



## Budget Expenditure Request Form

**Please ensure you have read and understood the Division Budget Protocol before filling out this form.**

Please send completed form to [events@psychologicalsociety.ie](mailto:events@psychologicalsociety.ie)

<b>Division/SIG:</b>	
<b>Contact name:</b>	
<b>Contact number:</b>	
<b>Email address:</b>	
<b>Date:</b>	
<b>Amount requested: Please supply details of budget request</b>	
<b>Purpose of request:</b>	

<b>For PSI office use only</b>
<b>Approved by (PSI authorised)</b>
<b>Date approved:</b>
<b>Amount remaining in Account following this approval:</b>

## Divisions & Special Interest Groups Budget Protocol

PSI Annual Membership payment consists of two categories:

- Fee for PSI Membership
- Fee for Divisional Membership & Special Interest Group Membership

Each Division & Special Interest Group will be allocated a discretionary budget based on their paid-up *Divisional & Special Interest Group Membership fees* for the year in question. In order to calculate this, the fees paid up to and including 31 March (cut off point for resuming Membership of the PSI) are assessed and put into a separate central PSI budget with budget headings for each Division & Special Interest Group.

Divisions & Special Interest Group will be sent details of their confirmed budget by email in April.

Division & Special Interest Group Treasurers are responsible for keeping their own records. They must send in a quarterly report to [accounts@psychologicalsociety.ie](mailto:accounts@psychologicalsociety.ie). PSI accounts will also keep a record.

Division & Special Interest Group Committees have discretion to use their fund according to their priorities for the year.

Divisions & Special Interest Groups should send in their work plans for the year, by email, before the end of February each year.

Discretionary spending from each Division/Special Interest Group must fall within one of the following categories:

- Attendance at annual conference and other events
- Bursaries & Awards
- Agreed out of pocket expenses, to cover travel and subsistence costs (as per PSI Travel & Subsistence form)
- Division activities, i.e. non-fee-paying events/ training
- Subscriptions to approved suppliers

### Budget Expenditure Rules

1. Budget requests must be pre-authorised
2. Budgets may not be used to sponsor or subsidise fee-paying Division Events such as training, workshops or seminars
3. Budgets may not be used for any committee entertainment/social purposes
4. All committee expenses are paid out from the Budget
5. Once the Budget is depleted no more committee expenses can be claimed
6. Budgets may only be spent on activities directly related to the Division's/Special Interest Group's specific function
7. There can be no carry over from one year to the next or prepayments made against future funds
8. Budgets can only be used for activities in the current calendar year
9. **31 October** is the deadline to send in Budget request forms for the year. This is to ensure the forms are processed in time for the end of the year audit
10. The deadline for sending in receipts for the calendar is **31 January**, the following year. No payments will be made after this as there can be no budget carry over

## Budget Request Process

1. The Division Treasurer checks their own record to ensure that there are sufficient funds
2. Proposal is sent via email on the **Budget Expenditure Request Form** to [events@psychologicalsociety.ie](mailto:events@psychologicalsociety.ie). This form can be found under 'Council' in the footer of the PSI website
3. The proposal is checked by PSI Accounts. If there are sufficient funds and if it meets the criteria, then approval will be made by the Chief Executive Officer
4. If there are insufficient funds, the proposal will be sent back to the proposer to either amend or withdraw.