# **Being Treasurer 2017/18**

***TO DO***

* ***Tidy up account docs in dropbox (I will do this soon)***
* ***Insure stuff being brought out of storage***
* ***New bank card in your name***
* ***Change all addresses on online banking to remove mine/bex’s names***

## Website

HSBC business

CCBConline

appl3p131ama  
Then type in the number from the little black toy

## Senior Treasurer:

Paul Verhaak:paul.verhaak@gmail.com

You can go to Paul for advice on anything you aren’t sure the club should be paying for or when you are uncertain about something (or ask me) - needs to be copied in to approve capital account purchases.

## Accounts office:

Try to keep the accounts people on ourside because they essentially do us a lot of favours. I always try to email them asking when they need college bill information before they ask me. Be nice in emails and just say thank you a lot!

The two people you need are:

Suzanne Wills: sb792@cam.ac.uk

Email about statements for the capitalaccount or about putting subs on people's bills.

Peter Pride: pp282@cam.ac.uk

Email if you need payments making from the capital account, and to collect subs for the current account (he will organise the transfer)

## Current Account

Nearly all the club’s transactions go through the current account which is held with HSBC. You can make UK and overseas transfers online. Overseas payments are a bit of have to be done between 9:00 and 15:30 because banks.

The existing JCR budget for the last year gives an overview of what each budget covers - might be worth a read through?

Statements are issued covering 19th-18th of each month.

The current account presently has a one to sign policy which means we are able to hold a club debit card. Kate has hold of this- keep the details between yourself and Kate only. If not you’ll lose all control over how the club’s money is spent. Kate should ask about making a payment before using the club’s card, then forward on any receipts or email confirmations so that they can be filed as required for the JCR budget. She seemed to be doing this less by the end - for example trying to buy £4,000 worth of blades without a mention to me. Might be worth just asking her for your approval before any big spends. A card can only be issued to anyone who is a named signatory on the account.

Various committee members might forward you bills to pay online. If it’s an invoice or a race entry, it’s worth sending an email to the people you’ve paid to let them know you’ve done this. References for payments should be the invoice number where one exists, unless otherwise stated, but just use your common sense really to make it clear for anyone looking at it.

## Social Account

We have a separate account to use for payments from alum for BCD. This account is kept with a balance of around £120 so if more than ~3 people attend BCD and they don’t pay upfront we can’t pay the bill! Also chasing payments out of alumni after the event is a bit of a nightmare.

Lucy suggested a flat rate of £50 for BCD upfront. Its always in the region of £45-50 each so any alumni are keen on paying the precise amount you could refund if they ask for their few pennies back. I guess most people really won’t care!

The guy who does the billing at college is Jack Bovill[jb743@cam.ac.uk](mailto:jb743@cam.ac.uk), the social sec ***should*** forward you a bill to pay. However, sometimes they forget to tell you, so if you know we have alumni guests it might be worth chasing this up.

## Capital Account

There’s not too much you have to do with the capital account. It’s a Barclay’s account held by college which they administer. We can get cheques written from it to whomever we ask but they have to be issued by college. (Peter Pride).

It’s worth getting an account balance before each steering committee meeting, so they know how much we have available to spend.

The payments for the blades scheme (BCD payments for Bex this year) should come out of this account, as the subscription will ultimately find its way back into here.

## Steering committee reports

Prepare a review of the previous year and how it differed from the previous year and the proposed budget for the steering committee in Michaelmas. That’s not too much more complex than saving the report file in the Current Account Excel sheet as a PDF.

Mich and Lent just run a review of the year to date. Highlight anything which is out of the ordinary. Otherwise, there’s not too much to say at steering committee.

## Insurance

It’s best to try and get this sorted before you leave college for Christmas, as getting responses from people over the holidays can be tricky.

We’re currently covered by Towergate who have been excellent with all our claims for the last few years. Our contact there is Chris Moon: Chris.Moon@towergate.co.uk. It might be worth introducing yourself to him, particularly if La Nina is coming out of storage - anything else that’s been in storage will have to have its cover extended, probably with an extra bill to pay.

Phil Thorpe from NW Brown <Phil.Thorpe@nwbrown.co.uk>is another potential insurer that might be worth investigating. NW Brown are often cheaper so you can try to use their quote to knock a bit of Chris’s if there is a really big margin between them. On the whole, I think we’d be happiest staying with Towergate because they pay when the novices knock bows off boats etc.

## JCR Budget and Report

You can look back at all the past years of JCR reports in the Dropbox. It is a very long document ☹

You basically just need to change dates & relevant details until it gets to the budget breakdown page.

They will give you £13000for the current and ~£2900 for the training camp. It’s always worth asking for a little more if you can justify it with previous expense, arguing that any remaining cost after student contributions should be split equally between club and college.

It’s a bit unclear when they want us to submit our budget. 2013/14 it was done in Lent, 2014/15 May term, 2015/16 in Michaelmas 16… you get the idea. You should get an email from the JCR treasurer.