

The Students Union MUST be made aware of ALL fundraising activity undertaken officially as part of the SU and guidelines set out in the Fundraising Toolkit (<http://www.bathstudent.com/pageassets/leaders/Student-Fundraising-Toolkit-2016-2.pdf>). The SU's charitable status means that by law, student groups cannot fundraise for anyone other than themselves or the SU. RAG is the exemption to the rule, therefore if you are running a fundraising event all transactions associated with the event will need to go via the RAG account.

Fundraising

Finances

Once the fundraising event is approved finance forms can be processed using the appropriate RAG department code. Note that GL codes are still the same as Sports/Socs would normally be.

Department Codes

RSA – Sports

RSO – SOCS

RVT – V Team

Use these department codes in place of your club/society when running a fundraising event

Handling Cash

Charity money should never be banked into a personal account. We strongly recommend that money should be banked the same day. We do not advise that you walk around with money on your person for your own safety and any money taken home is not covered by SU insurance.

You are required to use a yellow form to pay in any fundraising money to the appropriate RAG department code

These regulations do not include raising money specifically for your club or society. If unsure check with Anna Boneham – Student Union Volunteer Manager.

Any charity must be approved by Anna Boneham in advance to ensure they are a registered UK Charity. If in doubt contact Anna to discuss – A.Boneham@bath.ac.uk