



## BUDGET EXPENDITURE REQUEST FORM

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

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

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

For PSI office use only

**Approved by (PSI authorised)**

**Date approved:**

**Amount remaining in Account following this approval:**

## DIVISIONS BUDGET PROTOCOL

PSI Membership payments consist of two types:

- Fee for PSI Membership
- Fee for Divisional Membership

These will be accounted for separately by PSI Accounts

Each Division will be allocated a discretionary budget based on their paid up *Divisional Membership fees* for the year in question. In order to calculate this, the fees paid up to and including 5th March (cut off point for resuming Membership of the PSI) will be assessed and put into a separate central PSI budget with budget headings for each Division.

The budget will then be tracked by both the relevant Division Treasurer and PSI Accounts in order to keep a record of income and expenditure.

Division Committees have discretion to use their fund according to their priorities for the year.

In order to have payment made:

1. Shortly after 5 March each year PSI Accounts will calculate Division amounts based on membership payments. These will be signed off by the CEO
2. These budgets will be forwarded to Division Treasurers
3. Division Treasurer checks their own record to ensure that there are sufficient funds. It is the responsibility of the Division to keep its own up to date record.
4. Proposal is sent via email on the **Budget Expenditure Request Form** to the Membership Coordinator Marianne Plenty [marianneplenty@psychologicalsociety.ie](mailto:marianneplenty@psychologicalsociety.ie)
5. The proposal is checked against PSI Accounts records and if there are sufficient funds to cover the proposal, payment is made, signed off by the CEO
6. If there are insufficient funds the proposal will be sent back to the proposer to either amend or withdraw
7. Once the fund has been depleted no further funds will be available
8. There can be no carry over or prepayments made against future funds
9. The quarterly meetings will have a recurring Budget update item on the agenda

### Budget Expenditure Rules

1. Budgets may not be used to sponsor or subsidise Division Events such as training, workshops or seminars.
2. Budgets may not be used for any committee entertainment/ social purposes.
3. All committee expenses are paid out from the Budget
4. Once the budget is depleted no more committee expenses can be claimed
5. Budgets may only be spent on direct activities related to the Division's / SIG's specific function

### Requirements

1. From 2018 there will be no monthly payments for fees. All payments must be made yearly in advance in order to calculate revenue
2. Two rates of payment should apply for all Divisional membership
  - a. Full Member Rate
  - b. Associate Member Rate
3. Accurate recording by the Treasurer of Division of all income and expenditure
4. All requests to be made on the **Budget Expenditure Request Form**
5. Reconciliations will be made with the Treasurer and PSI Accounts prior to the quarterly meetings
6. Divisions are responsible for keeping their own records. In the absence of Divisional record PSI Accounts record will prevail

2018 Version

**Membership Lists**

Up to date Membership lists are available to each Division / SIG by logging on to the PSI CMS. New Members wishing to join a Division or SIG must do so via the PSI website "Groups" page.

**The active co-operation of all Divisions will be essential for this system to work**