

# **Society for Francophone Postcolonial Studies**

Information for UK event organisers regarding payments to the Society

Event organisers are requested to inform prospective participants on the cost to attend the event and provide prospective participants with the following information on how to pay to attend the event:

Payments from UK bank accounts

1. Payments from participants with UK bank accounts are made by direct electronic transfer from the participant’s UK bank into the Society’s HSBC bank account:

**Account name: Society for Francophone Postcolonial Studies**

**Sort code: 40-06-07**

**Account number: 01181378**

The participant is requested to reference the transfer with their name followed by SFPS. When the transfer is made the participant must email the event organisers to confirm payment, copying in the Treasurer c.griffiths@chester.ac.uk.

1. If a prospective participant is not able to make an electronic transfer then s/he can make out a cheque to the **Society for Francophone Postcolonial Studies** for the required amount and hand this in to the organisers when registering at the event.

Payments from non-UK accounts

1. Payments from participants who do not hold a UK bank accounts can be made via PayPal. Participants are requested to email the Treasurer at c.griffiths@chester.ac.uk, copying in the event organiser/s, to request a PayPal invoice stating the event and the amount due.
2. Payments from participants who do not hold a UK bank accounts can also be made by electronic transfer from the participant’s bank into the Society’s HSBC bank account using the following details, however the non-UK bank may impose a fee:

**Account name: Society for Francophone Postcolonial Studies**

**Sort code: 40-06-07**

**Account number: 01181378**

**IBAN: GB90HBUK40060701181378**

**BIC/SWIFT code: HBUKGB$B**

Payments in cash

1. If a participant cannot use any of the above, event organisers can take cash payments at the event.

How to pass income from an event to the Society’s Treasurer:

At the end of the event, organisers are requested to provide a list of names of attendees with a note of the payment received and the means of payment (example below). Once this account has been drawn up, a copy is sent by post along with any cheques and cash using the sufficient level of guaranteed delivery to cover loss of cash enclosed to:

Prof Claire Griffiths,

SFPS Treasurer,

Department of Modern Languages,

Binks Building,

University of Chester,

Parkgate Road,

Chester CH1 4BJ

If all payments are by e-transfer the event organisers can email the account to the Treasurer at c.griffiths@chester.ac.uk.

Example Account to be sent to Treasurer by post with any cash and/or cheques enclosed:

Income account

PG study day, University of Axminster, 25 April 2055

Joanna Bloggs £25 cheque

Milo Davies £25 cheque

Jillian Foggy £25 cash

Miranda Glaze £25 e-transfer

Etc

Etc

Etc.

Total cash : £25 (enclosed)

Total cheques: £75 (3 enclosed)

Total e-transfers: £225