* **Rumours** from ex-captain Raghav, JCR might not grant the full amount stated in the budget application, so please adjust the budget accordingly, you can see the budget from my year and see where I increased it, if JCR don’t give us as much, just decrease it again (See budget break down 19-20
* Being Treasurer document is very useful, put down the key dates on your calendar, it helps
* Update regularly Current Account spreadsheet, make any adjustment you fancy so it works for you, I’ve been doing the: “If it ain’t broke don’t fix it” routine
* Use other tabs on the Current Account spreadsheet to produce breakdowns for Steering Committee meetings
* You will need to get a new folder to keep paper invoices and statements, If you have an old one lying around use that, otherwise you can buy one and reimburse yourself
* If you not sure how to do anything, you can use previous years folders to find inspirations or ask me
* I will try to sort out all the mandate change overs and add kate to the mandate so she can get her own debit card, also HSBC is useless, dealing with them is a pain