Senior Treasurer's Declaration to CCRFC
(to accompany application to CCRFC for funding of a Churchill College Club/ Society in 2017-18)

To the Senior Treasurer:

Please have a look at what these members of the JCR and MCR are presenting to you. Most College societies have a contact who is a member of the Senior Common Room. If you should not wish to become Senior Treasurer for this society, please suggest another fellow to the Bursar.

Churchill College Common Rooms Finance Committee (CCRFC) gives out a proportion of our fee income (most of which comes from government) to college clubs and societies. For those societies who wish to receive a grant, it is a condition to have a Senior Treasurer who is a current member of Churchill College Senior Common Room. The duty of the Senior Treasurer is to ensure that the money is spent correctly and that the accounts accurately reflect this. A satisfactory declaration is a condition for the club to receive their allocation for the academic year 2017-2018.

Secretary for Churchill College Common Rooms Finance Committee, Ccrfc-treasurer@chu.cam.ac.uk  http:www.chu.cam.ac.uk/ccrfc

From the Senior Treasurer of:___________________________________________  ,  a club/society at Churchill College.

I declare that I am a member of the Churchill College Senior Common Room and that I have examined the accounts for 2015-2016 (full year) and the estimates for the full year accounts for 2016-17 (current year) based on expenditure to date and the proposed budget for 2017-18 and can confirm that:

a) Complete records of income, expenditure and bank reconciliations are kept;

b) The allocations granted for 2015-16 and 2016-17 have been spent in accordance with the grant request;

c) The current accounts are being correctly maintained – all expenditure should be covered by receipts and bank balances should be supported by bank statements;

d) The officers of the Society have been elected as specified in the rules for the CCRFC.

Yours sincerely,

Signature: ___________________________ Date: __/__/____________

Name (printed):

To be returned to: Ashley Brice, Secretary & Treasurer CCRFC, c/o Porters Lodge