

Future of Clubs & Societies Finance

Feedback from users forum – Wednesday 24th March 2010

Area	Is this the correct direction?	Are there any problems you foresee? Can you suggest solutions to them?	Is there anything you think has been missed or should be included?	Answers to specific questions
Online Portal	<ul style="list-style-type: none"> • Yes • Provided it works traceability will be much better. 	<ul style="list-style-type: none"> • How would claims be actually be validated? • Will it be suitable for computer illiterate people? • Will there be backups to protect against data loss? • How long will it take payments to appear on the online finance pages? 	<ul style="list-style-type: none"> • Link finance pages live to the portal so payments and income appear immediately. • Link everything to one central portal rather than developing more things • A way to alter online claim forms (from clubs) and send feedback to the club from the CSC treasurer • Email generated from system at each stage as feedback Club HJT -> Email for each claim CSC HJT -> Daily summary of claims 	<ul style="list-style-type: none"> • If an invoice changes once a PO has been raised – can it (how will it) be dealt with through the portal?
Purchase Orders & Sales Orders	<ul style="list-style-type: none"> • Yes 	<ul style="list-style-type: none"> • With regards to PO's <ul style="list-style-type: none"> - What happens if VAT Changes? - What if PO or price of the goods change? • What if a company 	<ul style="list-style-type: none"> • Would an approved PO link live to the finance pages – so reduce the amount of funds available? • Link with budgets for verification against whether clubs will be selling the stuff 	<ul style="list-style-type: none"> • How long would the PO process take? Should not be any longer than two or three days. • How long would an approved PO remain valid? •

		does not like/want to use an electronic system	to their members <ul style="list-style-type: none"> • Provide log of the process to check current PO/SO and for future reference for any future committees. 	
Online Authorisation & BACS Payments	<ul style="list-style-type: none"> • Yes • People should log bank details themselves. • HJT's should not have to enter or hold personal bank details. • Staff should not be responsible for entering the bank details 	<ul style="list-style-type: none"> • People might put it off and create a situation similar (or even worse) than that with uncashed cheques. • Systems needs to be able to send automatic reminders even if people have left college and their college email no longer works. 	<ul style="list-style-type: none"> • When a student joins a club facilitate storage of their details so these do not need to be re-entered. 	<ul style="list-style-type: none"> • Alerts to say payments have been made must be sent by email
Reimbursements	<ul style="list-style-type: none"> • Yes – increased traceability. 	<ul style="list-style-type: none"> • If everyone is scanning we will need more scanners to prevent queues/excuses for not doing it. • Storage space needed to keep copies of all the scans. • Extra storage space for clubs to save documents? 	<ul style="list-style-type: none"> • Barcodes to track reimbursements • Increase speed of authorisation and reimbursements • Ability to search claims based on select criteria. • A limit (maybe £200) for submission of documentation • Monya thinks all documentation should be submitted. 	<ul style="list-style-type: none"> • Fraud – If you wanted to, you already could and a new system must have greater or equal security.

	Will these changes mean more work for you individually in the role you have been doing?	How much training do you think is appropriate for users? How should this ideally be delivered?
General Questions	<ul style="list-style-type: none"> • Slightly more work for club/society treasurers • More flexibility in how/where work can be done though • Less work for CSC/FU Treasurers • More of an overview than in depth knowledge 	
General Questions	<ul style="list-style-type: none"> • Same amount but a different type of work. • More convenient – can be done from home • If the system works and is streamlined then it will be much better. If it crashed or complexities are included then it will be much worse. 	<ul style="list-style-type: none"> • In a computer room with handouts that can be referred to later. • Online test to enforce knowledge in the form of a 'test' claim to ensure people can do the task and don't just know how to do it in theory. • Needs to be done throughout the term, not just summer & autumn term