of the Treasurer:

The Treasurer and the Auditor are responsible for all financial transactions, for making sure all such transactions are properly accounted for and that all financial dealings are conducted in an honest and transparent manner. They are also responsible for ensuring that the financial end of year report is submitted on time and fully completed. The role of the treasurer is to complete all these tasks, but, in the event of the treasurer failing to fulfil their duties, the Auditor must make sure that they are completed. Failure to submit a report and account for all transactions and issue receipts for money received from the university will result in the Society receiving no additional funding. Failure to do so for two consecutive years will result in the Society being disbanded.

Being in charge of the finances is a serious job with a lot of responsibilities. You do not want to leave yourself open to possible accusations of wrongdoing. The best way to avoid any potential misunderstandings is to keep strict and detailed accounts. The Societies Officer and Finance Officer are there to help you. Avoid letting your accounts get out of control. If you ever feel completely lost or a little confused, please just ask for help. The Officer's have years of experience between them and are more than happy to help you out with anything that is proving difficult. The longer you let a problem fester, the more time you will have wasted on needless worry and the harder the problem will be to solve.

It is mandatory to have two signatures on all withdrawals, both cash and cheque. All committee members must be staff or students of the University.

Receipts

Receipts are required for all money given to the societies by the University. It is highly advisable to keep receipts for all transactions done through the societies' account(s), as the society will be expected to produce an end of year report at their AGM. Sponsors may also require information on how their money was spent and it certainly instils confidence in potential sponsors if they know that your society manages its finances well. A well-kept set of accounts is also an invaluable legacy for the incoming committee and is a strong basis for a society to build upon. If you are involved in charity fundraising your accounts will need to be above reproach. There are also restrictions on the amount of funding political societies may receive and you will be expected to produce this information for head office.

Finally, there is an immense sense of satisfaction when your accounts balance and you can sit back and bask in your committees admiration and praise for a job well done.

What needs to be done at the start of the year:

Password: Get your password for the finance website.

Signatories: This is who can sign off on cheques or withdrawal slips. At least two members of the Society must be signatories. This is usually limited to the Auditor, Vice Auditor and Treasurer. The Societies officer must also be a signatory. To change signatures you will require a photo ID (e.g. Student ID) and proof of address (e.g. utility bill). Call to the bank of

Ireland on the concourse (you may only have accounts at this bank) and ask for a form to change the signatures on your account, if you do not know the account number the Societies office or SocsBox will be able to tell you. There are forms also available at the Socsbox.

On the plus side

Learning how to keep good accounts and being financially organized is a skill that will always prove useful. If you update your accounts regularly and follow the guidelines you should not experience any difficulty. The societies office appreciates the task treasurers have and is always available to help out with updating accounts and budgeting for the year or even individual events. If you are planning any big events, it is well worth making an appointment as there are numerous cost saving deals currently in place for societies along with advice on fundraising. Check out the “Fun Things to Do” feature in your control panel on the socs website.

Budgeting:

Societies are funded according to the schedule of allowances, which can be found at the end of this handbook. In order to gauge financial requirements for the year, it is necessary for each society to put together a budget for the year. Once the budgets are submitted, it is then possible for the University Societies Coordination Group, the USCG, to make decisions on requests for extraordinary funding which falls outside the schedule of allowances.

To put together a budget, look at each area in the schedule of allowances and put together an activity plan of events or purchases you intend to make during the year. You can do this in two stages for semester one and semester two. Have your budget submitted by the deadline stated on the finance website. You will then receive a lump sum into your bank account, which can be topped up at a later stage if the original lump sum has been receipted appropriately. This can then be spent in accordance with the schedule of allowances as you organize activities. You must submit expenditure groups for each activity and once the receipts are submitted this amount will be deducted from your budget allocation. You do not have to strictly follow your initial budget! In the event that a planned expenditure falls through or gets altered substantially, simply submit the expenditure under the appropriate schedule of allowance category.

It is not necessary or indeed advisable to over inflate your intended level of activity in the fear that “if I don’t ask for it I won’t get it”. Budgeting and planning are fluid and will be revisited again in January to give each society an opportunity to reassess their plans and make adjustments accordingly. If you require assistance compiling your budget please make an appointment with the Finance Officer or Societies Officer.

As can be seen from last years end of year accounts, societies achieve huge turnover annually. This information can only be collated if each treasurer keeps their online accounts balanced and up to date. This information is invaluable both from a planning point of view but also as an indication of society activity levels (any group that has a turnover of a million must be taken seriously!)

Schedule of Allowance:

Is the guideline you use when calculating the amount of money you may request and reasonably expect to receive for any activity. As the Schedule of Allowances is updated regularly, please check out the up to date version on the finance website. A detailed breakdown of each category can be found at the back of this book. In the event that your request falls outside the schedule of allowances, an extraordinary funding request can be made to the USCG (please refer to the need for submitting budgets). Please contact the Societies Officer or Finance Officer for submittals to the USCG. As agendas are posted one week prior to the USCG meeting, it is advisable to get your requests in at least one week prior to the meeting.

How to Make & Submit a Budget:

The budget is broken into 14 categories, matching the schedule of allowances.

To create a budget, go to the “Budget Request” section of the finance website (Table 1.1). To alter a categories budget total, click the category you wish to alter. This will redirect you to a new window containing questions. (Table 1.2) Fill in all the boxes and give a rough breakdown of expenses where possible in details. These are projected costs and are not expected to be exact. Click “Submit”. Then click “Back to Budget Estimation Menu”. Rinse and repeat until you have filled in all the categories you wish to claim under, then click the “Submit Budget” button at the bottom.

Table 1.1 Budget Request Menu

You are here →		NUI GALWAY HOME > SOCIETIES > FINANCE	
NUI Galway Home		Billy Soc Budget Request Estimation Menu	
Finance Home »		Category	Budget Total
→ Receipt And Request Inbox		Administration	0
→ Income		AGM	0
→ Expenditure		Capital Equipment And Materials	0
→ Budget Request ←		Conference Attending/Entry Fees	0
→ View Balance Sheet		Conference Organising	0
→ Bank Account		Guest Speaker	0
→ Breakdown of Additional Funding		Printing	0
→ Schedule of Allowances Help		Prizes	0
→ Help		Production	0
→ Online Till Sales »		Publishing	0
→ Logout [Billy Stewart]		Society Travel	0
		Special Event	0
		Teachers And Workshops	0
		Video Hire	0
		Total	0

Table 1.2 Guest Speaker Budget Request Section

NUI Galway Home

Finance Home »

→ Receipt And Request Inbox

→ Income

→ Expenditure

→ Budget Request

→ View Balance Sheet

→ Bank Account

→ Breakdown of Additional Funding

→ Schedule of Allowances Help

→ Help

→ Online Till Sales »

→ Logout [Billy Stewart]

BILLY SOC BUDGET ESTIMATION 2013/2014

Guest Speaker

For details and allowance available. See Help

How many speakers do you plan to have this year

2

How many of these are from:

Galway 1

Ireland

Abroad 1

Total cost of speakers for the year (€)

Any available details.

NUIG's Prof B. McGuire - €30 taxi, €50 dinner, €60 Reception

Dr. B. Thompson from Italy - €200 Travel, €80 Accomm, €50 Dinner, €60 Reception

Submit

<< Back to budget estimation menu

Table 1.3 Budget Request Filled Application

Budget Assessment and Resubmission

Please note that your Budget Request will be assessed and an amount of money will be lodged to your account. You can keep track of this under the “Receipt and Request Inbox” section. This amount is counted as a loan to your society. You pay off this loan by spending money in accordance with the schedule of allowance and submitting receipts from said expense. Your expenditure does not need to match your budget exactly, it’s very common for events to be cancelled or altered and for the originally assigned money to end up in a different category. If this occurs, you just need to submit the expense as normal. You do not need to resubmit your budget. If you require a top fund, please submit another budget after ensuring your submitted expenditure is up to date.

Expenditure

A big part of a treasurer's job is tracking society expenditure. The following is a step-by-step guide of adding an expenditure to the finance website & then submitting it for approval.

Step 1 Create an Expenditure Group

When submitting expenditures, you submit them together under specific groups, e.g. a society trip would have all its expenses (accommodation, travel, etc.) under one group. This makes it very easy to see how much an event cost you and makes it easier for the Finance Officer to instantly see whether or not you've kept within the limits of the Schedule of Allowance. Group names should be called something you will understand immediately, e.g. Rome Trip, EGM, Galaxy Quest Showing.

- A. Click "Expenditure"
- B. Click "Title"
- C. Type in the name of your expenditure group
- D. Click "Add"

A. & B.

NUI Galway Home
Finance Home »
→ Receipt And Request Inbox
→ Income
→ Expenditure
→ Budget Request
→ View Balance Sheet
→ Bank Account
→ Breakdown of Additional Funding
→ Schedule of Allowances Help
→ Help
→ Online Till Sales »
→ Logout [Billy Stewart]

Expenditure | Balance Sheet | Bank Statement Report | Cash Statement Report | Bank Account Details | Summary Details

EXPENDITURE 2013/2014

Note: Your society has created groups with receipts uploaded for approval by the socs officer but have not completed the final step of submitting the group as part of a receipt request. To complete the process select a group and click on View by expenditure group and go to the Submit request for receipts approval section below and select the appropriate schedule of allowances category and complete the form. The groups not submitted are
AGM
Billy Connolly
Billy Crystal

Create New Expenditure Group
Title: Income Total: Add

Select expenditure Group
No expenditure group
View by expenditure group

C.

Create New Expenditure Group
Donegal Trip | Income Total: Add

Select expenditure Group
No expenditure group
View by expenditure group

D.

Create New Expenditure Group
Title: Income Total: Add

Select expenditure Group
Donegal Trip
View by expenditure group

Step 2 Fill in an Expenditure Form

Underneath the expenditure group form you should see the individual Expenditure Form. This must be filled out for every society related expenditure. Each section of this form is explained below.

- Date: The date of the transaction, preferably how it appears on the bank statement
- Type: How the money left the bank account. Please note: Bank Cash is cash taken out via a withdrawal slip. Cash is society money that was spent but was never lodged in the


bank account.

- Transaction No.: The transaction number as it appears on the bank statement. In the case of cheques, the cheque no.
- Payee: Who was paid for the good or service. Please note: If paying back a committee member for covering an expenditure, e.g. pizza for a meeting, the payee is the pizza company not the committee member.
- Total: The expenditure amount.
- Category: How it will appear on the balance sheet.
- Description: Information on what the actual expense is.
- Cheque Recon: Only applies to cheque type expenditures. If you have wrote a cheque but it has not appeared on your bank statement, do not tick this. This allows you to keep a record of the cheque without it affecting your expense total. Once it has been cashed go back into the expenditure and tick this box.
- Add to Expenditure Group: Which group this will be submitted under (see expenditure groups above)

Table 2.1 Expenditure Form (Blank)

Expenditure	
* Date dd-mm-yyyy	<input type="text"/>
* Type	<input type="text" value="Select"/>
Transaction No.	<input type="text"/>
Payee	<input type="text"/>
* Total	<input type="text"/>
* Category	<input type="text" value="Select"/>
* Description	<input type="text"/>
Cheque Recon	<input type="checkbox"/>
Add To Expenditure Group	<input type="text" value="No Group"/>
<input type="button" value="Submit Details"/> <input type="button" value="Clear"/>	

"G" = part of an expenditure group.
"S" = expenditure record has receipts that have been submitted to the socs officer.
Note: You must have receipts added to an expenditure group before you can submit receipts for approval by the socs officer.

 Note: If your accounts balance this value will be zero €292.50

Note: Outstanding Balance €0.00

Table 2.2 Expenditure Form (Filled)

Expenditure

* Date dd-mm-yyyy: 26-09-2014

* Type: Cheque ▼

Transaction No.: 12

Payee: Feda O'Donnell Coaches

* Total: 150

* Category: Society transport ▼

* Description: Bus Trip to Donegal for "Billy Meet Up" event.

Cheque Recon: ☒

Add To Expenditure Group: Donegal Trip ▼

Submit Details Clear

Step 3 Add receipts

After clicking "Submit Details", your expenditure should appear at the bottom of the expenditure page. You will also see a column titled "Receipts". This section currently says "No. (Add)" (Table 2.3). To add a receipt we click "No. (Add)" on the appropriate expenditure. This brings us to a new window (Table 2.4). Multiple receipts can be added to the expenditure via this window.

Total: Receipted amount

For Approval: Tick this if you are spending any of your budget money. This will allow you to submit the expenditure for approval later.

Upload an Image: Upload a jpg format of your receipt. Drop by the SocsBox to learn how to scan in a receipt using the photocopier.

Add: This will attach the receipt to this expenditure and allow you to add another receipt


Table 2.3 Added Expenditure


<p>"G" = part of an expenditure group. "S" = expenditure record has receipts that have been submitted to the socs officer. Note: You must have receipts added to an expenditure group before you can submit receipts for approval by the socs officer.</p> <p> Note: If your accounts balance this value will be zero €442.50</p> <p>Note: Outstanding Balance €0.00</p>										
UNRECONCILED CHEQUES 2013/2014										
No Expenditure Records										
COMPLETED EXPENDITURES 2013/2014										
ID ▲	Date ⇅	Type ⇅	Trans No ⇅	Payee ⇅	Total	Category ⇅	Description ⇅	Receipts	Status	⇅
22310	26-09-2014	Cheque	12	Feda O'Donnell Coaches	150	Society transport	Bus Trip to Donegal for "Billy Meet Up" event.	No. (Add)	G	

Receipts For ExpenditureID 22310

Description: Bus Trip to Donegal for "Billy Meet Up" event. **Category:** Society transport [View More Details Below](#)

To mark a receipt for submission to the societies officer for approval please remember to select the "For Approval" checkbox. This will be included in the total that is calculated for your receipt requests.

 Clicking "For Approval" will not submit the receipt for approval to the societies officer.


 To submit a request for receipts approval you must select an expenditure group and submit details in the "Submit request for receipts approval" form at the bottom of the expenditure page.

* Total

For Approval

☐

Upload an Image




Add

Item Details	
Total	€150
Date	26/09/14
Description	Bus Trip to Donegal for "Billy Meet Up" event.
Category	Society transport
Trans No	12

* Total


 150

 Item added successfully

* Total

For Approval

☐

Receipt	Amount	For Approval	Date Created	
	€150.00	1	2014-09-26 12:50:08	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Step 4 Submit Expenditure Group

Repeat steps 2 & 3 until all expenses have been added to a group. When you know a group has all its expenses added, you can submit it for approval. Once approved, it will subtract from the total owed to the university and mean you are well on your way to being a fantastic treasurer. To submit an expenditure group:

- At the top of the expenditure page, choose the expenditure group from “Select Expenditure Group”. Then click “View by Expenditure Group”. This will cause only the expenditures related to this group to appear
- Scroll to the bottom of the page and a summary box will appear. (Table 2.7) If it does not, this means you have not added a receipt for approval to any expenditure. (See Step 3)
- Click the dropdown list beside “Receipts Request Category” and pick the appropriate category.
- Fill out the questionnaire (Table 2.8)
- Click “Submit”

This is then sent over to the Societies Office for approval. You can keep track of its status in the “Receipt and Request Inbox”

Table 2.7

COMPLETED EXPENDITURES 2013/2014

ID ▲	Date	Type	Trans No	Payee	Total	Category	Description	Receipts	Status	
22310	26-09-2014	Cheque	12	Feda O'Donnell Coaches	150	Society transport	Bus Trip to Donegal for "Billy Meet Up" event.	Yes (1 of 1)	G	
22311	27-09-2014	Bank Cash	6464646	Mountcharles Lodge	100	Society accomm	Accommodation for 10 people for "Billy Meet Up Trip"	Yes (1 of 1)	G	

SUMMARY FOR THIS GROUP (DONEGAL TRIP)


Exp Description	Exp Total	Receipts for Approval	Receipts for Approval Total
Bus Trip to Donegal for "Billy Meet Up" event.	€ 150	1 of 1	€ 150
Accommodation for 10 people for "Billy Meet Up Trip"	€ 100	1 of 1	€ 100
Total Expenditure for this group	€250	Total receipts to be submitted for this group	€250

SUBMIT REQUEST FOR RECEIPTS APPROVAL

Receipts Request Category * ▼

Table 2.8 Submission for Approval Form (Filled)

SUBMIT REQUEST FOR RECEIPTS APPROVAL

Receipts Request Category *	<div>Travel</div>
Title *	<div>Donegal Trip</div>
<div><div></div><div>Give purpose and dates of travel.</div></div>	
Details *	<div>10 people going to Donegal for "Billy Meet Up" event from the 26th-28th September 2014.</div>
Attendance *	<div>10</div>
Destination Is Abroad	<div><input type="checkbox"/></div>
Destination *	<div>Donegal</div>
Total To Be Receipted *	<div>125</div>
<div>Submit</div>	

Income

Income is very similar to the first part of expenditure submittal but does not have groups or require any actual submitting. Go to the income section of the finance website and use the following steps to add an income. Please note that any items sold through the SocsBox will be added as an income automatically, as will your budget. The only time you will need to add an income is if you sell an item yourself, you receive outside sponsorship or submitting a donation.

Step 1 Fill in the form (Table 3.1)

- Date: The date of the transaction, preferably how it appears on the bank statement
- Type: How the money entered the bank account. Please note: Cash is society money that has not been lodged in the bank account. *Individual types explained below.*
- Source: How the money was raised
- Transaction No.: The transaction number as it appears on the bank statement. In the case of cheques, the cheque no.
- Amount: The amount being lodged.
- Details: Information on what the income is.

Step 2 Click "Submit"

Income Types;

Cash: *This is for cash which is not lodged to your account this should only be done in emergency as best practice is to lodge all cash collected at events to your account in total before any of it is spent. Where possible use cheques to pay expenses as this avoids confusion.*

Cheque: *Make sure to order a cheque book at the start of the year if you do not have one and that all cheque books are returned to the societies office to hand over to your new committee. Lost cheques books must be reported to the bank so they can be cancelled.*

Credit card: *Use this option if you use a personal credit card to pay for something on line and make sure the person is reimbursed there must be a corresponding expenditure for this income.*

Lodged to bank: *For all cash collected which appears in your bank statement. Any withdrawn cash which is unspent must be re lodged into your account.*

Sponsorship: *money received from sponsors.*

Fundraising; *money received from fund raising events.*

Ticket Sales /Ball/Classes: *If you hold both a ball and other events where money is taken on the door you will need 2 separate columns other wise insert which ever heading is relevant.*

Members Contribution; *This is the money members pay towards society activities eg transport, accommodation, conference attending, equipment necessary for society activity but not for food or drink bought by members while engaging in society activities. Eg your society goes on a trip and the bus costs €800, under the schedule of allowances you have received 50% the remaining €400 has to come from somewhere and unless you have received sponsorship it is most likely from your members paying their contribution. In order for your books to balance if you have paid out €800 then you must also have an income of €800.*

Greenform/Credit card *On occasion the Societies officer may pay on your behalf eg ordering equipment in this instance the income and expenditure will be automatically added to your finance system*

USC / Socsbox / Mucailt *Please note that all funds from the USC and the Socsbox and Muscailt are automatically entered in your income with accompanying lodgment number, in some cases a number*

of requests will be paid together so each of these will be referenced with the same lodgment number. Do not add this into your income when you see it on your bank statement as it has already been added. Note you can click on the socsbox link which will bring you into details of the funds

Table 3.1

NUI Galway Home		BILLY SOC 2013/2014				
Finance Home »						
→ Receipt And Request Inbox						
→ Income ←		Income Balance Sheet Bank Statement Report Cash Statement Report Bank Account Details				
→ Expenditure		BILLY SOC 2013/2014				
→ Budget Request		Income 2013/2014				
→ View Balance Sheet		For details and allowance available. See Help				
→ Bank Account		Date dd/mm/yyyy [?] * <input type="text"/> / <input type="text"/> / <input type="text"/>				
→ Breakdown of Additional Funding		Type [?] <input type="text" value="Select"/>				
→ Schedule of Allowances Help		Source [?] <input type="text" value="Select"/>				
→ Help		Transaction no. [?] <input type="text"/>				
→ Online Till Sales »		Amount (€) * <input type="text"/>				
→ Logout [Billy Stewart]		Details <input type="text"/>				
		<input type="button" value="Submit"/> [?]				
		<input type="button" value="Clear Input"/>				

Bank Account

The first thing you must do in order to balance your accounts is to log on the finance website and check your bank account archive to see the date of the last closing balance. Check your cubby hole for your latest bank statement. Any transactions which have taken place since that balance must be included in the income and expenditure section of the online system. This is particularly important to do at the start of the year as the last years committee may have done some transactions since their account was archived and you will need to get the details from last years treasurer, do this early in the year as unaccounted transactions at the end of semester one will mean the society can not receive funds in semester two. Good practice suggests that you should balance your books regularly, at least once a month. Get an up to date statement and enter your latest bank balance and the date and include any cash in hand which has not been logged yet. Note all cash should be lodged to your bank account as a paper trail is very important to ensure transparency.

Note a society can have more than one bank account ie for a ball if this is being managed by a sub committee. You must then have one person responsible and accountable for this account. You must also request a login for this new on line account which the societies officer will create for you. In the Societies End of year book the Societies main account will balance sheet will be published the additional accounts will be entered as one income and one expenditure with the opening and closing bank balances adjusted to take all the balances into account.

Schedule of Allowance

Correct as of 04/12/13

NOTE: All societies intending to request in excess €1500 for their annual budget must arrange a meeting with the Societies officer to discuss their requirements.

All effort must be taken by the society to use their funding wisely and prudently, the society is expected to find the best deals available and to familiarise themselves with Society deals. Additional funding will not be made available until all current funding has been receipted.

All new treasurers must attend treasurer training and any experienced treasurers must familiarize themselves with any updates to the finance website.

No funding will be approved for events which are not posted to the calendar and appear in that weeks "What's Happening Guide".

Administration Costs

€100 per annum (please note free photocopying is available). Use for your bank charges do not need receipts.

Annual Party/AGM

€200 per annum for Societies with 200 members or more
€150 per annum for Societies with 150 members or more
€100 per annum for Societies with less than 150 members.

Include details of venue and time and specify if it is for a party or AGM.

Capitol Expenses, equipment and Materials

€1000 annual maximum.

€300 of which can be used for something not strictly equipment or material which pertains directly to the societies primary activity and clearly furthers the stated aims of the society and without which the society cannot achieve its stated objectives.

Please note: *equipment: subject to adequate storage facilities and up-to-date equipment inventory list. Please fill in an equipment list for all new equipment purchased. You will be expected to submit three quotations from suppliers.*

Conference Attending

Max 50% subject to available funds to a maximum of €50 for the conference fees. Only conferences which are student led, or aimed at University Societies.

Include details on entry fees, travel costs, location, subject of the conference and number attending. For the travel part see travel section.

Conference Organisation

Please consult with the Societies Officer's

Competition entry fees

50% for competitions that promote the general aims of the society. Note it is only for the participants or required judges.

There may be an upper limit imposed subject to available funding. National/ International Intervarsity competitions may receive up to 100%

Guest speakers

Travel from abroad max €200 per speaker.

Travel for Speakers from within Ireland but outside Galway €50.

Taxi €20 for all speakers including speakers from Galway.

Speaker's dinner, reception, taxi and accommodation

Speakers outside Galway

Max Allowance €190:

Breakdown; Accommodation max €80, Dinner max €60 and Reception max €50. Additional speakers at one talk, increase Accommodation max by €80, increase Dinner max by €20 and Reception max by €5.

Speakers from Galway

Max Allowance: €110:

Break down €60 for Dinner and €50 for Reception.

Intervarsity organisation

Max €800 per annum. Max of €600 for one intervarsity

Subject to actual costs of the intervarsity.

Prize Money / Trophies

For non-fundraising competitions

Annual allowance €100

Productions

€500 per production subject to actual costs. €200 may be available in advance the balance available on receipt of income and expenditure details and receipts for the production.

Publishing

Annual Maximum €350

Include name of publication, number of people involved in the production of the publication and 3 quotations from printers. Please note that editing software is available for designing the publication as the cost of publication is reduced if submitted in final version to the printers.

Workshops and one-to-one tuition is available in desk top publishing, check with the societies officer.

Printing

Annual Maximum: €200

€100 of which may be used for pop-up stands or banners, these must be stored carefully and are expected to last at least 3 years.

Please note: *free photocopying is available for newsletters, please consult with the societies officer regarding quantity. There is limited colour printing 30 A4 or 20 A3 per event.*

Society Travel

Travel forms must be completed and returned to the Societies Officer.

These forms can be submitted after the event but must be filled in at the start of the trip and kept by the trip Safety officer during the trip and submitted to the socsbox after the trip.

Society Accommodation in Ireland

50% of accommodation to a maximum of €20 per person for max 2 nights per person per trip - Accommodation for travel of a social nature is available for a maximum of 50 members per society, per annum.

-Additional accommodation funding will be available for societies representing the university at competition level and may also be available for trips that are approved of by the USCG.
Note this is subject to the actual cost of the accommodation

Society Travel in Ireland

Bus 50% of cost to a maximum of €800

(For groups of 5 or more)

Travel on Public Bus and Train 50%

For travel of a social nature where the group is too small or it is more economic to take public transport or where entry fee or accommodation is sought, 50% of ticket costs is available. Please see note below.

Individual Transport on Society Business (For groups of 4 or less)

Return to a max of €25 per person in the Republic & €30 Six Counties.

The individual transport is for society business only and is restricted to committee members who have to attend compulsory meetings.

Note: Transport subsidy is available for travel to inter-varsities and competitions and for travel which is in the interest of the societies' aims and objectives.

Transport by car 20c per kilometre for a full car with 4 passengers or equivalent equipment. There is 5c per passenger/ equivalent equipment so adjust for number travelling. Note cars must be insured and taxed and driver must have a driving license.

Foreign Travel

Travel up to a max of 33⅓% & subject to available funds.

1/3 (33⅓%) of accommodation to a max of €20 per person per night to a max of 3 nights. Note: Annual Max €3000 per society.

Note: Individual maximum is €100

The intention to go on a foreign trip must be included in your budget submission in November and the destination and purpose must be relevant to your society and further its aims.

Travel forms must be completed and returned to the Societies Officer. Trip rules must be signed by all members. Only registered members of your society may go on a society trip.

A copy of these forms must be submitted before the start of the trip and a brief report submitted after the trip.

Special Events

Maximum of €50 per event. Annual maximum of such events is 22. (max €1100) This section may be used for EGMs & Socs Days.

The €50 hospitality element of the speakers allowance may be available for an extraordinary or special events organised by the society. These events must promote the society on campus and add to the general social / cultural life of the campus. It may be used to subsidise entry fee to a variety of events open to all members which the society attends as a team building exercise.

Please note: *this is not available for your regular meetings, it must be open to the general student / staff body, be advertised one week in advance, and the event must be posted to the society on line calendar on www.socs.nuigalway.ie. Can be used for Societies Days and EGMs*

Annual Special event Bonus Annual Max €300

Maximum of €1 per member (signed up on societies day one and in your texting system) to a total maximum of €300 is also available per annum for special teambuilding/entertainment events e.g. entry fee to theatre/ cinema, bowling or other team building or social activities. Must be open to all members. Cannot be used in conjunction with any other allocation and cannot be for food or drink. (see your members in your dashboard under 'view all members')

Nights out and Social opportunities

Nights out and entry fees to social events such as bowling cinema etc.
50% of entry fee to a maximum of €100 per annum

Workshops

Workshops: **Max €75** per workshop to an annual **Max €1500**

Please note a minimum level of attendance is required to a maximum subsidy of €5 per person.

Note additional funding may be available for one off classes depending on experience of teacher and number of members attending, consult with the Societies Officer.

DVD Hire

€120 per DVD to a max of €260 per annum. *(Subject to the cost of hiring the video/dvd).*

Include name of the video and location and time at which it will be shown.

There is now an umbrella licence in place to cover the showing of dvd's on campus.

Key restrictions

1. No advertisement may be made of the title to the general public, but you can advertise through media that you generate yourself i.e. notice boards, newsletters etc.
2. No charge may be made to view the film.
3. The license is only applicable to the named locations.

Key benefits

1. Allows the use of legally rented or purchased DVD copies- either your own library or those purchased/rented.
2. Unlimited showings all year round
3. No reporting of title use or audience figures
4. Low administration as the licence agreement renews automatically 60 days before the start date
5. We hold the agreed rate year on year, subject only to minimal cost of living increases. If required, extra cover will be added to the agreement at the time of renewal, at the current rate.

The most notable exception is Warner Brothers. If you wish to show one of these film go through GFD the cost of hire is approximately €120.

General Film Distributors can be contacted
at: GFD Film Library,
15a Parkmore Ind estate Long mile
road, Dublin 12,
Phone 01 4569500
fax 01 4569342

Hall Hire and AV

Funding may be available for off campus hall hire please consult with the societies officer.

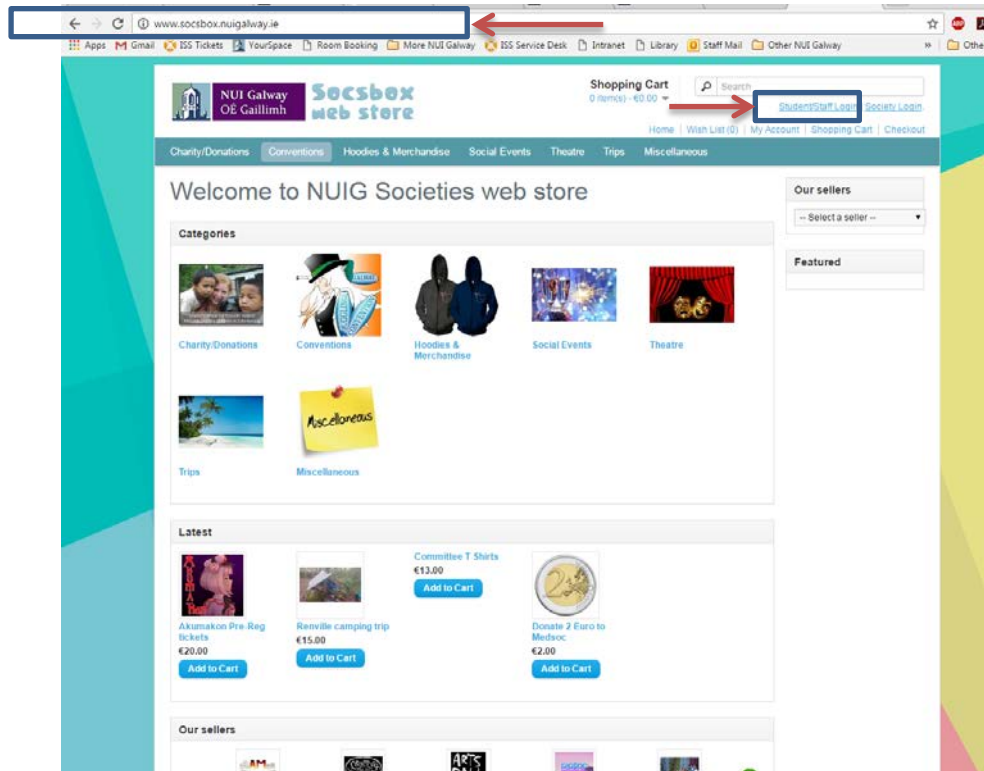
AV hire for non-fundraisers may be funded please consult with the Societies Officer.

Fundraisers will not be subsidised with the exception of events organised by registered university charity societies. It is expected that society and charity fundraisers to cover their costs and make a profit for the society and the charity. Please consult with any charity before embarking on a fundraiser in their name. If you are unsure how to budget for your event please consult with the Societies Officer.

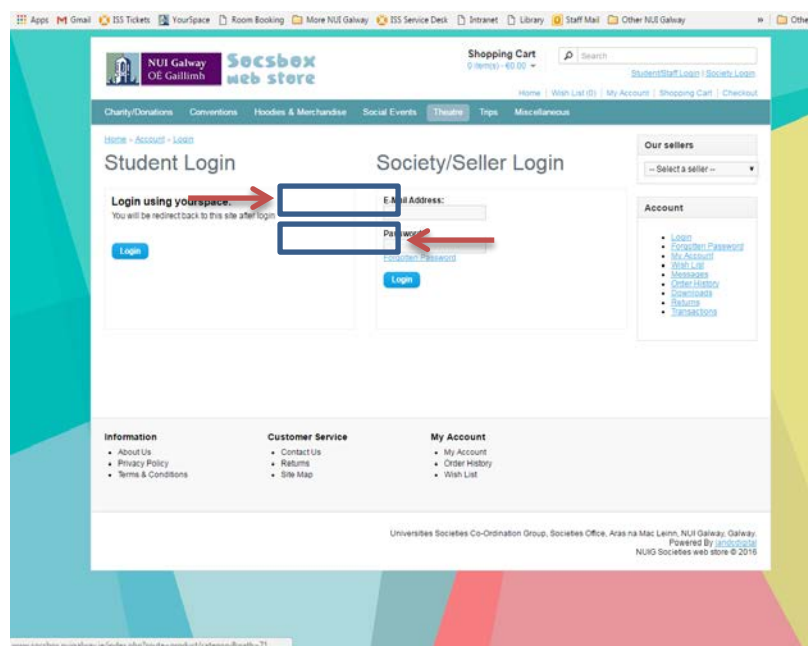
Additional Funding for unscheduled expenses may be available subject to USCG approval and available funds. Please use the description box in the specific category to request this funding and arrange a meeting with the Societies Officer to prepare your request for the USC.

Selling Tickets for your Society – Online Webstore

www.socsbox.socs.nuigalway.ie



Step 1: Log onto <http://www.socsbox.nuigalway.ie/> & Click Society Login.



Step 2: Login into the web-store with your society email address & password.

Seller Dashboard

Overview

Stats

- Current balance: €0.00
- Total sales: 1329
- Total earnings: €0.00
- Sales this month: 0
- Earnings this month: €0.00

Badges

- No badges yet

Quick navigation

- Modify your seller profile
- Create a new product**
- Manage your products
- View your orders
- View your financial records
- Messages

Last orders

Order #	Customer	Products	Date created	Total amount
1124	Razk Abdelgawad (rezeghamad@gmail.com)	Thurs 3pm Life Skills: Personal Trainer Talk	02/09/2015	€0.00
1123	Abdelsalam Ben Saoud (abdalsalambensaoud@gmail.com)	Thurs 3pm Life Skills: Personal Trainer Talk Thurs 2pm/2pm4pm/5pm/10 Tours of the Universe	02/09/2015	€0.00
1122	Abdelsalam Ben Saoud (abdalsalambensaoud@gmail.com)	Thurs 3pm Life Skills: Personal Trainer Talk	02/09/2015	€0.00
1121	Roslin O Malley (roslin27omalley@yahoo.co.uk)	Weds 8pm-12am Big Fatthe Fest Party	01/09/2015	€0.00
1120	Lia Higgins (higginslia@gmail.com)	Weds 4pm Life Skills: A.I.V.E. & Engage in Galway Thurs 3pm Life Skills: Visualising your First Semester Thurs 4pm Life Skills: Stress Management for Success in College	01/09/2015	€0.00

Last comments

Name	Product	Comment	Date
You don't have any comments yet!			

Step 3: Click onto the Create a new product feature on the Seller Dashboard.

New Product

General **Options**

Name & Description

* Name: Specify a name for your product

* Description: Describe your product

Tags: Specify tags for your product

Price & Attributes

* Price: Choose a price for your product

* Category:

- Charity/Donations
- Conventions
- Hoodies & Merchandise
- Social Events
- Threats

Select category for your product

Quantity: Specify the quantity of your product

Minimum: Force a minimum order amount

Step 4: Fill in the generic details of the product here, including price, quantity, dates etc.

The screenshot shows the 'New Product' form in the Socsbox web store. The form has two tabs: 'General' and 'Options'. The 'General' tab is active, showing fields for product name, price, and quantity. A red arrow points to the 'New Product' title.

Step 5: (Not compulsory) Add in any other categories/information that you require for your product e.g. T shirt size

The screenshot shows the 'Product created' page with a list of products. The table includes columns for Image, Product, Price, Sales, Earnings, Status, Date added, Listing until, and Action. The 'T shirts' product is highlighted.

Image	Product	Price	Sales	Earnings	Status	Date added	Listing until	Action
	Life Skills Personal Training Session	€0.00	18	€0.00	Disabled	25/09/2015	02/09/2015	
	Mon 7.00pm BBQ Chaptains	€0.00	140	€0.00	Disabled	19/08/2015	31/08/2015	
	Mon 7.30pm Variety Show, Drama and Musical Society	€0.00	81	€0.00	Disabled	19/08/2015	31/08/2015	
	Mon 8pm Table Quiz	€0.00	110	€0.00	Disabled	19/08/2015	01/09/2015	
	T shirts	€10.00	0	€0.00	Active	15/09/2016	Not defined	
	Text	€5.00	0	€0.00	Disabled	21/10/2015	22/10/2015	
	Thurs 2.30pm-3pm Story Telling with Rab Fulton	€0.00	15	€0.00	Disabled	19/08/2015	03/09/2015	
	Thurs 2pm Life Skills: Opening Up To The World	€0.00	7	€0.00	Disabled	20/08/2015	03/09/2015	
	Thurs 2pm Life Skills: Reflective Living	€0.00	4	€0.00	Disabled	20/08/2015	03/09/2015	
	Thurs 2pm Life Skills: Smart Consent (Female)	€0.00	8	€0.00	Disabled	20/08/2015	03/09/2015	

Step 6: After you have clicked submit you will be brought to this page with a list of all previous items you have put on sale. At this point the admin team in the SocsBox will review your item and approve (based on having filled in all necessary description boxes)

Selling Tickets for your Society – SocsBox Till

Step 1: Come to the SocsBox and have a chat with us about your event/class.

Step 2: Fill in a sales request form with all relevant details.

SocsBox Sales Request Form

Semester 1, 2017/2018

To sell tickets or items at the Socs Box, this form must be filled out completely and returned to the Socs Box at least 24 hours before the item is to go on sale.

Society Name:	
Contact Name:	
Contact Number:	
Committee Position:	
Date of Form Submission:	

Item Name:		
Event Date(s) (dd/mm/yyyy):		
Event Start and End Times:		
Event Venue:		
Item Price:	Students:	Non-Students:
Number of Items:		
Sales Stop Date/Time:		

Step 3a: If you are selling tickets for a trip or event off campus, you must also hand in a travel request form. On this you will nominate one member of your committee to act as safety officer. All persons going on this trip/event will be required to sign this sheet.

Step 3b: If you are selling tickets for a class or workshop then please drop in a sign-up sheet so that you can keep track of who is coming.

Step 3c: If you are selling hoodies or merchandise that requires you to keep track of colours or size etc. then please let the SocsBox know when you are submitting your forms.

N.B – Always number your tickets.

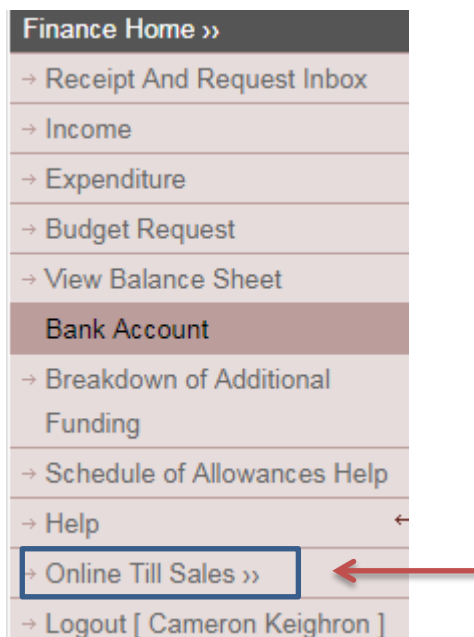
N.B – Do not buy flights, accommodation, hoodies etc. until you have all the money you need.

The money from the SocsBox till sales will be transferred into your account at the end of the week by Mary and will automatically appear on your finance website.

If you wish to see your tickets through you “Finance Website Till” then, please let the office know when you are dropping your forms in and they will set this up for you. (Please see below section about how to sell tickets in this way)

Selling Tickets for your Society – Finance Website Till

Step 1: Drop in a sales request form to the Societies Office and notify them that you wish to sell your product through the Finance website also.



Step 2: Click Online Till Sales in the left hand side

Step 3: Click on “Sales” in the drop down menu. This will redirect you to the tickets you have on sale currently.

Step 4: Click on the ticket you wish to sell, and add in their ID number.

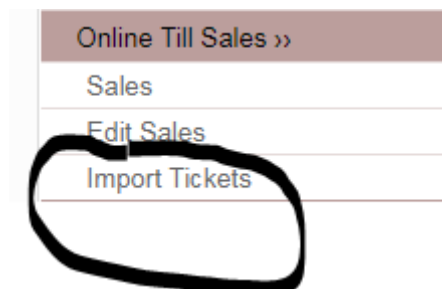
A screenshot of a web application interface for selling tickets. At the top, there is a 'Product' dropdown menu set to 'Test Soc Ticket' with a note: 'Note: Changing the product will start a new sale.' Below this, the interface is split into two main sections. The left section, titled 'Enter ticket details', contains a 'Student (Not student Untick)' checkbox which is checked. Below this are input fields for 'Student ID' (with a green checkmark and 'Search Confirm ID Student ID found' text), 'First Name', 'Last Name', 'Ticket No', 'Units' (set to 1), 'Price' (5.00), and 'Cost' (5.00). There are 'Add' and 'Clear' buttons at the bottom of this section. The right section contains a table with columns 'Type', 'ID/Name', 'Price', 'Units', and 'Cost'. The table has three rows: 'Sale Total' with a value of 0.00, 'Cash' with an empty input field, and 'Change' with a value of 0.00. At the bottom of this section are 'Submit Sale' and 'Cancel Sale' buttons.

Step 5: Add in ticket Number, and then click Add. Then push submit sale on the right hand side. Continue this for each ticket that you sell.

N.B Importing your sales as income in the finance website.

This makes sure the money from your sales is lodged correctly to your account.

Step 1: Click “Import Sales” on the dropdown menu.



Step 2: Click on product to be imported. Ensure the information is correct and click import.

Product	Price	Total Units	Total	View Tickets	Edit import details
Test Soc Tkts	€5.00	4	€20.00	View	Edit

View products that have not been imported

Once this step has been completed, the transaction will appear in your income section of the finance website.

Print Income Records						
Income Records for 2016/2017						
ID	Date	Type	Source	Transaction no.	Amount	Description
20584	22/09/2017	Lodged To Bank	Online Till	2365956	€20	4 * Test Soc Tkts@5 = 20

Print Income Records

How do societies get the money from the ticket sales?

There are currently 2 methods by which you can sell tickets through the SocsBox, physically via our till and virtually via our online till (socsbox.nuigalway.ie).

The SocsBox lodge the ticket sales money into the society account on their behalf. If the tickets or merchandise are being sold over a few weeks, the money collected over the course of each individual week will be lodged at the beginning of the following week.

If societies need any collected money before the usual lodgement day, a request can be made at the SocsBox to have it lodged early; **however, be prepared to give at least 24 hours notice in order to receive your money.**

Societies can see full details of their sales on the Finance Website as each lodgement will be inputted on the system and will appear in your income section. For online sales, you can view all sales through your seller profile. You can also call to the SocsBox to check the status of your ticket sales to date.

What if the society wants the committee to sell some of the tickets as well as the Socs Box?

This has been a common occurrence for many Societies in the past. It is recommended that you lodge ALL your tickets with the SocsBox. Then as your committee members wish to take out a number of tickets and sell them, they simply call to the SocsBox and sign out the desired number.

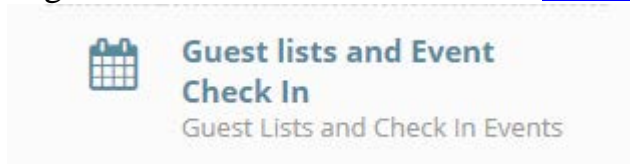
- They will need to sign and date the ticket sales form in order to do this. The number of tickets taken out will also be recorded.
- The committee can return and sign back in any unsold tickets. The SocsBox will also take the money they collected and put it through the till so that a record exists of the sales.
- This money will then be lodged as normal along with all of the SocsBox takings.

It is recommended that you use the facility in the finance system for selling tickets in order to track sales accurately.

It is very important that all ticket sales, transactions and associated monies can be tracked by both the Societies' Administration and the Society's Treasurer. You must also know how many tickets have been sold. Accordingly, please ensure that all monies collected during ticket sales are lodged to the bank. If you require the money straight away, you can get a withdrawal form, either at the bank or from the SocsBox. Lodge the money and then withdraw it: this leaves a paper trail for accounting purposes later in the year.

How does the society make an attendance list from the three separate ways of selling tickets?

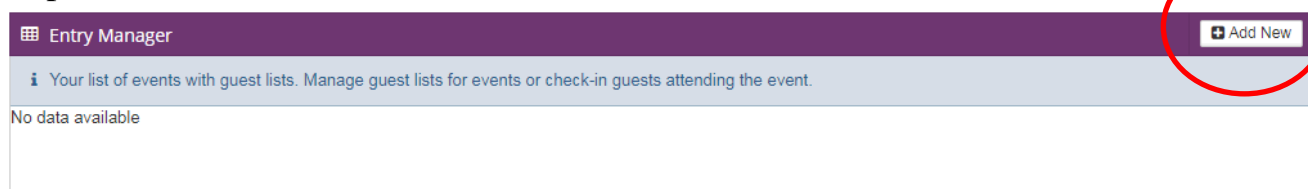
Step 1: Login to the societies dashboard on www.socs.nuigalway.ie



Step 2: Head to the section outlined in the image, it is located in the middle column of your dashboard.

N.B it is important that the event you are selling tickets for appears in the calendar.

Step 3: Click “Add New”



Step 4: Select your society event and click save.

Select a calendar event

Add NewList

i To create a check-in event. Select a calendar event for your check-in event. (Note: The event must be entered on the calendar first.)
If you need to record ticket numbers as guest(s) are being checked-into the event select "Yes" from the ticket number event option. Otherwise leave it as "No"
If ticket numbers are not required when checking in guest(s) the user(s) checking in guest(s) will have the quick check-in option available. The quick check-in option does not open a check-in window when checking in a guest(s). If ticket numbers are required an extra ticket number window will open when checking-in guests.
Click save and you can start adding guest lists to your check-in event.

Event options

Will you need to get the ticket number at check in?

✖

NO

Select event

view older events

Search:

Show100▼entries

	Title	Date
<input checked="" type="checkbox"/>	Test Soc Event	Saturday 30th of September 2017 07:00

Showing 1 to 2 of 2 entries

Previous1Next

Save

Step 5: Click “Guest Lists”

Entry Manager

Add New

i Your list of events with guest lists. Manage guest lists for events or check-in guests attending the event.

Search:

Show100▼entries

#	Title	Date	Total	Checked-in	No show	
48	Test Soc Event	2017-09-30 19:00:00	0	0	0	<div><div>Guest Lists</div><div>✓ Check-In Guests</div><div>Edit</div></div>

Showing 1 to 1 of 1 entries

Previous1Next

Step 6: Click “Manage Guests”

Guest Lists - Test Soc Event

Add New

i Your list of created guest lists. Manage guests in guest lists or edit details of the guest list.

Search:

Show100▼entries

Title	Total	Checked-in	No show	
Main Guest List	0	0	0	<div><div>Edit</div><div>Manage Guests</div></div>

Showing 1 to 1 of 1 entries

Previous1Next

Step 7: Click the option that best suits your needs. “Product” if you have sold the tickets through the systems already outlined. “Excel” if you have a manual list of guests.

“Individual” if you would like to do it then and there.

[Check-In Guests](#)

Guest List Source Details - Test Soc Event

i Select from the source options below to add guests to your list.
Use "Select product" to import product sales for products sold via the socsbox till or ecommerce system. Use "Upload excel file" to upload an excel file of student numbers. Use "Add guest" to add individual guests.
All the guests added are listed below.

Guest List Source	# guests	
Product	0	Select Product
Spreadsheet	0	Upload Excel File
Individual	0	Add Guest
Total	0	

List of all the people in the guest list

i List of all the people who have been added to the guest list. Use checkboxes where available to remove guests from the guest list. If checkbox unavailable indicates the guest has been already checked-in to the event and cannot be removed from the guest list. Use edit to edit the details of the guest i.e. name, email etc.

No current attendance

If you select “Product”, the next page will redirect you to pull in the information from your webstore sales, online till sales and socsbox till sales; Click Import. Your list is ready to go, click “Check-in Guests” and input attendees Student ID Numbers.

TOTAL
0

CHECKED-IN
0

NO-SHOW
0

[Check-In Guests](#)

Ecommerce Products - Test Soc Event - Main Guest List

i List of all the products sold on the ecommerce system for the organisation. Select import to import the sales for the selected product to the selected guest list for the selected check-in event. Only completed sales will be imported, no pending or refunded sales will be imported. The undo import option will be available to undo the import of product sales if no customer(s) for the selected product have been checked-in for the event.

No ecommerce product data available

Socs Till Products - Test Soc Event - Main Guest List

i List of all the products sold the socs box till and the finance online till system for the organisation. Select import to import the sales for the selected product to the selected guest list for the selected check-in event. Only completed sales will be imported, no pending or refunded sales will be imported. The undo import option will be available to undo the import of product sales if no customer(s) for the selected product have been checked-in for the event.

Show 50 entries

Name	Price	Number Sold	Number Imported	
Test Soc Tkts	5	8 (8 - Till + 0 - Online Till)	0	Import

Showing 1 to 1 of 1 entries

Previous1Next