

End of year Grant tidy up

A note by Deputy President (Clubs & Societies) Henry Whittaker

Background

Management groups often like to tidy up their club accounts and redistribute unused grant at the end of the year. Previously this has been done by submitting a spread sheet of all the adjustments. This year finance will not accept any spread sheets. As this is a fairly major process Stefan and I shall be supporting the adjustments that you wish to make.

How it will work this year

- Give your clubs a deadline by which they should have used their Grant (with the obvious exceptions). I would suggest the end of May or mid-June.
- Look through your clubs accounts. Meet with groups who have a Grant overspend, underspend or general messy accounts. Alternatively ask them to come and see myself and Stefan and we will sort it out with them.
- Arrange a management group meeting and bring two papers. One with the Grant redistributions you would like to make between clubs, the second stating that you will have the ability to make Grant corrections/ account corrections on the clubs behalf.
- Meet with myself and Stefan in June, we will put all the corrections and adjustments through in eActivities there and then. We will verify the corrections have gone through correctly in July.

Dates:

- 17 June, DPCS & DPFS will start putting in corrections with MGs
- 30 June, Deadline for Grant corrections.
- 8 July, Check all corrections entered and verify they have been posted
- 10 July, DPCS & DPFS tidy any remaining issues with MGs

You will not be able to:

- Give a spread sheet to the finance team
- Ask the finance team to make corrections.