



General transfer document
for treasures for student organisations of Hanze UAS Groningen

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1. Treasurer

1.1 Job description

The treasurer is responsible for maintaining and managing the financial affairs of the association. At the beginning of the administrative year, the treasurer draws up a budget. A study association should not make a profit, but neither should it make a loss. Should the latter occur, it must be compensated with other activities. It is therefore necessary to break even. For this, it can be useful to budget high so that no deficits occur at the end of the year. Money left over at the end of the financial year can be put in a savings account and included in the next budget as a reserve for a particular item, such as an anniversary or almanac. The qualities of a treasurer are as follows:

- Be able to work in an orderly and organised manner;
- Must be able to say 'no' to unacceptable amounts/requests;
- Professional;
- Accurate;
- Independent;
- Good with numbers;
- Willing to free up time;
- Have sharp judgement.

During the year, it is the treasurer's job to keep good accounts. An accounting is a table in which all income and expenditure is kept. Keeping accounts can be done using various programmes, both online and offline. The accounts are audited by the cash committee. The cash committee examines the balance sheet and the statement of income and expenditure with notes and reports its findings to the ALV. Often, the articles of association state the minimum frequency of this audit and who may sit on the cash committee. Often, a cash committee consists of former treasurers of the association and/or external persons. During a cash audit, the cashier goes through the entire accounts with the treasurer to check that everything is correct.

It is not always possible to pay using the association's bank card. It may happen that a member has to advance money. In that case, the member can make a declaration to the treasurer to get the amount spent back. To get this financially in order, a standard declaration form must be completed. This form contains the following information:

- Name of declarant;
- Signature of declarant;
- Treasurer's signature;
- Signature of other, chairman or secretary (optional);
- Declarant's account number;
- Reason for expense;
- Date of issue;
- Date of claim;
- Amount.

The treasurer of an association is often responsible for HG Activity Fund applications. An application from this fund may be included in the budget. It may be useful to go through an

old application during handover, as an exercise. More explanation of the HG Activities Fund is described in chapter 2.4.

Every year, association members have to pay membership fees. It varies per association how high the contribution is and whether members have to transfer the contribution themselves or use direct debits. The treasurer makes sure that the direct debits run smoothly. It may happen that members reverse the collection. In that case, it is up to the treasurer to take measures. These include sending an invoice, a reminder or deregistering the member in question. The articles of association or the HR often state whether an association works with a deregistration date. If it does, this should take into account the latest deregistration date. Members who have deregistered after this date simply have to pay. This is done in close co-operation with the secretary, who manages the membership file.

Committees can make their own budgets and these must be checked by the treasurer. Should a committee spend money, this can be declared to the treasurer. Committee members usually do not have access to the association's bank card.

1.2 Tips

Some useful tips for a treasurer are as follows:

- Always send your documents in PDF;
- Communicate well with your external coordinator about ongoing contracts with sponsors or partners;
- Process expense claims on a day of the week;
- Never delete emails! Create folders and put your e-mails in them. That way you can always find everything;
- Send your direct debit just after people have received study funding, so that people have money in the account anyway;
- In the money before an activity takes place via a Tikkie or direct debit;
- Make sure all claims are stored digitally;
- Send your direct debit notice two weeks in advance;
- Members who cancel are best to email and/or call, as they are obliged to pay;
- The second direct debit can only be done when the first direct debit can no longer be reversed, which is after 56 days. Then you can immediately send out the next one, once you have an overview of who has reversed the payment;
- Don't be afraid to spend money.