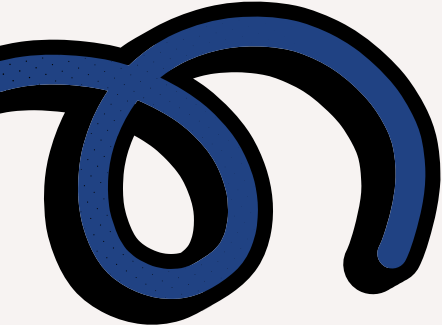


Society Training

Treasurer





What We'll Cover Today

Your Responsibilities

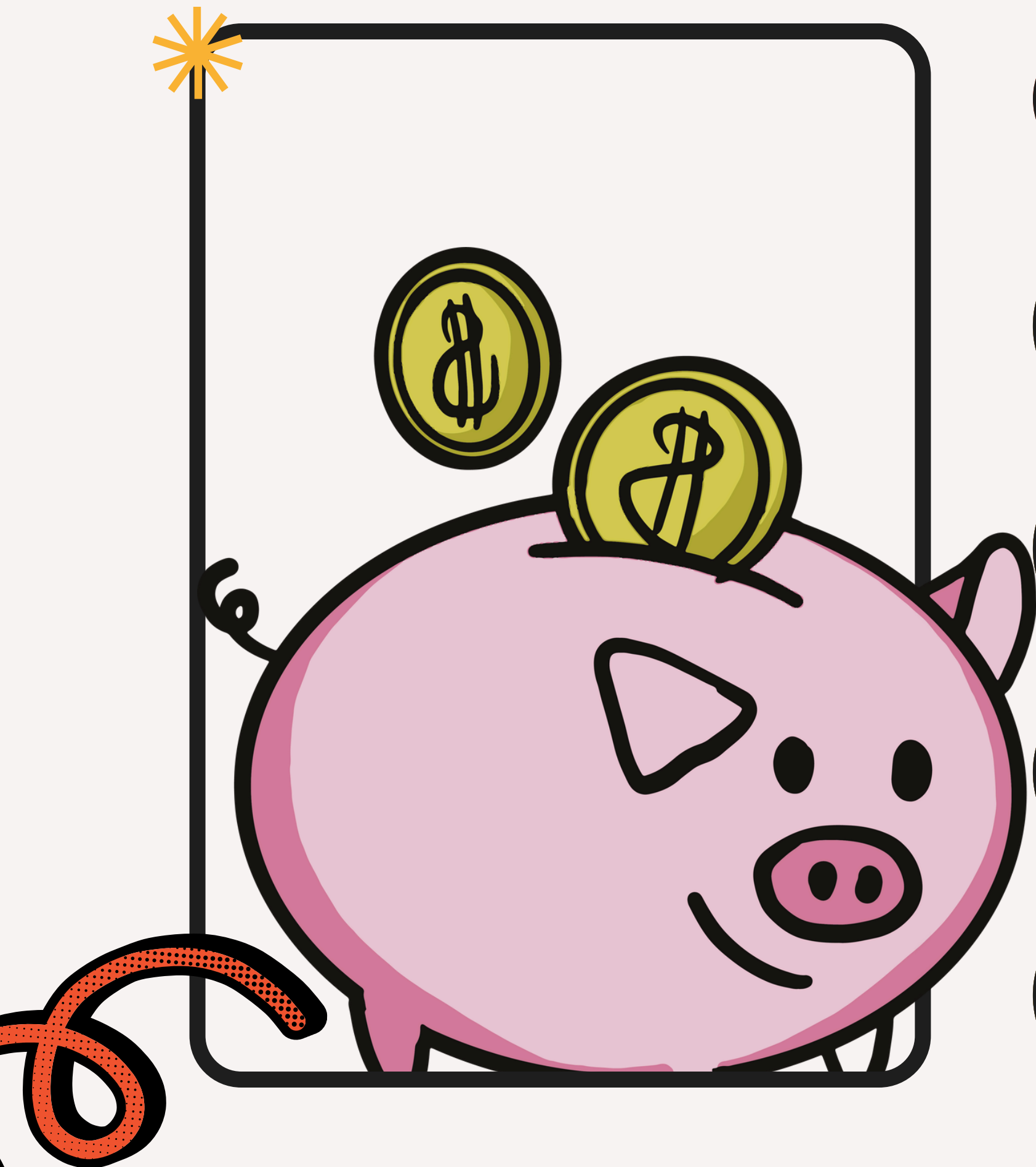
- Tracking society funds
 - Banking statements and requests
 - Money management
- 

Q&A

Any lingering qs

Opportunity to give feedback!





What is a Treasurer?

01

Responsible for all of the money management in your society

02

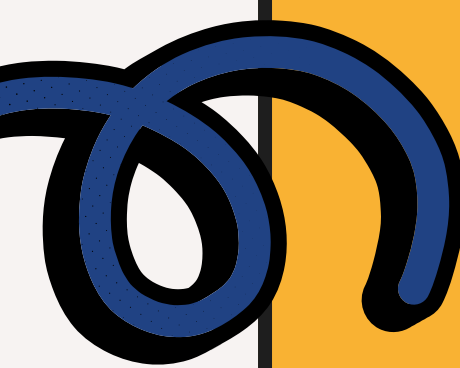
Tracks all society incomings and outgoings

03

Submits banking requests to DUSA

04

Organises funding for events, any charity fundraising



What's Expected from You

Clear Communication

Please check your emails regularly! We will use emails to communicate with you so we *need* you to keep on top of them to make sure you don't miss anything!

Stay on Top of Finances

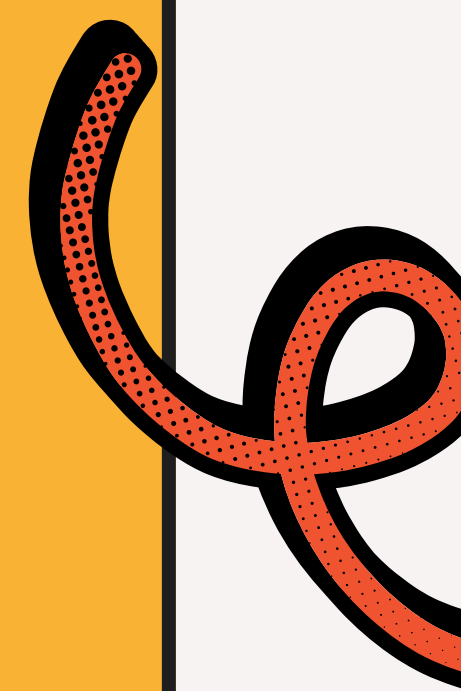
We recommend keeping a spreadsheet to track all incomings and outgoings. You can request a bank statement from DUSA at any time to verify your own tracking, but these can take time.

Keep Up With the Website

Banking Requests on the DUSA website are your responsibility, so make sure you're comfortable using the form and know how to access everything.

Collaborative Working

We are here to help you! Please engage with us and reach out for anything you might need. We're here to make the whole society process as easy and stress-free and FUN as possible!





Managing Society Funds

Bank Statements

Can be requested any time by emailing societies@dusa.co.uk

Will usually take up to a week to be sent to you

Show money going in and out and how much you have in your account

Tracking It Yourself

Keep a note of everything society funds are spent on and how much

Totals can be verified with DUSA banking statements

Means you can see at a glance how much you have, without waiting!

Banking Requests

Submit the form on whenever you want to withdraw or pay money from your society account

These are processed once a week on a Tuesday

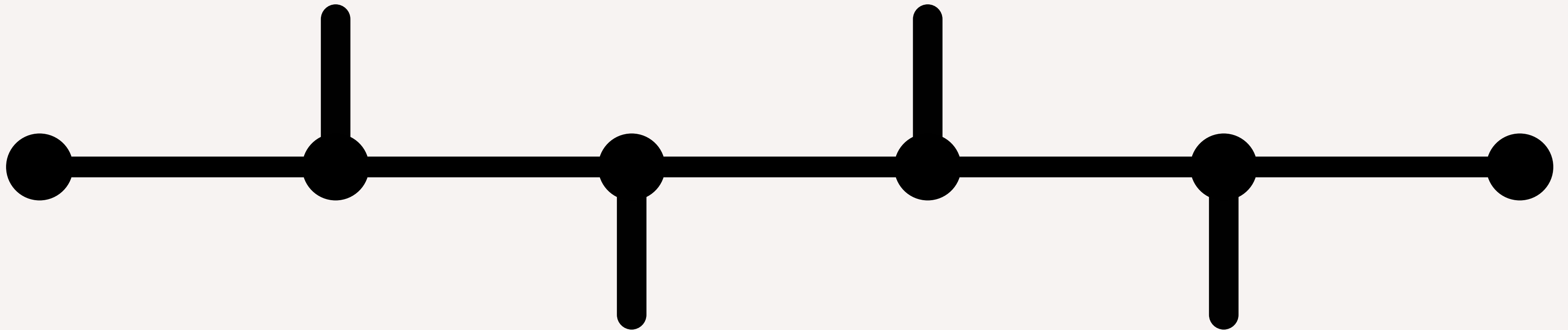
Funds will be sent to named account usually the following Monday

**You submit a banking request a
minimum of 2 weeks before
you need the funds**

**All requests are processed by
DUSA Finance weekly on
Weds/Thursdays**

**The request comes to the
Societies inbox and is processed
by Dani weekly, usually on
Tuesdays**

**Your funds are paid normally
early the week after processing**



Q&A & Feedback

**There are no silly questions
- someone else is probably
wondering the same thing :)**

Feedback form ->

