**CR TREASURY AND REIMBURSEMENT**

The Linacre Common Room Treasurer is a member of the CR who has been elected by the CR to be the treasurer of the CR, with whom the responsibility lies to oversee **any and all money-related dealings.** This entails overseeing all common room societies and recreational clubs forming part of the common room including overseeing the finances for the Ball Committee (or ball alternative).

All societies and recreational clubs have allocated budgets for how much they can spend for the duration of the financial year. Please make sure that you are aware of your club/society budget.

**Financial year runs from 1st August-31st July, inclusive.**

In September, the captains/representatives of each club/society are asked to fill in a budget request form and email this form to the treasurer before the start of Michaelmas Term. A meeting is held later on to discuss applications and decide on allocation.

The annual common room and recreational budgets are then created and presented to the common room for approval by the 4th week of Michaelmas.1

Please be aware that the Treasurer is responsible for any and all expenses that will be charged to the common room and is therefore required to authorize **ALL payments or invoices** that are charged to Linacre College via the common room.

1 By Laws Section 2.3.2.3 (By Laws PDF)

**EASY STEPS TO FOLLOW**

If you are thinking about spending any money through the common room that have been allocated in the budget then here are some helpful tips on how to make the process easy:

1. **Reimbursement Options:** Once approved, there are a couple of ways that you can go about your purchasing. You can either

1. Invoice the college (\*preferred method\*) – by getting the company/supplier to send a bill/invoice addressed to Linacre College. This should have their address, bank details and a list of what they are charging for. Get the supplier to directly email the invoice to Sue Jones in accounts (They should also specify VAT charges)
2. Obtain a receipt2 for your purchase (preferably a VAT receipt) and attach this receipt to a CR Reimbursement form.

**2. Getting Payment**

1. **Via Reimbursement:** Receipt(s) must be attached to a completed CR Reimbursement form and should then be put in the CR treasurer’s personal pigeon-hole for them to be signed and re­approved before they are given to the bursary for processing.

The Treasurer will liaise directly with the Bursary for all reimbursements and all CR Exec members, CR Representatives and Society Captains are asked to conduct their dealings with the Bursary through the Treasurer to ensure a single point of contact.

\*\*\*Please be aware that No receipt means no reimbursement can be made\*\*\*

**Important Notes:**

- If you paid for the purchase yourself, this will then usually be credited to your Bank account.

2 Receipt refers to itemized bills with clearly marked prices for each item. Credit/Debit card transaction papers cannot be accepted on their own.