

# SU Finance Training

All Student Groups

2019/20



# Welcome to Finance Training!

- Now you're a Chair/Treasurer of a club, you will probably have a lot of interaction with SU Finance. From buying kit to paying for socials, any transactions that your club makes will come through us.
- We can be found on Level 3 of Norwood House, between the Bar and the Activities Office.
- We have quite a small team, but we're friendly, and always happy to answer any finance questions you might have.



# Things We Do

- Payments (bank transfers, cheques, credit card and foreign transfers)
- Income (in person, invoicing and online sales)
- Purchase Orders
- Cash boxes and floats
- Ledgers
- Transfers to other SU student groups
- Pre-paid euro travel card
- Cash and carry account



# Important!

- It's really important that all financial transactions for your account go through the SU.
- If you make transactions outside of the SU (such as one member of a club collecting money from everyone for a trip, and then paying for it out of their personal account) this could result in disciplinary action against your club, and no one wants that to happen!
- If you ever have any questions please come to the SU Finance Office or email [sufinance@bath.ac.uk](mailto:sufinance@bath.ac.uk) to ask. We're always happy to help you out!



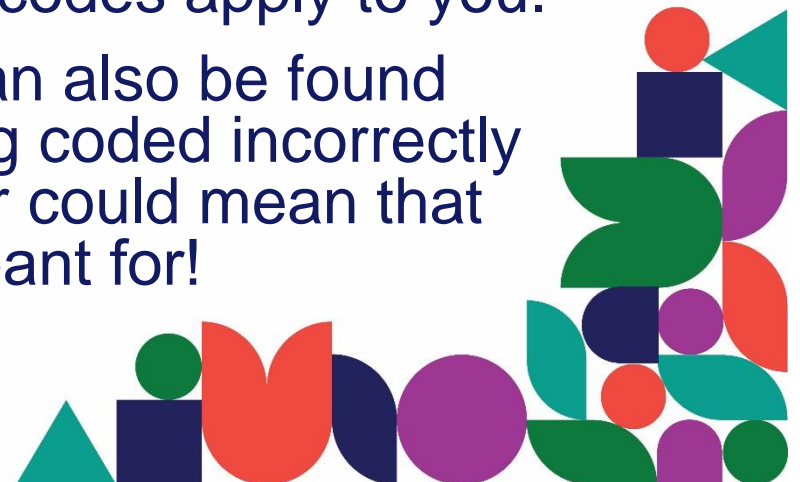
# Being a Chair/Treasurer

- As the Chair/Treasurer of your club, you are in charge of the transactions going through your club's account.
- Any transaction for your club needs to be signed off or approved by you (only one of you, not both!)
- This means you will have to keep track of your funds, so that you don't approve too many expenses and overspend.
- Whilst one of you must approve claims for other people in your club, you **CANNOT** approve your own claims. If you are the Chair and need to claim some money from your group, it will need to be signed off by the Treasurer, and vice versa.



# Your 'account'

- Clubs within the SU do not have their own physical bank account, instead everyone has a defined 'finance account' within the SU's accounts.
- These accounts are identified by Cost Centre and Department codes.
- At the end of the session you will be able to pick up a handout for sports, societies, or other groups, and these will show you which specific codes apply to you.
- Make sure you keep these (they can also be found online), as if you hand in something coded incorrectly it can slow down the processing, or could mean that we don't know which group it is meant for!



# Spending Your Money

- The money in your club account belongs to you, however depending on where it came from, there may be some restrictions on how you can spend it.
- If the money has been raised through ticket sales to your members, then it can be spent on pretty much anything (including socials, alcohol, etc.)
- If it is budget, or funding from the SU, then some restrictions apply. Unfortunately this funding cannot be used for socials, or the purchase of alcohol. If this is attempted then the payments will not be authorised, and your members could end up out of pocket.



# How To Spend Your Money

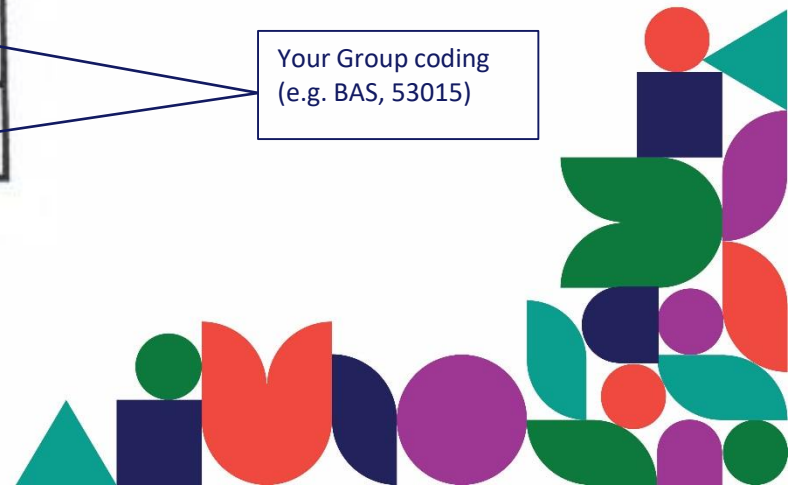
- There are a number of ways for you to access and spend money from your club account. These include:
  - Invoice Payment
  - Cheques
  - Credit Card Payment
  - A member of the club can pay and claim it back
  - A transfer can be made to another SU Group
  - Unfortunately we are not able to provide cash for you to make payments, as this has no paper trail and therefore cannot be tracked or audited.






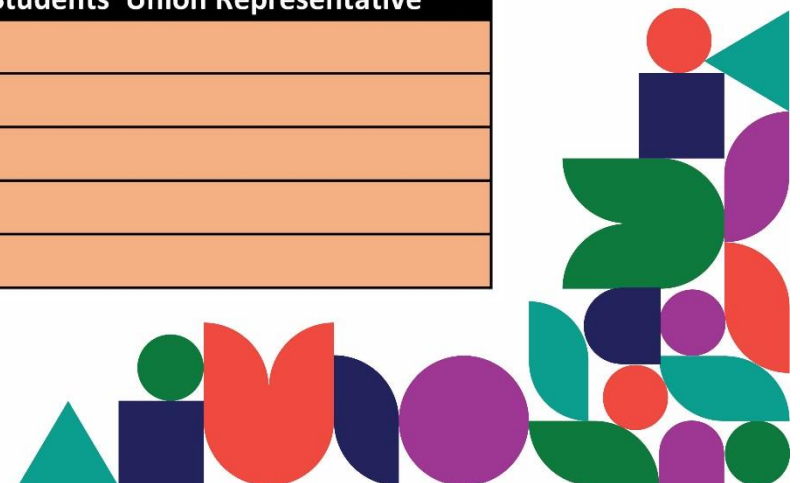
# Invoice Payments

APPROVED	SU Staff or Exec Treasurer signature
RECEIVED	Group Chair or Treasurer signature
FINANCE	Finance signature
17 OCT 2019	
DEPARTMENT	Your Group coding (e.g. BAS, 53015)
GL CODE	




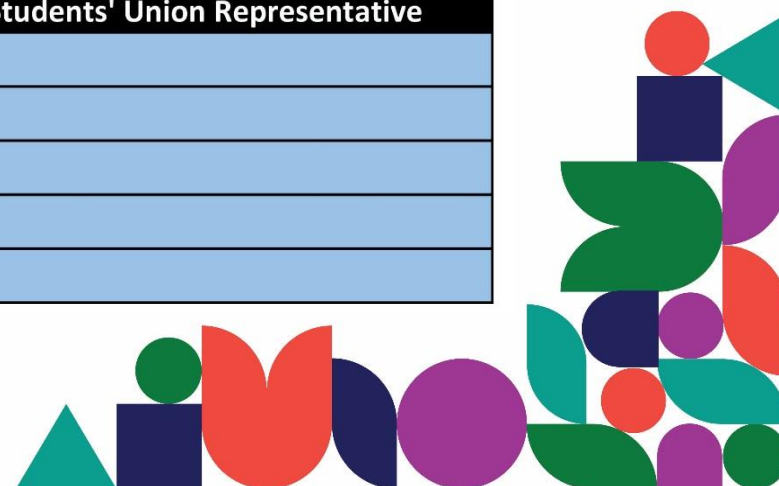
# Orange Form

 <b>THE SU UNIVERSITY OF BATH</b>		<b>Purchase Order and Credit Card Form</b>	
Group Name:		Name of Supplier:	
Department		Supplier Address/ Web Address	
Expense Type			
Event			
Description of Items and Estimated Cost			
Authorisation		Club/Group Representative	Students' Union Representative
Name			
Username			
Position			
Signature			
Date			



# Blue Form

 <b>THE SU UNIVERSITY OF BATH</b>		<b>Internal Transfer Request Form</b>	
Debit From:		Credit To:	
Department		Department	
Expense Type		Expense Type	
Event		Event	
Total to be Transferred	£		
Reason for Transfer			
Authorisation	Club/Group Representative	Students' Union Representative	
Name			
Username			
Position			
Signature			
Date			





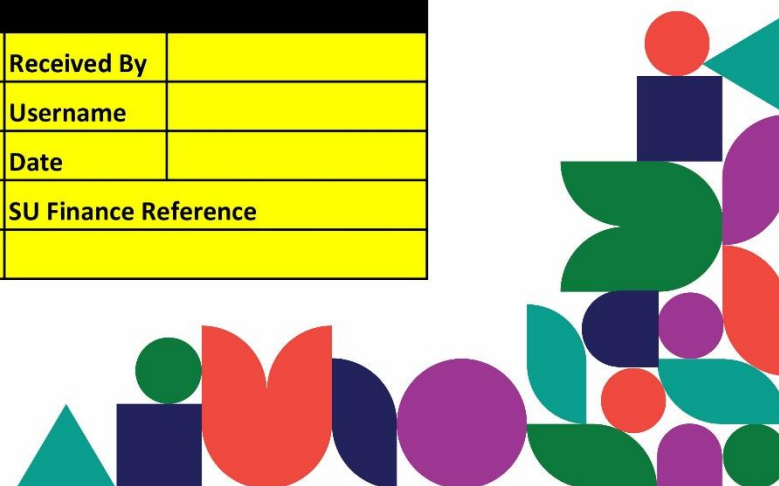
# Claiming Back Money

- If you have bought something on behalf of your club and need to claim back the money...
- You can use a yellow form, which can be picked up at the SU Finance Office, the SU Activities Office, or can be downloaded from our website.
- If the amount on the yellow form is under £20 then you will be able to come and pick it up in cash from SU Finance. If it is over £20 then it will be included in one of our payment runs and the money will go directly into your bank account.



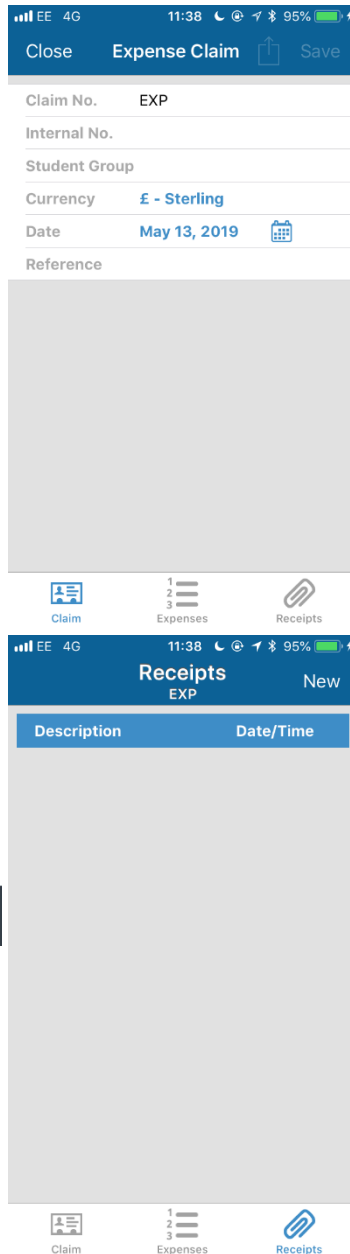
# Yellow Form

 <b>THE SU UNIVERSITY OF BATH</b>		<b>Financial Request Form</b>	
Name and email of person to be paid:			
Payment Type	BACS		Department
Sort Code			Expense Type
Account Number			Event
Description of Expenditure (Please Attach Proof of Purchase)		Amount: £	
Requested by:		Username:	
Authorisation		Club/Group Representative	Students' Union Representative
Name			Received By
Username			Username
Position			Date
Signature			SU Finance Reference
Date			



# Expense365

- If you have a University email address and are a member of a student group, you can sign up for the Expense365 app.
- You can quickly and easily make claims through this, and there's no danger of paperwork getting mislaid!
- Simply choose the group you are claiming the money from (you MUST be a member of the group to claim from it), enter the amount, and a reference for the transaction.
- You must also attach a receipt or some kind of evidence of the expense – this can be done by taking a picture of the receipt on your phone and uploading it with your claim.



eExpense365

js999@bath.ac.uk

John

Smith

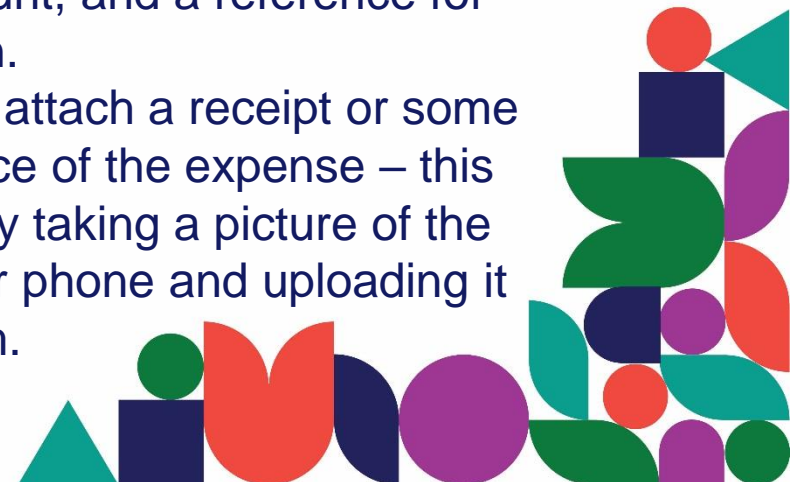
ESN (Optional)

Register



Version 1.4.2

Already registered? Tap here to sign in.



# How to Pay into Your Account

- There are a couple of ways to pay money into your account. These are:
  - Putting an item for sale on the SU Bath website
  - Raising an invoice to an outside company
  - Paying in money (cash or card) at the SU Finance window. For this we will need the name of your group, the event that the money was taken for, and your username. We will then provide you with a receipt for your records.





## Online Product Request

Society/Club Name: ...		Committee Position:...	
Name: ...		Username: ...	
<b>Name of Product/Event:</b> <i>This will appear on the webpage</i>		<b>Date and time of Event:</b> <i>If applicable</i>	
...			
<b>Description:</b> <i>Give a brief outline or information</i>			
.....			
.....			
<b>Prices:</b> MUST include VAT, unless the product is VAT exempt			
Members:		Area Code:...	
Non Members:...		Department Code:...	
Price excluding VAT: ... <i>if applicable</i>		Finance Code:...	
<b>Available to:</b>		<b>Number of items available:</b>	
Members Only: <input type="checkbox"/>		Specific Number: ...	
Members and Non-Members: <input type="checkbox"/>		Unlimited Number: ...	
Exclude Under 18s? (for example, club nights): <input type="checkbox"/>			
<b>Customisations (if applicable) Add another sheet if necessary</b>			
Size Options:		Colour Options:	Name Options
1....		1....	1....
2....		2....	2....
3....		3....	3....
4....		4....	4....
5....		5....	5....
<b>Meal Options: (please submit this form via email if there are meal options)</b>			
Starter:	Main Course:		Dessert:
1....	1....		1....
2....	2....		2....
3....	3....		3....
4....	4....		4....
5....	5....		5....
<b>Email Receipt:</b> <i>(Additional information e.g. time/location etc)</i>			
Thank you for purchasing ...			

<b>On Sale:</b> Date:...	Time:...
<b>Off Sale:</b> Date:...	Time:...

Please return this form to:  
Sport – subathsport@bath.ac.uk  
OR Societies – susocieties@bath.ac.uk



# Online Products

- You can put items such as social tickets, kit and classes up for sale on you SU Bath webpage.
- You will need to make sure that the coding on your form is correct, as this is how we know where the money goes when someone has bought your product.







## Request To Raise An Invoice

Date:	
Invoice to:	
Company Contact Name:	
Company Address:	
Company Telephone No:	Company Email Address:
Reason for raising Invoice:	
Department:	Net Goods Total £
Expense Type:	Plus VAT @ ____% £
Event:	TOTAL £
SU Dept / Club Contact Name:	
SU Dept / Club Contact Username:	
SU Dept / Club Contact Email Address:	
Club Authorisation	
Name:	Position:
Signature:	Date:
Students Union Authorisation	
Name:	Position:
Signature:	Date:
Office Use Only	
Invoice Number _____	Date _____

# Raising an Invoice

- Raising an invoice can only be used for getting payment from outside providers. For payment from groups within the SU, you will need a blue form.
- As the University is a separate entity to the SU, you will need to use an invoice request form to get payment from any departments within the University.



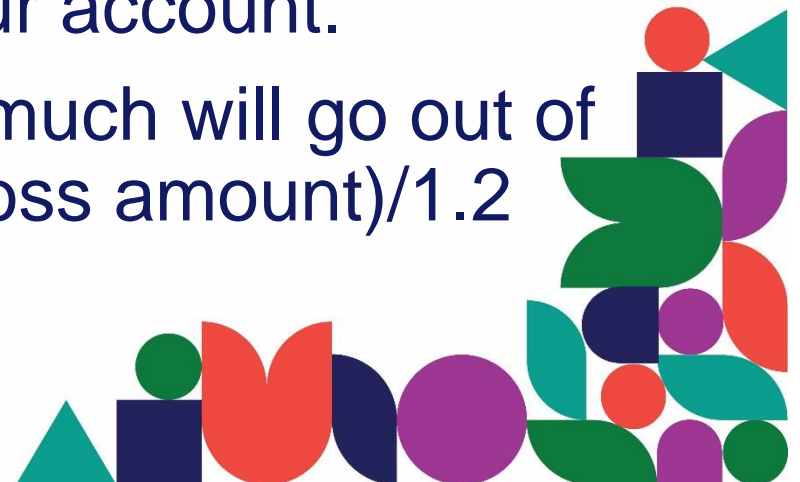
# VAT (Value Added Tax)

- The way that the SU deals with VAT for their student groups can be confusing.
- Most student groups will pay VAT on everything that goes through their account. In order for us to keep track of this, and to make sure that you know exactly how much money you have available, only net amounts are shown on your ledger. This means the full amount of the product, but with VAT taken off of it.
- **This is not the case for sports clubs.**



# VAT

- This means that if you charge £3 for an item of kit, £2.50 will come into your account.
- The equation to find out how much will come into your account is:  $(\text{total amount})/1.2$
- It also means that if you have an invoice to pay which has a gross (including VAT) total of £300, only £250 will come out of your account.
- The equation to find out how much will go out of your account is the same:  $(\text{gross amount})/1.2$



# VAT

- In order for this system to work in your favour it is very important that you **ALWAYS** try and get a VAT invoice or VAT receipt when you spend money.
- Receipts from card machines do not have a VAT breakdown, and if we cannot see the VAT breakdown when you make a claim, there is a danger that your group will be charged the gross amount, leaving the group out of pocket on the transaction.
- If you cannot get a VAT receipt or invoice straight away, that's fine. We are able to amend your accounts afterwards if you can bring it to us at a later date.



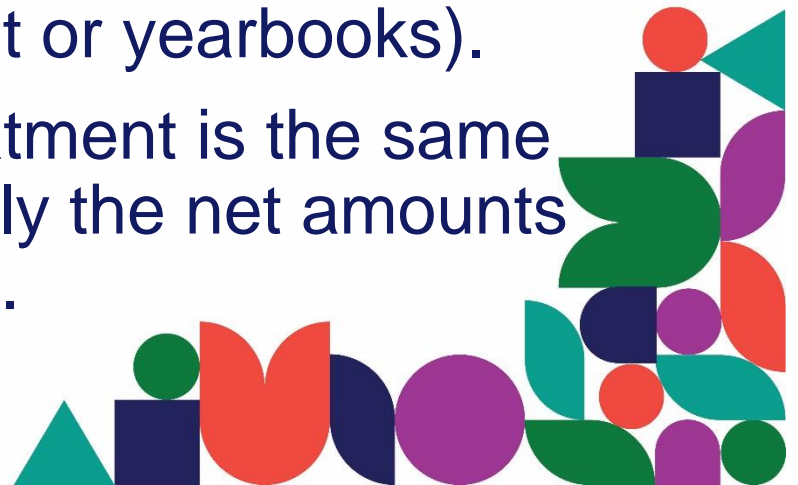
# VAT (Sports)

- Whilst most student groups deal with VAT in the same way, sports clubs are slightly different.
- Whilst sports clubs still pay VAT, due to a different treatment by HMRC, it must be shown differently in your accounts.
- In sports accounts, for most activities, the gross amount will be shown. This means that if you have a product online (such as a competition entry) to sell to your members for £30, the full amount will appear in your account.



# VAT (Sports)

- This also means that if your club pays an invoice of £300, the entire amount will be shown leaving your account.
- The only places that this is different for sports clubs is when dealing with socials (e.g. end of season meals) and equipment for resale (e.g. something the club is buying for the express purpose of reselling to members, such as kit or yearbooks).
- In these two cases, the VAT treatment is the same as other student groups, with only the net amounts going in and out of your account.



# The TOMS Scheme

- The TOMS Scheme is set up by HMRC, and stands for the Tour Operators Margin Scheme.
- The basic premise is that if you are providing a travel/entry service to paying customers and charging them no more than the cost of that travel/entry, it will be zero rated for VAT.
- This means that if you are running a trip for your club and are only charging members the cost of the transport (e.g. coach) and entry to wherever you are going (e.g. entry tickets), any money going into and out of your account for these transactions will be the gross amount (including VAT).



# Ledgers

- Your ledger is a document that allows you to keep track of all of the transactions going through your club account. You can request an excel or printed copy of your ledger at the SU Finance office, or via email to [sufinance@bath.ac.uk](mailto:sufinance@bath.ac.uk).
- We recommend that you also keep your own record of what you sign off as a Chair/Treasurer, so that you can compare it to the ledger you are sent and let us know if you believe there are any discrepancies.





# Ledgers

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University of Bath Students Union  
 £-Consolidatd General Ledger History Report (01/2018 - 10/2018)  
 Department: AFC-Afro/Caribbean Soc, Cost Centre: C&S-SOCIETIES

Your group codes

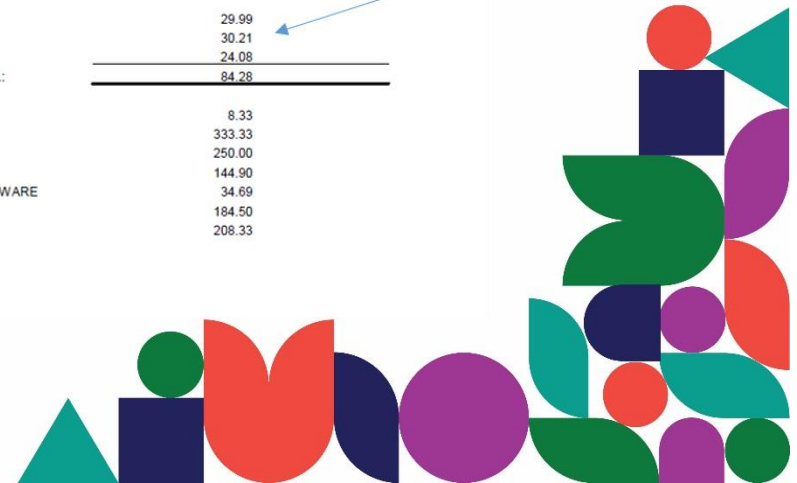
Our Ref	Acc No	Your Ref	Per/Yr	Date	Due Date	Description	Debit	Credit
<b>52145, Socials Income C&amp;S</b>								
SRI049937	CASH01	BATHSTUDENT	03/2018	16/10/2018	15/11/2018	ACS - Second Bridge Nightclub, 19th October 2018 n		20.00
SRI049937	CASH01	BATHSTUDENT	03/2018	16/10/2018	15/11/2018	ACS - Second Bridge Nightclub, 19th October 2018 m		50.00
NOM020906		Coding Corrections	04/2018	12/11/2018		SRI049975 - ACS - Second Bridge Nightclub, 19th Oc		175.00
NOM020906		Coding Corrections	04/2018	12/11/2018		SRI049975 - ACS - Second Bridge Nightclub, 19th Oc		112.50
SRI050028	CASH01	BATHSTUDENT	04/2018	01/11/2018	01/12/2018	ACS - Second Bridge Nightclub, 19th October 2018 m		54.17
SRI050028	CASH01	BATHSTUDENT	04/2018	01/11/2018	01/12/2018	ACS - Second Bridge Nightclub, 19th October 2018 n		45.00
SRI050271	CASH01	BATHSTUDENT	05/2018	07/12/2018	06/01/2019	ACS - Christmas Dinner 2018 (Members)		162.50
SRI050289	CASH01	BATHSTUDENT	05/2018	11/12/2018	10/01/2019	ACS - Christmas Dinner 2018 (Members)		97.50
SRI050289	CASH01	BATHSTUDENT	05/2018	11/12/2018	10/01/2019	ACS - Christmas Dinner 2018 (Non-Members)		45.00
SRI050826	CASH01	BATHSTUDENT	09/2018	15/04/2019	15/05/2019	ACS - Cultural Ball 13/4/19 (Members)		100.00
Totals:.								861.67
<b>52150, Fundraising Income C&amp;S</b>								
SRI050541	CASH01	RO276	07/2018	14/02/2019	16/03/2019	Unseen donations		81.33
Totals:.								81.33
<b>52210, Entry Fees Exp C&amp;S</b>								
PIN147063	SHO002	001	03/2018	24/10/2018	23/11/2018		70.00	
Totals:.							70.00	
<b>52215, Activities Expenses C&amp;S</b>								
PIN148366	UNBA01	74706	04/2018	22/11/2018	22/12/2018	HIRE OF SITE ASTRO PITCH FOR FOOTBALL	81.30	
PIN149214	UNBA01	75285	05/2018	18/12/2018	17/01/2019	HIRE OF ASTRO PITCH FOR AFRO CARIBBEAN	60.80	
PIN149696	UNBA01	76513	08/2018	20/03/2019	19/04/2019	HIRE OF ASTRO PITCH 1 FOR AFC FOOTBALL	81.00	
PIN149527	WIDC03	00815	09/2018	03/04/2019	03/05/2019	HIRE OF WHARF ROOM 6-CLOSE 13/04/19	275.00	
Totals:.							498.10	
<b>52225, Transport Exp C&amp;S</b>								
PIN148960	TAXI02	AFC	07/2018	13/02/2019	15/03/2019	TRAVEL TO & FROM BRISTOL EVENT	335.00	
Totals:.							335.00	
<b>52230, Equipment Purchase C&amp;S</b>								
PIN146134	ADEB01	AFC	03/2018	11/10/2018	10/11/2018	BANNER FOR AFC	29.99	
PIN146135	BROW35	AFC	03/2018	11/10/2018	10/11/2018	FLAGS FOR AFC	30.21	
PIN147762	AMAZ02	136390571-2018-1275	04/2018	21/11/2018	21/12/2018	TRAINING BIBS	24.08	
Totals:.							84.28	
<b>52245, Socials Expenses C&amp;S</b>								
PIN146133	ADEB01	AFC	03/2018	11/10/2018	10/11/2018	WRISTBANDS FORAFC EVENT	8.33	
NOM020906		Coding Corrections	04/2018	12/11/2018		PIN146588 - 100X WRISTBANDS	333.33	
PIN147612	CARI02	241118011	04/2018	25/11/2018	25/12/2018	CHRISTMAS MEAL X50	250.00	
PIN147055	GEOR07	AFC	04/2018	26/11/2018	26/12/2018	catering food for socials	144.90	
PIN147058	JOHN43	AFC	04/2018	26/11/2018	26/12/2018	SNACKS, DRINKS & DISPOSABLE TABLEWARE	34.69	
PIN147629	LADE01	005	04/2018	29/11/2018	29/12/2018	AFRO CARIBBEAN CATERING	184.50	
PIN147077	WIDC03	00648	04/2018	10/11/2018	10/12/2018	XMAS DINNER SOCIAL 05/12	208.33	

Income or Expense code

Money In

Money Out

Description of transaction





# Expense365

- Now you can check your group's account balance and transactions on the Expense365 app.
- If you prefer to have the ledger, you will still be able to request one from SU Finance.



# Alumni Fund

- If your club has an unexpected expense or would like to purchase a one-off item you have the option to apply for Alumni funding through the SU.
- If your application is approved you will be notified, and told how much money you have been granted from the fund.
- In order to spend this money you must first spend out of your own account. Then send an email to SU Finance saying you would like the expense for that specific product to come out of your Alumni funding.
- When the transaction has gone through your account, the funding will be transferred into your account to cover the cost.



# Sponsorship

- Your club can make sponsorship deals with businesses. These usually involve a company giving you money in exchange for some form of advertising.
- It is very important that you do not make sponsorship deals independently. As they are binding contracts that you will be signing, and involve money that will need to be invoiced for your club, all sponsorship contracts must go through the SU Marketing team.
- Whilst you can start negotiations with a potential sponsor yourself, before anything is finalised it must go through SU Marketing.



# Fundraising

- Sports clubs are allowed to carry out fundraising for themselves. This can be done through an activity such as a bake sale, or through a collection at an event you hold. The only requirement for this is that you must let people know their money will be funding your group, not another miscellaneous charity.
- Any money collected for your club through fundraising will be put into your account as the gross amount, with no VAT removed.
- Your club is also allowed to raise money for external charities, however this must always be organised through our RAG and Volunteering team, as they have the best knowledge of fundraising for charity, and will be able to help you organise your event and send the money to an appropriate charity when it is finished.
- [ragstaff@bath.ac.uk](mailto:ragstaff@bath.ac.uk) is the email address to contact them if you have any questions.



# Events and Socials

- If you are planning a big event with your group, then you will need to fill in an Event Planner with the Activities Office. They will be able to provide you with this. You may also have to attend an Event Committee meeting to present your event.
- There is a handout available at the end of the session with guidance on managing finances for an event or social.
- The main thing to remember is not to leave anything until the last minute!





# Any Questions?

- Finance can be a little confusing if you haven't encountered it before, so if you have any questions please ask.
- If you come up with any questions at a later date, send them through to [sufinance@bath.ac.uk](mailto:sufinance@bath.ac.uk) and we will do our best to answer them!
- **We will now go through some eXpenses365 training, so have your phone ready!**

