

Script

FAC-treasurers of BeeVee

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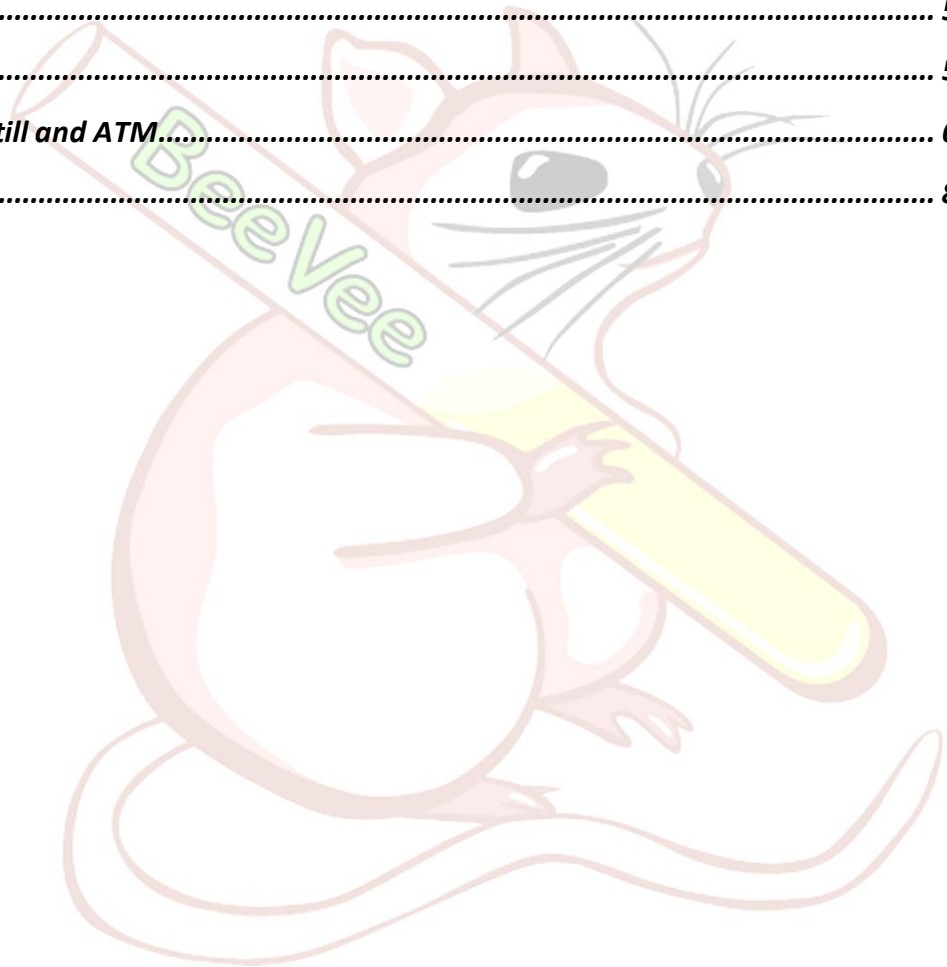
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Welcome word

Dear FAC treasurer,

Fantastic that you want to take the monetary responsibility for your committee this study year! In this document, also known as a script, you will find all the information that you'll need to be a great FAC treasurer. Keep in mind that this is a global script. There are specific tasks and details that differ between committees. These are some rules and general guidelines that you should keep in mind. The most important thing to keep in mind is that the money you are spending, is money from all members of BeeVee. So be responsible handling it, but don't forget to have fun during the year.

I look forward to a successful year of working together!

Jari Siemons

Treasurer of the 41st board of BeeVee



Function description

As treasurer you are responsible for all monetary matters of your committee. Within your function you will consult with your chairman, who of course will need to be up to date on how your committees' budget is doing, they are after all the vice-treasurer. This means that you will need to know what expenses your FAC makes. But you won't do this on your own, the treasurer of BeeVee is ultimately responsible for the finances of all the committees and can help you keep an eye on the financial streams of your committee. Both the budget of BeeVee and the committee specific budgets will be the main guidelines for your year as a treasurer. Besides being the person responsible for money of your committee, you will also be vice-chair of your committee, and although this most likely will not come into play that often, you will also be responsible for substituting your chairman when needed. This of course can be discussed further in your committee. This also means that you will be the contact person for you committee and that you will join IR meetings when your chairman is indisposed.

Contact with the treasurer of BeeVee

Because the treasurer of BeeVee is ultimately responsible for the financial side of the committees, it is therefore necessary to keep your contact with the person fulfilling this duty in optimal condition. The treasurer can be contacted through the email address of the treasurer of BeeVee (treasurer@Beevee.nl) or via WhatsApp. They will also be in the boardrooms a lot, so you could also try to find them there. Don't hesitate to contact the treasurer, however you must keep in mind that they are also busy so don't expect an immediate response.

To maintain proper functioning, it is strongly advised to have a meeting with the treasurer of BeeVee twice a year. Right after the change of chairmen, it is the advised moment to have this meeting. If you notice that your successor has not received this document or that there are too few treasurer meetings, please point this out to the treasurer at that time. In such a meeting it would be explained what is expected from a FAC treasurer, what is expected of the treasurer of BeeVee and so that you get to know each other a little better. Besides this, it is usual to have a meeting in autumn to talk about the committee specific budget and in early summer to give an update on where we are in the budget, as this is about at the half point of the financial year. This last meeting could also just be an update. Of course, you could always just make contact with the treasurer of BeeVee, if anything is unclear. At the end of the year, please notify the treasurer about your successor in time.

Administration

As the treasurer of your committee, you have to keep track of the budget as well of the expenses and incomes of all the activities. Twice per year this will be compared with the bookkeeping of the treasurer of BeeVee to check if everything is right. It would be smart to keep track of the document and budget after each activity. Because of this, you also know exactly how much budget you have left!

FAC-till and till book*

A few FACs have their own till and till book as they often need it during an activity. The following committees have their own till:

- FC, dark blue till
- PRAC, white till

**If your committee is not one of the above mentioned, this paragraph is not of interest to you. You can request one according to the paragraph "Requesting a change till and ATM".*

The committee till needs to be received on the day of the activity by the treasurer or the chairman of that FAC in the boardroom. Make sure to notify the treasurer of the board in time (**at least a week in advance**). It is smart to keep the key and the till separate while transporting it by for example letting the chairman take the key and you (the treasurer) the till. The till has to be returned the day after the activity to the board room and given to a board member, preferably the treasurer.

Declarations

When organising an activity, costs will usually be made by FAC members. These costs can be declared with the treasurer of BeeVee, to ensure the person who paid gets their money back. It is important to note that as of the Sustainability Action Plan, only expenses that have been approved via the SAP checklist can be declared.

To declare made costs, a **signed** receipt clearly stating the items bought and their prices must be present. Without a receipt, declarations cannot be accepted. As FAC treasurer, you have access to the declaration page (<https://beevee.nl/activities/add-activity-new/declarations>) on the BeeVee website. If you navigate to this page, you will be prompted to upload a picture of the receipt with your own signature on it. Apart from the picture, you can fill in what FAC the declaration is for, the IBAN and name of the person who paid and possibly some extra information.

Declaring costs should happen sooner rather than later, preferably within two weeks of the activity. However, the actual deadline for declaring costs is two months after the activity. After two months, declarations will not be accepted anymore, unless otherwise agreed upon with the treasurer of BeeVee.

Declarations will by standard be paid out via bank transfer, but if requested can also be paid out in cash. Be aware that for declarations below €2 bank transfers are not used due to transaction fees.

Be aware that as FAC treasurer you are, as of the BeeVee House Rules article 29, authorised to approve transactions of no more than €50 at a time. This means that if costs exceeding €50 are coming up, you **always** need to discuss with/get this approved by the treasurer of BeeVee.

Declarations and what to know about them:

- Groceries for an activity
 - The treasurer of BeeVee checks the receipt and will check if all the groceries are for the activity.
 - The deposit (statiegeld in Dutch) cannot be declared. You as committee treasurer have to make sure everyone of your committee members gets their deposit money back, so make clear agreements on how to handle bottles/crates with deposits.
 - Bags and other items only bought to use for transport of said groceries cannot be declared.
 - Packaging materials will not be declared.
- Press costs for posters for an activity
 - You have to get a receipt from Kuurio to use as declaration receipt.
- Costs made for a prize for the activity
 - For this, deposit costs can be declared because it is given away and the person who bought it, will not get it back.
- Costs made for paying invoices for an activity
 - If invoices are possible, it is preferred to let the treasurer of BeeVee pay the invoice. If this is not done, the payment should **always** be discussed with the treasurer of BeeVee beforehand.
- Shirt sponsoring
 - Every new member has the right for FAC-shirt sponsoring which can only be declared once per member per committee. To get the € 12.50 in sponsoring the word 'BeeVee' and/or FAC has to be on the T-shirt. The full name of the member who receives the shirt should also be written on the invoice.
- Other declarations
 - For any other declarations, especially when said costs are above € 50.-, the expense should **always** be discussed with the treasurer of BeeVee to make sure unnecessary costs are not made

Requesting a change till and ATM

There are six empty tills that can be used by committees. These are the red till, the black till, the dark green till, the IC till, the grey till and the decotill. These tills can be requested by the treasurer or the chairman of said committee with the treasurer of BeeVee. This must be done **at least two weeks** before the time of use, a.k.a. two weeks before the ticket sale or two weeks before the activity. In this request, the following data needs to be given:

- The moment when the till is needed, dates and times.
- The ticket price.
- A first indication of when you would be available to fill the till together with the treasurer.
- (special needs regarding the ATM machines if necessary)

The retrieval of the exchange till (and ATM) happens on the day of use before/at the start of the break of that day or at a different time if pre-arranged with the treasurer of BeeVee. When

retrieving the till, you will also get the key and the administration needed. This administration includes a document (a rudimentary layout is shown below under ticket sales) on which the following should be noted:

- The amount of money that is in the till before the sale/usage starts. The till **always** has to be counted at the **start** of a sale day/sitting.
- The amount of money that is in the till at the end of the sale/usage. The till **always** has to be counted at the **end** of a sale day/sitting.
- How many tickets are sold in what form (X number of **cash** payments and x number of **card** payments)
- The signatures of the two committee members present during the sale, both having counted the till at the end and the beginning.

The exchange till and the ATM have to be brought back at the end of the activity or the ticket sale to the boardroom within a boardroom shift. This can also be discussed with the treasurer of BeeVee, to make an appointment for the return of the till and/or ATM. The till has to be counted after use as well. This has to be done by the treasurer of BeeVee together with the committee treasurer or the chairman if the treasurer cannot be present at any point during the weeks after the usage.

Ticket sales

The document mentioned above is shown in concept below. A guide for this can also be requested by the treasurer.

Date	Starting Till	Ending Till	Sold Cash	Sold ATM	Name 1 & 2 Sellers	Initials of both sellers

Note: It is really important to keep track of how many tickets with cash and how many tickets with ATM have been sold!

ATM (Zettle)

The Zettle machine of BeeVee can be used at a ticketsale, in combination with the tablet. However, these both work suboptimal, mostly the tablet sucks a lot, so it is preferable to work using the Zettle app on your own phone. Most committees already have an account to use the app, if yours doesn't contact the treasurer for an account. On most phones it is possible to let people pay directly on your phone.

Online tickets

It is also possible to organise a digital ticketsale via the website of BeeVee. To do this, make an appointment with the treasurer of BeeVee to discuss the necessary information, ticket price and duration of the ticketsale. Take into account that the website charges a €0.36 transaction fee, of which BeeVee is able to pay €0.16. This means that when organising a fully digital ticketsale, the price needs to include a €0.20 extra fee. In the case of a hybrid ticketsale (half online, half

physical), all tickets need to include a €0.10 extra fee. This is to account for transaction fees while also abiding by the laws that say there can't be a price difference for different payment methods.

Requesting an advance for an expense

It can happen that costs are too large for a single committee member to pay in advance for BeeVee on his/her own. For these cases an advance payment can be requested with the treasurer of BeeVee. This has to be done at least a week before the payment. An advance can happen both in cash as well as via a bank transfer, which one will be the case will be decided together with the treasurer of BeeVee. The request has to contain the following:

- The activity and the day of the payment
- The amount that has to be paid in advance, which can vary by decision of the treasurer of BeeVee
- A budget for the activity has to be made and send in this request

This request has to be finalised in person/online by the treasurer or the chairman together with the treasurer of BeeVee.

Advance in cash

An advance paid in cash can be retrieved by the chairman or the treasurer of the committee on the due date of the expense, a.k.a. the day on which the committee member will pay the expense. The advance will be distributed in the boardroom shift in cooperation with the treasurer of BeeVee, or on another moment if discussed. During the exchange, the cash will be counted again by both parties, after which one of the two will sign. The treasurer or the chairman of the committee has to sign the contract stating that he/she will act responsible with the money. The declaration will be finished at the next declaration hour together with the chairman or the treasurer of said committee. For this, the receipt will be needed for the actual payment. If the advance fell short the difference will be paid out, if the advance was more than the actual cost, the difference has to be paid back.

Advance by bank transfer

An advance via bank transfer will be transferred to the bank account that was filled in on the advance form that was filled in with the request. A declaration form has to be filled in for this in advance and the committee member receiving the advance has to sign a contract stating that he/she will be responsible with the money. The declaration will be finished at the next declaration hour together with the chairman or the treasurer of said committee. For this, the receipt will be needed for the actual payment. If the advance fell short the difference will be paid out, if the advance was more than the actual cost, the difference has to be paid back.

FAC-shirt sponsoring

All new committee members have the right for a sponsoring of € 12.50 for their FAC-shirt. The shirts will be managed by the chairman of the committee and the sponsoring part has to be managed by you, the treasurer of the committee. If shirts are more expensive then € 12.50, the costs minus the € 12.50 will of course not be covered. The shirts will have to be declared as soon as possible, so the bookkeeping of BeeVee will stay up to date.

