



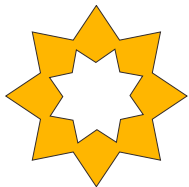
Athletic Union Council  
Comhairle Aontas Lúthchleas Gael

# JUNIOR TREASURER

## S U P P O R T   G U I D E



Updated: July 2024



# Table of Contents

**1** The Role of the Junior Treasurer

---

**2** First Things First

---

**3** Accessing the clubs bank account

---

**4** Completing the Mandate (BOI / AIB)

---

**5** Accessing the clubs online banking

---

**6** Important Information

---

**7** UCD Online Payment System for Club Membership

---

**8** Accounts – Bank and Cash

---

**9** Grant Application

---

**10** Reporting

---

# 1 The Role as Junior Treasurer may include:



- Day-to-day financial running of the club.
- Assisting the Senior Treasurer.
- Being a signatory on the club bank account.
- Lodging club monies into the bank account.
- Keeping a record of day-to-day transactions on the club account.
- Compiling the annual accounts for the club.
- Grant application.
- Budgeting.

## 2 First Things First...



### Reconcile

- Ask the outgoing Junior Treasurer (JT) for a full set of accounts and up to date bank statements.
- Ask for the dates of your financial year, that is your clubs opening and closing balances and dates.
- Check that the balances on the accounts and the bank statements match.



### Outstanding payments / cheques

- Ask the outgoing JT if there are any outstanding payments due in or out of the accounts.
- Ask the outgoing JT if there are any outstanding cheques that have yet to be cashed.



### Cheque book

- Ask the outgoing JT to handover the chequebook.



### Bank Mandate

- As a new signatory on the club's bank account you will need to change the bank mandate. This then allows you access to the clubs bank account.

# 3 Accessing the clubs bank account



The JT needs to amend the signatories on the clubs bank account by submitting the following to the Executive Secretary:

- Minutes of the A.G.M. / E.G.M detailing the election of the new executive.
- Completed Senior Treasurer nomination form.
- Bank mandate form with the names and signatures of the new signatories.
  - Further details in the '**Completing the Bank Mandate**' section.
  - The JT should contact the clubs bank branch to secure the mandate.
- Where mobile banking has been set up for your club in Bank of Ireland - a mobile telephone number and e-mail address, for each signature, to enable the updating of online banking for your club

The AUC Executive Secretary will verify the details of the documentation submitted and, if correct, provide the club with a letter to submit with the completed bank mandate to the bank concerned.

# 4 Completing the Mandate Bank Of Ireland (BOI)



The following info is required to be entered on the **BOI Bank Mandate Form**:

- Name of Club
- Date
- Branch where account is held: This will be the 'University Montrose Branch'
- Signatories:
  - Suzanne Bailey and your Senior Treasurer must be two of the signatories.
  - Before the form is submitted to Suzanne Bailey for signing all the other signatories on the account must complete the mandate.
  - **Proof of address and photo ID is required for all signatories** excluding Suzanne and anyone already on the account.
  - **Non PCIF (Personal Customer Identification Form) is required for all signatories**, excluding Suzanne. This form is available from BOI.
- Account details Required: National Sort Code and Account Number.
- Confirmation Signatories Required:
  - Signature of Chairperson / President / Captain
  - Signature of Captain / Secretary

**Note: Clubs are not permitted to have Banking 365.** Access to online banking is only for Business Banking and not personal 365 systems, where this is already in place via the AUC.

# Completing the Mandate Bank Of Ireland (BOI)



The following info outlines how to complete the **BOI FATCA and CRS Self-Certification Form** (These forms are available from BOI).

- Only one signatory is required for this form.
- **Page 1 - Section 1:** Enter your club name, Ireland and UCD Sport address (UCD Sport Office, Sport Centre, UCD, Belfield, Dublin).
- **Page 2 – Section 2:** Tick **NO** for questions a) and b).

### Section 2 – Tax Residency for FATCA and CRS (mandatory)

Please review the below and complete as appropriate

a) Is your Entity/Organisation a Specified U.S. Person (Note that a Specified U.S. Person includes organisations) Yes  No

If "Yes" you must provide your Organisation's U.S. Tax Identification Number (TIN):

b) Is your Entity/Organisation resident for tax purposes in any country other than the U.S. and the Republic of Ireland? Yes  No

If "Yes", please list below all countries/territories in which your Organisation is tax resident, and provide the corresponding Tax Identification Number (TIN), or functional equivalent for each country/territory, or else a valid explanation as to why no TIN is available,

If "No" please proceed to Section 3

- **Page 2 – Section 3:** Tick the 1st box under FATCA and 4th box under CRS.

### Section 3 – Non-Financial Entities

NB: If you are a Financial Institution please proceed directly to Section 4. Otherwise, please select your Entity/Organisation's classification for both FATCA and CRS.

For more details on Non-Financial Entities, please refer to the Glossary in form 4-1069R.

#### FATCA:

I certify that the Entity/Organisation is an Active NFFE

- if "Yes" proceed to Section 6
- if "Yes", proceed to Section 6 and complete the Controlling Person Self-Certification Form (4-1070R)
- if "Yes" proceed to Section 6

I certify that the Entity/Organisation is a Passive NFFE

I certify that the Entity/Organisation is an Excepted NFFE

#### CRS:

I certify that the Entity/Organisation is an Active NFE, the stock of which is regularly traded on an established Securities' Market

if "Yes" proceed to Section 6

I certify that the Entity/Organisation is an Active NFE, a Government Entity or Central Bank

if "Yes" proceed to Section 6

I certify that the Entity/Organisation is an Active NFE, an international organisation

if "Yes" proceed to Section 6

I certify that the Entity/Organisation is an Active NFE, other than the above Active NFE categories

if "Yes" proceed to Section 6

I certify that the Entity/Organisation is a Passive NFE

if "Yes" proceed to Section 6 and complete the Controlling Person Self-Certification Form (4-1070R)

- **Page 3 – Section 6:** Sign and date the form.

# Completing the Mandate **Allied Irish Bank (AIB)**



The following info is required to be entered on the **AIB Bank Mandate Form**:

- Name of Club
- Date

## **Part II Officers**

- List the name, address and position of the following committee member of your club: Chairperson / President, Secretary, Senior Treasurer, Junior Treasurer.

## **Part III Drawing Instructions**

- Other must be ticked. Special Signing Instructions must state that 'Senior Treasurer and 1 other signatory is required'.
- Signatories:
  - Suzanne Bailey and your Senior Treasurer must be two of the signatories.
  - Before the form is submitted to Suzanne Bailey for signing all the other signatories on the account must complete the mandate.
  - **Proof of address and photo ID is required for all signatories** excluding Suzanne and anyone already on the account.
- Certified to be a true copy:
  - This section needs to be completed by the club Chairperson/President and Secretary / Captain



# 5 Accessing the clubs online banking



- **Online banking is only available to Bank of Ireland accounts.**
- Users of online banking must be the same as those listed on the club's bank mandate.
- Once confirmation is received from the bank that the new account mandate has been accepted, the signatories access to the online club account will be set-up by the AUC Executive Secretary (Suzanne Bailey).
- The signatories will need to **download the HID approve app** to their phone and the club will need to email [Suzanne.Bailey@ucd.ie](mailto:Suzanne.Bailey@ucd.ie) the following info to set up the profile(s) on the banking system; name(s), mobile number(s) and email(s).
- Once this is set-up, the AUC Executive Secretary can then contact the signatories to activate their access.

# 6 Important Information 1/2



- Club accounts must be held in the Campus branches of Bank of Ireland or Allied Irish Banks.
- All clubs must conduct their accounts on a cheque book basis and/or electronic banking as approved by the AUC. The Senior Treasurer must co-sign every cheque and approve every payee/payment on the clubs online account.
- All subscriptions, participation fees, ticket receipts and other cash receipts must be lodged to the account of the club.
- Copies of invoices and receipts must be retained for inspection by the Senior Treasurer. Where a cheque is used, clubs must issue their cheques with a business duplicate cheque book.
- All cheques must be crossed 'Not Negotiable' and 'A/C Payee only'.
- Copies of all club bank account (s) statements are forwarded to the Senior Treasurer.

# Important Information 2/2



- All clubs with regular weekly or daily expenditure must keep a receipt book detailing all cash inflows and outflows, which can then be reconciled with the bank statements.
- No club may enter into an overdraft/loan agreement without the express agreement of their Senior Treasurer and the AUC.
- At the end of the academic year an operating balance must remain in the club account to facilitate basic administration functions for the start of the next academic year.
- As grants are not usually paid until late October, clubs should retain sufficient funds to cover costs during the first few weeks of the new academic year.
- Where the club is collecting cash from members, two committee members must be present at all times. Both committee members must count the cash and confirm the figure for lodgement to the clubs bank account.

# 7 UCD Online Payment System for Club Membership



- All online payments must be linked to your club's bank account.
- Payments are made via InfoHub. Where an alternative system is used permission is required from the AUC.
- The AUC covers the bank charges related to online payments via InfoHub.
- Clubs can accept Revolut payments to their club bank account.
- Further details will be emailed to clubs.

# 8 Accounts – Bank and Cash



- Your role as JT involves keeping an up to date set of accounts.
- A basic income and expenditure spreadsheet will suffice, you must include the opening balance at the start (Sample below).
- The previous years closing balance becomes the next years opening balance. E.G. If the closing balance for 2023/24 is €400 on 31/08/24 then the opening balance for 2024-25 is €400 on the 1/09/2024.
- Bank and cash transactions should be recorded in separate accounts for ease of reconciliation.
- **Keep cash transactions to a minimal.**

The categories you use on your income and expenditure should be the same as those required for the grant application.

Income Categories		Expenditure Categories	
Membership	Other	Competition	
Sale of Equipment	Grant	Affiliation Fees	
Fundraising	Special Grant	Equipment	
Donor Contributions		Coaching	
Sponsorship		First Aid/physio	
Member Contributions		Other	

2023-24				Opening Balance:		€200.00
Date of Transaction	Income Category	Expenditure Category	Details	Income	Expense	Running Balance
19/09/2023	Membership		Subs Paula Cashman	€100.00		€300.00
19/09/2023		Equipment	Cones Supplier McSport		-€50.00	€250.00
20/09/2023	Membership		Subs Tadhg O'Leary	€100.00		€350.00
21/09/2023	Sponsorship		AIB Sponsorship	€1,000.00		€1,350.00
21/09/2023		Affiliation fees	NGB Affiliation		-€100.00	€1,250.00
01/10/2023	Fundraising		Bake Sale	€500.00		€1,750.00
10/10/2023		Competition	Intersarsity Entry fees		-€100.00	€1,650.00
						€1,650.00

# 9 Grant Application 1/2



- In general, the role of the JT in the grant application process is to:
  1. Provide detail and figures for all income and expenditure during the previous financial year (this is why it is so important that you ensure the clubs accounts and bank statements reconcile when you take on the role).
  2. Provide a budget for the upcoming year.
- The JT will need to consult with other committee members when completing the grant form.
- The JT should become familiar with the AUC's grant award criteria (available on the UCD Sport website under Grants & Funding).

**Before you begin to add data to the grant form you will need to categorise the bank transactions from the previous financial year, the table below outlines what categories are on the grant form.**

Income	Expenditure
Membership	Competition
Sale of Equipment	Affiliation Fees
Fundraising	Equipment
Donor Contributions	Coaching
Sponsorship	First Aid/physio
Member Contributions	Other
Other	
Grant	
Special Grant	

# Grant Application 2/2



- The grant form is an excel spreadsheet, and has several tabs, you must complete the required information within each tab.
- In the income tab you enter all the income from the previous financial year into their respective categories and add in the income you are budgeting (projected) to take in during the upcoming year.
- In the expenditure tabs you add in all expenditure from the previous year into their respective tabs and add in the expenditure you are budgeting (projected) to spend during the upcoming year.
- Next open the Annual Accounts Summary tab, this account info is for the previous year.
- Don't worry most of the data automatically transfers over.
- **BUT you will need to add in the following:**
  - Opening and closing bank and cash balance dates and amounts.
  - Add in the AUC Grant and Special Grant amounts (if the club received grants).
  - If applicable you will need to provide explanation of surplus cash being held, payments owed and/or cheques not cashed.
  - Check that your accounts and bank statements reconcile (match) and then once approved the senior treasurer must sign and date these accounts at the top of the sheet.



# 10 Reporting

- The JT must regularly communicate with the committee to update them on the clubs financial position.
- A detailed report of all income and expenditure and any payments due in out of the accounts must be prepared for the clubs AGM.
- The JT must ensure that the Senior Treasurer approves and signs any end of term/year accounting reports.
- A detailed handover must also be prepared for the incoming JT.