



Finance

ADAM COMPAGNO
FINANCE OFFICER
CREATIVE REP

UCC
SOCIET
SPARK NEW INTE

Introduction

- ▶ Keeping track of your finances will make the year easier.
- ▶ You and your finance officer should both know what's going on
- ▶ First job – create a budget, pls collaborate
- ▶ Keep organized, and keep track of everything
- ▶ Ask me if anything confuses you, better to ask a dumb question than to make a dumb mistake

Important Dates

- ▶ Finance Training – 9th September
- ▶ Budget – 23rd September
- ▶ Special Project Application Semester 1 - 3rd October
- ▶ Non-Competitive Abroad Deadline: 10th October
- ▶ Special Project Application Semester 2: 21st November

Budget

- ▶ 23rd of September, 2 weeks after Finance Training
- ▶ Should be done by both the chair and finance together
- ▶ Submitted on the portal
- ▶ Everyone has to make one
- ▶ Financial plan Income vs Expenditure, include everything you will be doing
- ▶ Use past years budgets as a template, ask me if you need anything.

Financial Apps

- ▶ Will normally be handled by your finance officer
- ▶ You will have to app for everything you need money for
- ▶ 2 week rule, 3 for foreign trips – be prepared and do preplanning
- ▶ Shop around, (Skyscanner, hostelworld/hostelbookers, amazon)
- ▶ The more info you put in, the easier it is for us to accept, but be mindful to make it easy to read and not put in unimportant details
- ▶ **Use the Schedule of Allowances for the sake of my sanity pls**
 - ▶ **Its been emailed out, and is on the portal**

What is the Schedule of Allowances

- ▶ This is gospel, treat it well and it will treat you well.
- ▶ Wondering if we fund something look in the schedule (Control+F is your friend)
- ▶ It may seem a bit much at first but it's easy to follow, trust me.
- ▶ You will make me happy if you use this
- ▶ Pls, just pls

Sample Travel App

* Title	Dublin Convention
* Destination	Dublin
* Departure Date	2019-06-28
* Return Date	2019-06-30
* Number Travelling	20
* Cost Per Person	€111
* Contribution Per Person	€27
Contribution Total	€540
* Travel Total	420
* Travel Details	20 Return Tickets with <u>Aircoach</u> on specified dates = €420 Guild Funding = $420 \times 0.66 = €277.2$ Membership contribution = €142.8 Membership pp = €7.14
Accommodation Total	1400
Accommodation Details	Bed in Jacobs hostel on the specified dates are €35 pp per night : $35 \times 2 \times 20 = €1400$ Guild Funding = $25 \times 2 \times 20 = €1000$ Personal Contribution = €400 Contribution pp = 20
Other Total	400
Other Details	Cost of entry to the convention is 20 pp, therefore 400 total Guild Contribution = 400
* Travelling Abroad	No
* Was In Budget	Yes
* Total Cost	1680
Details	Cost pp = $(420/20) + (1400/20) + (400/20) = €111$ Contribution pp (rounded)= €27 Contribution total = €540 Guild Funding sought = 1677.20
* Total requested	1677.20
* Archive <i>The year this transaction is for.</i>	Current Year

Guest Speaker App

Speaker for Event
* Total Number Of Speakers
1
From Cork
0
Rest Of Ireland
1
From Abroad
0
Dinner Cost
€120
Reception Cost
€30
Accommodation Cost
€60
Travel Cost
€60
* Total requested
€270
<input type="button" value="Calculate Total"/>
* Speaker Details
Dr Doctor will be talking about how to properly organise financials

* Topic


The joys of good financial Management

* Venue

Aula Maxima

* Event Date, Start Time

 2019-09-23

 5:00 PM

* Was In Budget

Yes

* Details

Accommodation is in Garnish house and will cost €60
Travel by train is €60 for a return
Dinner is for Dr Doctor and 2 committee members
Also €30 for token of appreciation

* Archive *The year this transaction is for.*

Current Year

Files

Income and Expenditure

- ▶ All the ins and outs must be logged on the portal
- ▶ For us to process a bank transfer you must upload a receipt
- ▶ Receipt everything, hold onto physical receipts just to be safe
- ▶ If you use the credit card this does not need to be put on the portal by ye, the office will do that

Credit Card

- ▶ Must be used in the office (don't run away with it pls)
- ▶ Fill out form to use
- ▶ Pls be smart with it, Mo and Michelle will kill me if ye defraud us

Cash and going to the bank

- ▶ Cash lodged as soon as you can
- ▶ Use the lodgement card to make things easier
- ▶ Your account is with the BOI branch on UCC
- ▶ Make lodgement there for ease
- ▶ Try and avoid keeping large amounts of cash without lodging it (you know who you are)
- ▶ Remember enter this into the portal

Day	Open	Closed
Monday	09.00	17.30
Tuesday	09.00	17.30
Wednesday	09.30	17.30
Thursday	09.00	17.30
Friday	09.30	17.00

Non-Competitive Trip Abroad

- ▶ Deadline: 10th October
- ▶ Form is in the manual
- ▶ V v v v v v v v v v v v competitive
- ▶ We only give max 5, but that doesn't mean we will give all 5
- ▶ If you got it last year you can't get it this year
- ▶ Marks are standardised

Special Project Application

- ▶ Deadlines :
 - ▶ Semester 1 – 3rd October
 - ▶ Semester 2 – 21st November
- ▶ Be sure that you're actually applying for a special project not just another event that you can apply for anyway.
- ▶ It's a big event that will be once off funded, but then can be ran in the future from the profits

Summary

- ▶ **SCHEDULE OF ALLOWANCES**
- ▶ Be prepared and keep on top of things
- ▶ **SCHEDULE OF ALLOWANCES**
- ▶ Planning is key
- ▶ **SCHEDULE OF ALLOWANCES**
- ▶ Make the budget well and let it guide you
- ▶ **SCHEDULE OF ALLOWANCES**
- ▶ Also have fun, socs are meant to be fun
- ▶ **SCHEDULE OF ALLOWANCES**