

Information for External Account Holders

This guide consists of six sections:

- A. Introduction.
- B. The external accounts mechanism.
- C. Holding an external account.
- D. Record Keeping.
- E. Summary.

Section A: Introduction

An external account is any bank account through which society business is conducted, not under direct control of the Christ's College Student Union (JCR) Treasurer. Their purpose is most commonly for convenience, such that individual transactions do not have to go through the administrative layer of the JCR expenses approval process.

Any Christ's society which receives JCR funding, regardless of any other income streams, is defined as holding an external account for the purposes of this document and are subject to the conditions contained therein.

Section B: The External Accounts Mechanism

A society wishing to operate through an external account should state so clearly on their budget application. In addition, societies currently holding external accounts will need to supply extra information. (See below)

Subject to permission being granted by the Finance Committee, a society with an external account is entitled to receive the entirety of their yearly budget from the JCR in a single cheque, payable to the society's external account. Thereafter, receipts need not be submitted to the JCR Treasurer for individual approval.

It is important to note that this implies a level of trust from the JCR in the society, which is being licensed to spend its budget in accordance with the expenses model applying to other societies. Holding an external account does not exempt a society from the normal JCR expenses model, but merely allows the society to account for all its expenditure at the end of the budget year.

Section C: Holding an External Account

The status of societies holding external accounts will be reviewed by the Finance Committee on a year by year basis.

It is the JCR's position that an external account is a privilege, due to the extra trust it implies, and will not be extended to any society which does not require it. If a society is judged not to have operated its finances in a proper manner, or for any other reason,

permission to hold an external account may be revoked for the coming year and its finances may be “taken back” into the main JCR account.

In this case, the only expenses which will be approved for the society will be those approved in its budget application and these must be submitted to the JCR Treasurer in the normal manner. The Finance Committee may also request the balance of the defunct external account be paid into the main JCR account where it will be held earmarked for the society, though under control of the JCR Treasurer. This may occur if the majority of the funds in the account are rolled over JCR money from previous years, which societies are reminded is still the property of the JCR. Failure to comply with the decisions of the JCR may result in a society’s budget being withheld.

Section D: Record Keeping

In 2011, the level of accounts recording required by external account holders was increased and standardised to ensure fairness across the board.

Along with their budget application the following is required from external account holding societies.

- A complete record of the account’s activity including descriptions of each transaction in and out of the account.
- Receipts or some sort of evidence for all items purchased.
- Copies of bank statements from throughout the year.

It is important to note that this does not place a considerable extra burden on society treasurers and is, at most, bringing the external accounts into line with the JCR’s internal accounting processes.

Section E: Summary

The immediate important points to take away from this document can be summarised thusly:

- a. Societies who wish to operate through an external account in the year should state so on their budget application and should provide details of existing accounts.
- b. Societies who have held external accounts should submit a cashbook containing a full record of their expenses along with receipts and photocopied bank statements, along with their budget application.