



Event Treasurers

Introduction

This factsheet explains the whole process for National Event Treasurers and how to communicate with the SSAGO Treasurer.

What does a National Event Treasurer do?

The National Event Treasurer has the responsibility to create an accurate a viable budget for the event by working with the event committee. This budget is then presented to the SSAGO Treasurer no later than rally before for approval. The National Event Treasurer is the holder of the SSAGO Bank Account for the event and the cheque book and therefore is responsible for communicating clearly with the SSAGO Treasurer.

How do I create an accurate and viable budget?

Budgets are complex and constantly changing as costs and numbers of participants change, but an initial budget is important as guide to the number of participants needed for the event and what you can offer.

It is important to remember that every event is different and has different needs but the following steps are a good guide to producing a viable budget.

1. Talk with your committee as to what they would like to happen in the event and what activities they want to offer.
2. Download the Budget Template spread sheet
3. Split out your costs into Fixed and Variable Costs
 - a. **Fixed Costs** – These are costs that do not vary depending on the number of people that attend. Try to keep these costs to a minimum in case the event is not as successful as hoped.
 - b. **Variable Costs** – These costs vary with numbers, for example food. Variable costs are preferable but need to be accurately estimated.
4. Fill in the rest of the spread sheet with the cost items you know.
 - a. A good value for food per person around £6
 - b. Try not to agree to pay too much for petrol mileage
 - c. Always ensure figures are cautious rather than optimistic. Do not add too much in to start with because if numbers are not successful then these items may need to be removed.



- d. Fill in different tabs for each cost area – the detail can be put into these tabs, so to clarify the overall costs on the front tab of the budget.
 - e. Do you need to offer a discount for an activity – this may be the case if the initial activity cost is high.
5. Work out how many staff you want and how much you want to charge them – the balance is important here especially if you want to give them a discount and a t-shirt.
 6. Remember a contingency but then reduce this as the event nears and more costs are known.
 7. Finally send your budget to the SSAGO Treasurer for approval. Once approved you will be sent the forms to sign over the Bank Account for your event.
 8. Even after your budget has been approved ensure the figures are constantly updated to ensure there are not any unwanted surprises as the event nears. The SSAGO Treasurer may also require updates as your event nears.

My Budget has been approved, what happens next?

The SSAGO Treasurer will send the Event Treasurer the following:

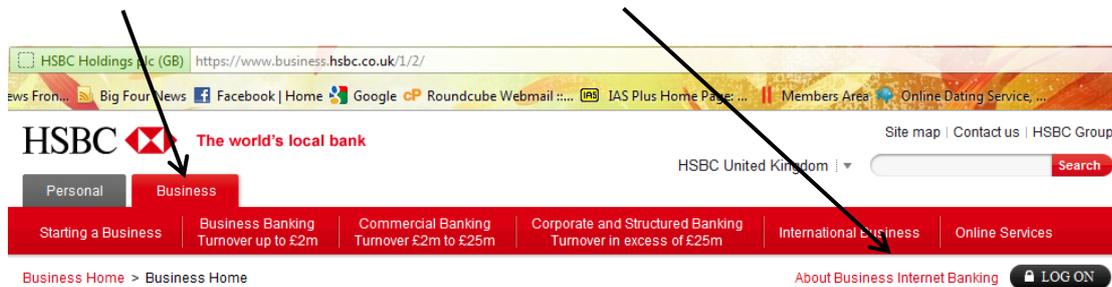
- **Bank Mandate Form** – To be filled in by the Event Treasurer, Event Chair and one other member of the Event Committee
 - This form requires the Event Committee signatories to take in two forms of ID into their local bank with the Mandate form, which is then sent internally to the SSAGO Treasures Business Banking contact. If you are already a HSBC account holder only your HSBC number is required.
- **Internet Banking Form** – To be filled in by the Event Treasurer. This informs HSBC of a new user, and needs to be sent by the Event Treasurer to the address on the form.
- **Cheque Book**
- **Paying In Book**
- **Internet Banking Security Device**
- **Internet Banking Account Activation Details**

How do I activate my Online Banking Account?

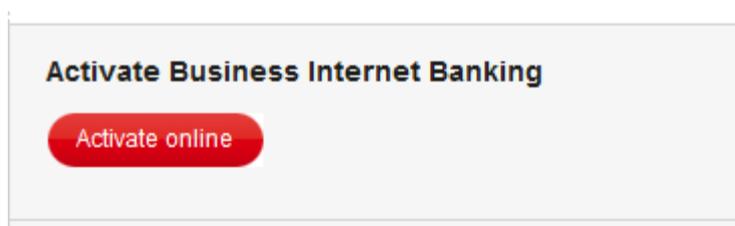
The following steps show how to activate the Online Banking Account for your Event Account

Firstly for to www.hsbc.co.uk and click on the Business Tab.

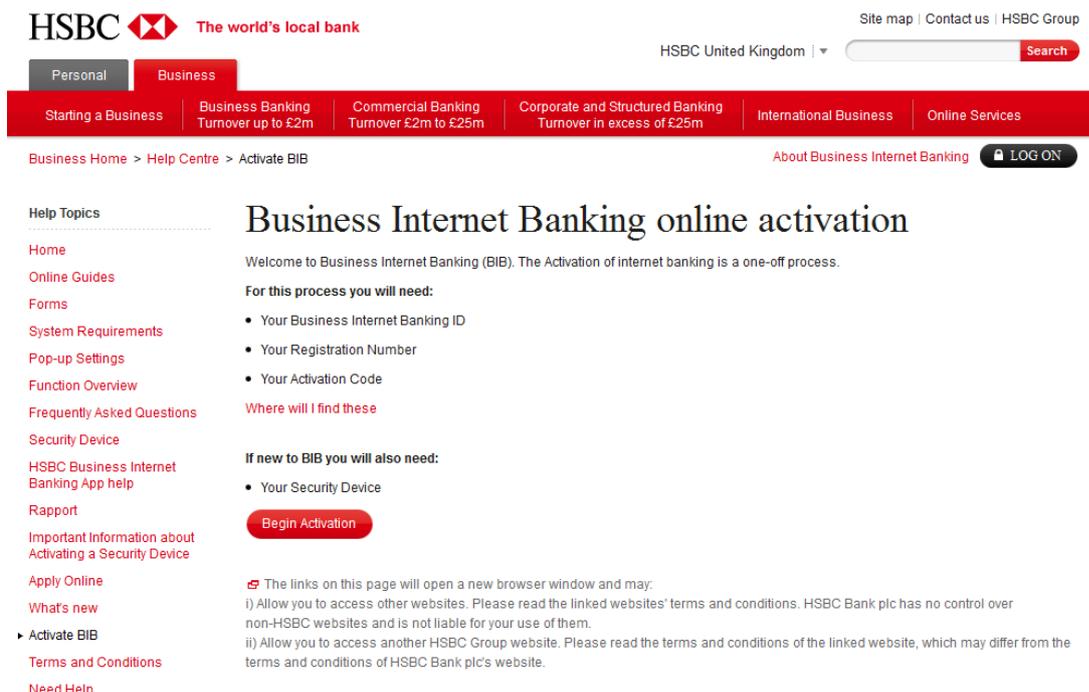
Once on the screen below – Click “About Business Internet Banking”



Once on the next screen click on:



The following screenshots show the process through the Online Banking activation process.



Business Internet Banking Activation

Step 1 : New or existing user

If you already use BIB you may add this new business to your existing Username. This will allow you to access multiple businesses from the same Username, Password and Security Device.

New user

If you do not currently use BIB or would like a separate username for this business click 'I am a new user'

[I am a new user](#)

Existing user

If you already use BIB and have a Username, Password and Security Device, please enter your Username and click 'I am an existing user'

Username: ?

BIB Activation

Step 2 of 6: Enter activation details

Please enter the details requested below.



Data Protection: Please refer to section 13 of the Business Banking Terms and Conditions which describes how we will use your information.

Activation Information

Business Internet Banking ID (case sensitive):	<input type="text" value="GBHBEU1069068330WITAN"/> ?
Registration Number:	<input type="text" value="....."/> ?
Activation Code (case sensitive):	<input type="text" value="....."/> ?
Business Name:	<input type="text" value="SSAGO WITAN"/>

[Cancel](#) [Continue](#)

BIB Activation

Step 3 of 6: Enter logon details

Please complete all the sections below and click Continue.

Logon Information

You will need your username and password each time you log on to BIB. Please note that your password is NOT case sensitive.

Create Username (5-76 characters):	<input type="text"/> ?
Create Password (6-30 characters):	<input type="password"/> ?
Confirm Password:	<input type="password"/>

Security Device Information

Security Device Serial Number:	<input type="text"/> - <input type="text"/> - <input type="text"/>		Your serial number is displayed on the back of your security device.
Security Code:	<input type="text"/>		Press the button on the device to display the Security Code.

[Cancel](#) [Continue](#)

BIB Activation

Step 4 of 6: Complete personal details

To complete your activation for BIB, please complete the sections below and click 'Continue'.

Personal Information

First Name:	<input type="text" value="Kirstie"/>
Last Name:	<input type="text" value="Wright"/>
Email Address:	<input type="text" value="kirstiewright101@hotmail.com"/> ?

Cancel **Continue**

BIB Activation

Step 5 of 6: Complete security questions

Please choose a question from both of the drop-down boxes below, enter your answers and then click 'Continue'. These answers will enable you to reset your password online should you ever forget it and help us to identify you over the phone.

Security Question One

Choose Security Question One:	<input type="text" value="Select a security question"/>
Enter Answer (3-30 characters):	<input type="text"/> ?
Confirm Answer:	<input type="text"/>

Security Question Two

Choose Security Question Two:	<input type="text" value="Select a security question"/>
Enter Answer (3-30 characters):	<input type="text"/> ?
Confirm Answer:	<input type="text"/>

Cancel **Continue**