

# Finance Training 2015-16

# Contents

2.....	Introduction to Finance
3.....	Outgoing Payments
4.....	Incoming Payments
5/6.....	Sports/Socs VAT
7.....	Processing Forms
8.....	Societies Department Codes
10.....	Sports Department Codes
11.....	Expense Type Codes
12.....	Reading Ledgers
13.....	Keeping Records
14.....	Yellow Forms
15.....	Orange Forms
16.....	Blue Forms
17.....	Invoice Request Forms
18.....	BathStudent Product Form
19.....	Planning an Event
20.....	Fundraising
21.....	Equipment and Maintenance
22.....	Printing and Catering
23.....	Cash Floats
24.....	Authorisation Limits

# Introduction To Students' Union Finance

## Where are we?

Students Union Finance Office

Level 3 Student Centre  
10am-4pm Mon-Fri (Term)

Geraldine & Anna – Finance Assistants  
Helen McHenry – Finance Manager

01225 385061/386613  
sufinance@bath.ac.uk  
Www.BathStudent.com/Finance

## Services

Payments – Bacs, cheques, credit card,  
euro transfers, petty cash

Income – Counter service, invoicing ,  
online sales

Purchase order numbers

Cash box and floats

Club & Society Ledgers

University Print Requests & Catering  
Orders

Transfers to University Departments

Pre paid Euro Travel Card

Cash & Carry Account (Bookers)

## What is the Students' Union

A Registered  
Charity

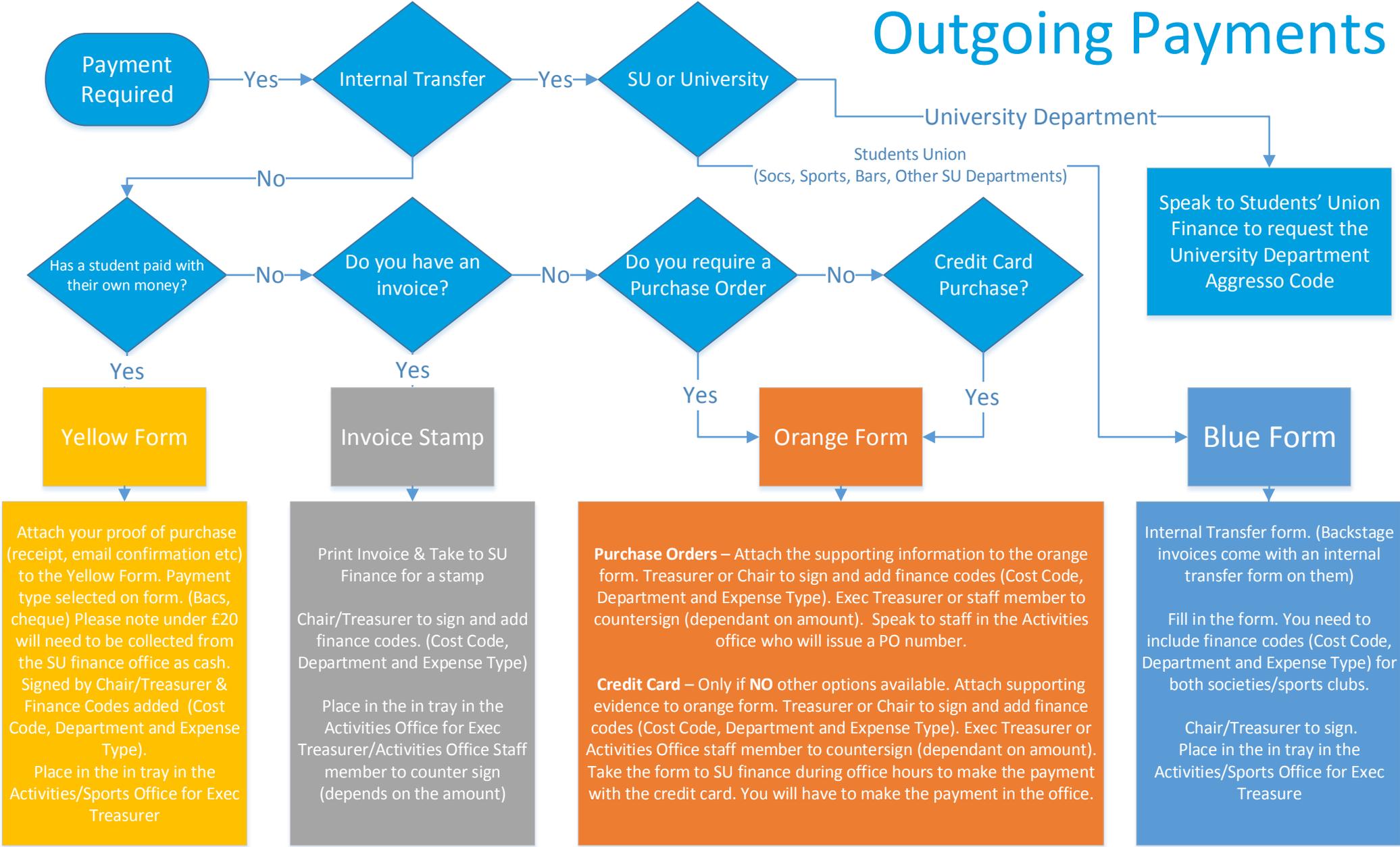
Board of Trustees & SU  
Governance

Funded through a block grant &  
commercial income

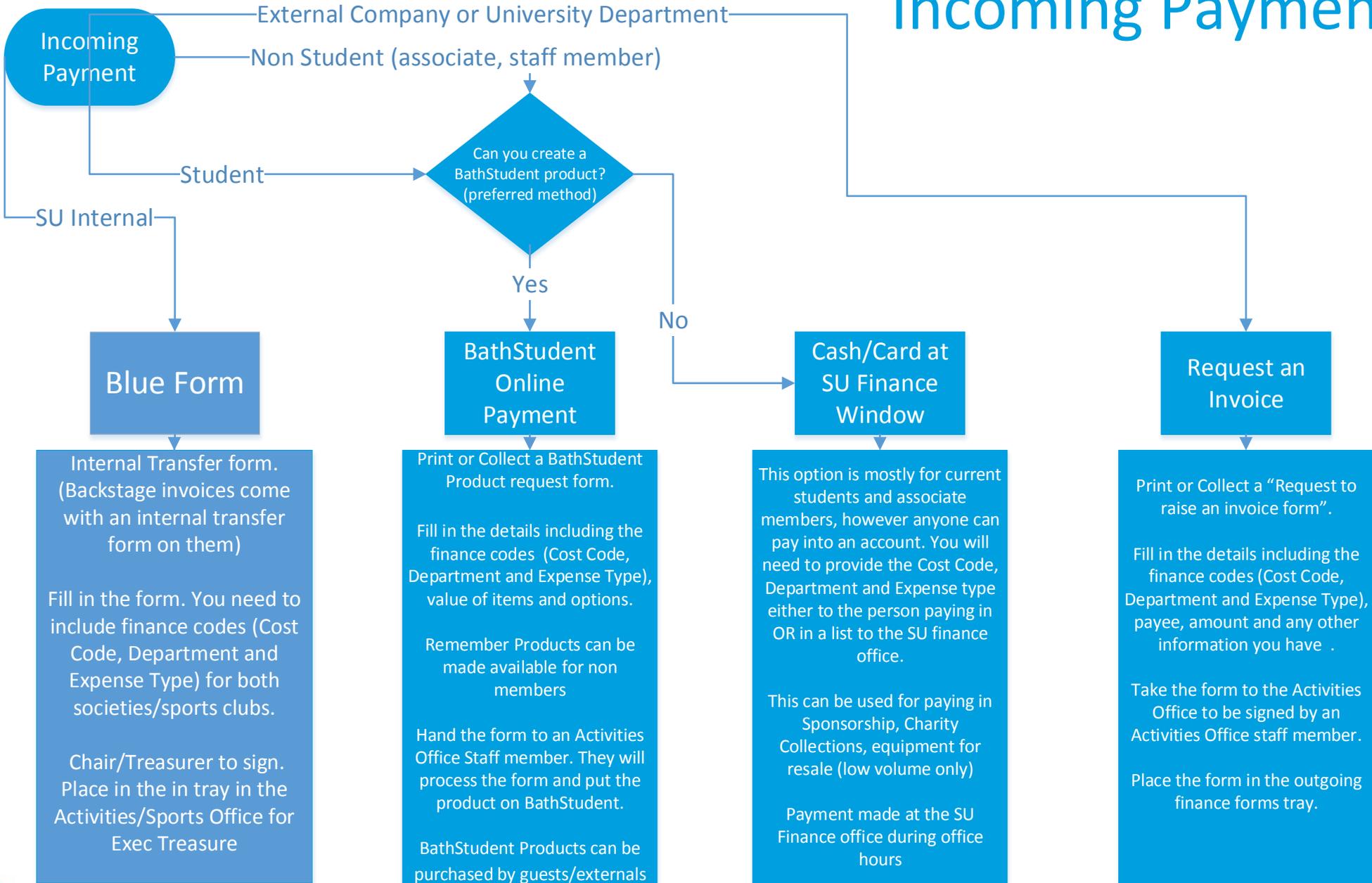
Separate Entity to  
University

Subject to University internal audit, annual  
external audit & HMRC VAT Inspection

# Outgoing Payments



# Incoming Payments

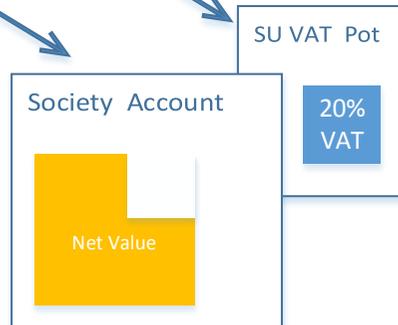


## VAT on purchases Example

All society purchases are subject to VAT if a full VAT invoice or receipt are provided for example a receipt from a restaurant for £500

$$£500 = £416.67 + £83.33$$

Restaurant  
Bill Gross



The Net value will be charged from the society account and the VAT will be charged from the SU VAT pot

### Exemptions

#### Purchases

- The gross amount will be charged in cases where not VAT receipt/invoice is provided

#### Sales

- Activities under TOM scheme – Travel income, entrance tickets (not clubs or restaurants) & Accommodation income.
- Grants
- Raffles

# Socs VAT

## What is VAT?

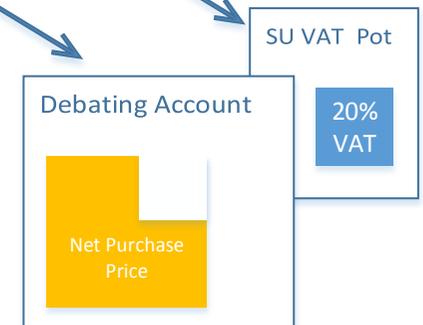
VAT (value added tax) is a form of taxation raised by the government, collected by companies (i.e. The Students' Union) on behalf of the government. All Society activity is subject to VAT. You must have a VAT receipt/Invoice with the VAT number of the company otherwise you will always be charged the gross amount.

## VAT on Sales Example

Debating Annual dinner ticket has been set up as a BathStudent Purchase for £20.

$$£20 = £16.67 + £3.33$$

Total Sale  
Price



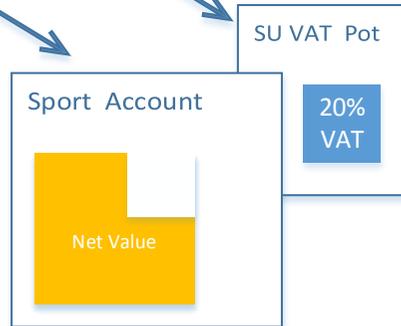
Remember to account for VAT when you set up the online sale on BathStudent.

## VAT on Purchases

VAT is only applicable on Equipment of Resale and Social Events, for example a restaurant bill, reclaimed with a VAT receipt.

$$£500 = £416.67 + £83.33$$

Restaurant  
Bill Gross



The Net value will be charged from the society account and the VAT will be charged from the SU VAT pot

### VAT Exemption

All sports payments **EXCEPT** socials and equipment for re-sale. For example an invoice for £100 +£20 VAT the club will pay £120. For income e.g a match fee of £50, club will receive £50.

# Sports VAT

## What is VAT?

VAT (value added tax) is a form of taxation raised by the government, collected by companies (i.e. The Students' Union) on behalf of the government. You must have a VAT receipt/Invoice with the VAT number of the company otherwise you will always be charged the gross amount.

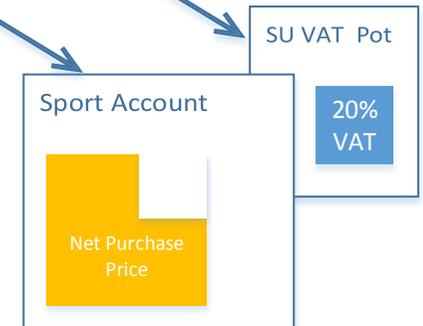
## VAT on Sales Example

All sports activities are VAT exempt. It means you won't be charged VAT on sales. For example if you sell a ticket to a rugby event for £120 all £120 will be transferred into your account.

**EXEMPTIONS** – Social Sales and Equipment for Resale i.e. Christmas meal ticket

$$£20 = £16.67 + £3.33$$

Total Sale  
Price



Remember to account for VAT when you set up the online sale on BathStudent.

# Processing Finance Forms

## Where Do I find forms?

- Orange, Blue and Yellow forms can be found:
- Orange**
  - Blue**
    - The Students' Union Finance Office
    - The Activities Office
  - Yellow**
    - BathStudent Finance Page

1

### Cost Code:

C&S – Clubs and Societies  
 SAS – Sports  
 MED – Media

## Department

The department code is your society/sports club/other student group's unique three letter code. A full list is available at [www.BathStudent.com/xxxxx](http://www.BathStudent.com/xxxxx)

BAC – Backstage  
 STS – BUST  
 SNO - Snowsports

Only Chairs and Treasures can sign finance forms for their student groups, and only once they have completed finance training. Forms take up to two weeks to be processed by the office

## Correctly Filling in your form

- Orange** Correctly add the Cost Code, Department and Expense Type to your form.
- Blue** Chair or Treasurer to sign the form in the appropriate box. Only the chair or treasurer can do this
- Yellow** Double check all the details are correct. Remember that you can't authorise a payment to yourself!

2

**Invoice** Pass the form on for counter signing

## Where Do Invoices Come from?

### Invoice

Invoices will either be sent to a member of your activity group (1) or to the Students' Union (2)

1) Take the invoice to finance to be stamped.

2) The stamped invoice will be sent to the Activities Office

1

## Expense Type (GL Code)

A full list of codes can be found late in this booklet

NOTE: Sports, Societies, Volunteering and Media have different codes and the following are just examples

### Clubs & Societies: Expense

- |                            |                                    |
|----------------------------|------------------------------------|
| 52205 – Affiliation Fees   | 52230 – Equipment Purchase         |
| 52210 – Entry Fees         | 52235 – Equipment for resale       |
| 52215 – Activities Expense | 52240 – Ticket Expense             |
| 52220 – Admin Expense      | 52245 – Socials Expense            |
| 52225 – Transport          | 52250 – Maintenance and Consumable |

## Counter Signing

### Sports

Place in Sports in-tray in the sports office for the Exec Treasurer to sign and process

### Societies

Place in Societies in-tray in the societies office for the Exec Treasurer to sign and process

### Media

Hand to the media treasurer to sign and process

3

# Cost Centre C&S – Clubs & Societies

## Department Codes

AFC	–	African Caribbean Society	TTS	–	Bath University Table Top Society (BUTTS)
AMN	–	Amnesty	THA	–	Bath University Thai Association (BUTA)
ACE	–	Architecture & Civil Engineering (ACE)	BAK	–	Bath University Baking Appreciation Society (BUBAS)
BAC	–	Backstage Technical Services (BTS)	SSS	–	Bath University Sport & Social Sciences (BUSAS)
AMS	–	Bath Area Malaysian Singaporean Association	BIO	–	Bioscience Society (BUBS)
PSY	–	Bath Association of Psychology Students	BOD	–	Bodysoc
BFA	–	Bath Fashion	BRA	–	Breakdancing
CAP	–	Capoeira Society	BRU	–	BruSoc(Brunei Bath Society)
COM	–	Bath Computer Science Society (BCSS)	BUD	–	Buddhist Meditation
BEE	–	Bath Electrical and Mechanical Engineering Society	CAT	–	Catholic Society (CathSoc)
ECO	–	Bath Economics Society (BEST)	CCH	–	Chamber Choir
BFI	–	Bath Finance Society	CHA	–	Ch&Os
BLA	–	Bath Live Action & Dramatic Encounters Society	CEN	–	Chemical Engineering Student Association (CESA)
ASI	–	Bath University Asian Students' Society	CWP	–	Comedy Writing, Improve and Performance
CAS	–	Bath University Curry Appreciation (BUCAS)	COF	–	Coffee Soc
DEB	–	Bath University Debating Society (BUDS)	MAN	–	ChinaRen
FIL	–	Bath University Film Society (BUFS)	CYP	–	Cypriot Society
GUI	–	Bath University Guides & Scouts (BUGS)	EWB	–	Engineers Without Borders (EWB)
ISL	–	Bath University Islamic Society (BUIS)	MEA	–	Middle Eastern Awareness Society
BUM	–	Bath University Maths Society (BUMS)	FRE	–	French Society
MCY	–	Bath University Motor-Cycle Club (BUMCC)	FOL	–	Folksoc
NSS	–	Bath University Natural Sciences Society (BUNSS)	GER	–	German Society
NCS	–	Bath University Network Computing Society (BUNCS)	GRA	–	Gravity Vomit
SMS	–	Bath University Student Musical Society (BUSMS)	GVU	–	Gravity Vomit UpChuck
STS	–	Bath University Student Theatre (BUST)	HEL	–	Hellenic Society
			ITA	–	Italian Society
			JAP	–	Japanese Society

# Cost Centre C&S – Clubs & Societies

## Department Codes

JEW	–	Jewish Society (Jsoc)	ARS	–	University of Bath Arab Society
KNI	–	KnitSoc	BMS	–	University of Bath Management Society
KRI	–	Krishna Consciousness	EGG	–	Vegetarian Society
LSO	–	Litsoc	VIE	–	VietBath
MUN	–	Model United Nations	YOG	–	Yoga Society
MUS	–	MusicSoc	WEL	–	Welsh Society
ONE	–	People & Planet	WIN	–	Wine Society
PSA	–	Pharmacy Student Association (PSA)			
PHO	–	PhotoSoc			
PHY	–	Physics Society (PsySoc)			
POK	–	Poker Society			
PLE	–	PoleSoc			
BUP	–	Politics Student Society			
POL	–	Polish Society			
RCM	–	Radio Controlled Model Club			
ROM	–	Romanian Society			
SAL	–	Salsa			
SCN	–	Scandinavian Society			
SFI	–	Sci-Fi & Fantasy			
SPN	–	Spanish Society			
SAP	–	Social and Policy Science Society (SOAPS)			
VIS	–	Splat Art			
LNK	–	St. John Ambulance (LINKS)			
SUC	–	Students' Union Chemistry Society (SU:CS)			
IDE	–	TEDx Bath			

# Cost Centre SAS – Sports

## Department Codes

AMF	–	American Football			
ARY	–	Archery			
ASF	–	Association of Football & Futsal			
ATH	–	Athletics	MOU	–	Mountaineering
BAD	–	Badminton	NET	–	Netball
BAS	–	Basketball	RID	–	Riding & Polo
BOX	–	Boxing	ROW	–	Rowing
CAN	–	Canoe Club	RUG	–	Rugby
LEA	–	Cheerleading	SLN	–	Sailing
CRI	–	Cricket	SHG	–	Shooting
PUB	–	CueSport	SKY	–	Skydiving
CYC	–	Cycling	SNO	–	Snowsports
DOD	–	Dodgeball	SQU	–	Squash
FEN	–	Fencing	SAQ	–	Sub Aqua
FLO	–	Floorball	SUR	–	Surf
GLI	–	Gliding	SWI	–	Swimming
GOL	–	Golf	TAB	–	Table Tennis
GYM	–	Gymnastics	TAE	–	Taekwondo
HAN	–	Handball	TEN	–	Tennis
HOC	–	Hockey	TRM	–	Trampoline
JIT	–	Jiu Jitsu	TRI	–	Triathlon
JUD	–	Judo	UFR	–	Ultimate Frisbee
KAR	–	Karate	VOL	–	Volleyball
KIC	–	SandaKickboxing	WPO	–	Water Polo
LAC	–	Lacrosse			
LAT	–	Latin and Ballroom			
MOT	–	Motorsports			

# Expense Codes

## Societies & Media (C&S, MED)

Income		Expenditure	
52105	Membership	52205	Affiliation Fees
52215	Activities	52210	Entry Fees
52120	Admin	52215	Activities
52125	Transport	52220	Admin
52130	Equipment	52225	Transport
52135	Equipment for Resale	52230	Equipment
52140	Ticket Sales	52235	Equipment for Resale
52145	Socials	52240	Ticket Sales
52150	Fundraising	52245	Socials
52155	Sponsorship	52250	Maintenance & Consumables
		52155	Sponsorship

Coding expense & income correctly will help your student group track finances over the year and will make your ledger easier to read.

Expense Codes are used to separate Income/Expenditure of different types on your ledger. This allow SU Finance to track how much money is being spent on each expense type.

## Sports (SAS)

Income		Expenditure	
53105	Membership	53205	Affiliation Fees
53110	Match Fees	53210	Entry Fees
53115	Activities	53211	Match Fees
53120	Coach Education	53220	Coach Education
53135	Equipment for Resale	53215	Activities
53140	Ticket Sales	53216	Accommodation
53145	Socials	53221	Transport
53150	Fundraising	53225	Coaching
53155	Sponsorship	53230	Equipment
		53235	Equipment for Resale
		53245	Socials
		53260	Officials
		53261	Admin

# Reading Ledgers

## General Tips

Items are split by Expense Type and each payment has a unique reference number.

Each Expense Type has its own total.

Credit is money paid into the account.

Debit is money paid out of the account.

You can request a ledger either in person at the Finance Office or by email.

## Budgets

Budgets are not shown on the Ledger, as they are treated as an approved overdraft.

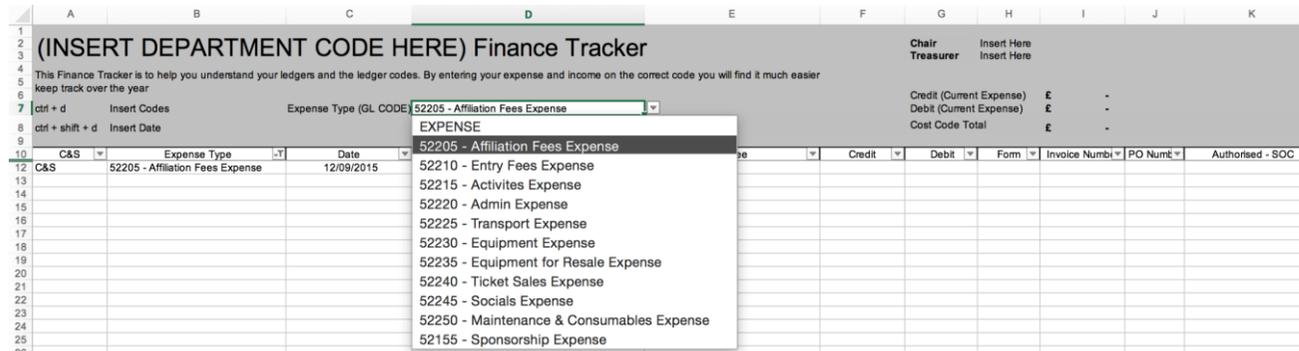
In this case Chamber Choir had a budget of £250, meaning they can end the year on -£250.

Our Ref	Acc No	Your Ref	Pr Yr	Date	Due Date	Description	Debit	Credit
<b>52105, Membership Inc C&amp;S</b>								
SRI044189	CASH01	ONL SAL 18-22 SEPT14	02/2014	22/09/2014	23/10/2014	ONL SAL 18-22 SEPT14 MEM	8.33	
SRI044233	CASH01	ONL SAL 26-30 SEPT14	02/2014	30/09/2014	01/11/2014	ONL SAL 26-30 SEPT14 MEM 14-15	8.33	
SRI044260	CASH01	ONL SALES 1-7 OCT 14	03/2014	07/10/2014	07/11/2014	ONL SALES 1-7 OCT 14 MEM STAND	83.33	
SRI044326	CASH01	ONL SALE 8-13 OCT	03/2014	13/10/2014	12/11/2014	ONL SALES 8-13 OCT 14 MEM 14-15	66.67	
SRI044406	CASH01	ONL IN 14-27 OCT 14	03/2014	29/10/2014	29/11/2014	Online 14-27Oct Memship	50.00	
SRI044470	CASH01	ONL SALES 28-31OCT14	03/2014	31/10/2014	30/11/2014	ONL SALES 28-31 OCT14 MEM	16.67	
SRI044597	CASH01	ONL SALE 19-24 NOV14	04/2014	24/11/2014	25/12/2014	ONL SALE 19-24 NOV14 MEM	8.33	
SRI045138	CASH01	ONL INC 19-24 MARCH	08/2014	24/03/2015	24/04/2015	ONL INC 19-24 MARCH 15 MEM PLACEMENT	8.33	
<b>Totals.:</b>							<b>249.99</b>	
<b>52115, Activities Inc C&amp;S</b>								
SRI044189	CASH01	ONL SAL 18-22 SEPT14	02/2014	22/09/2014	23/10/2014	ONL SAL 18-22 SEPT14 MEM PIGGOTS WEEKEND DEPOSIT	10.00	
SRI044260	CASH01	ONL SALES 1-7 OCT 14	03/2014	07/10/2014	07/11/2014	ONL SALES 1-7 OCT 14 PIGOTTS WEEKEND AWAY DEPOS	20.00	
SRI044726	CASH01	CHAMBER CHOIR	05/2014	19/12/2014	18/01/2015	CONCERT CONTRIBUTION TO EXPENSES	120.00	
<b>Totals.:</b>							<b>150.00</b>	
<b>52145, Socials Income C&amp;S</b>								
SRI044599	CASH01	DANIELLE	04/2014	25/11/2014	25/12/2014	CHRISTMAS MEAL AT BATH BREW HOUSE	100.00	
SRI044597	CASH01	ONL SALE 19-24 NOV14	04/2014	24/11/2014	25/12/2014	ONL SALE 19-24 NOV14 XMAS MEAL 2 COURSE	33.33	
SRI044597	CASH01	ONL SALE 19-24 NOV14	04/2014	24/11/2014	25/12/2014	ONL SALE 19-24 NOV14 XMAS MEAL 3 COURSE	41.67	
SRI044569	CASH01	ONL SALE 13-18 NOV14	04/2014	18/11/2014	19/12/2014	ONL SALE 13-18 NOV14 XMAS MEAL 2 COURSE	100.00	
SRI044569	CASH01	ONL SALE 13-18 NOV14	04/2014	18/11/2014	19/12/2014	ONL SALE 13-18 NOV14 XMAS MEAL 3 COURSE	166.67	
<b>52215 Activity Expenses C&amp;S</b>								
NOM017473		PRINT&COPY SEPT 14	03/2014	29/10/2014		Printing & photocopy recharges Sep 14	10.20	
<b>Totals.:</b>							<b>10.20</b>	
<b>52220, Admin Expenses C&amp;S</b>								
PIN128291	MCLE07	CCH	12/2014	03/07/2015	02/08/2015	SNACKS FOR REHEARSALS	67.23	
<b>Totals.:</b>							<b>67.23</b>	
<b>52225, Transport Exp C&amp;S</b>								
NOM017503		Midas recharges	03/2014	31/10/2014		Midas recharges Oct 14	30.00	
<b>Totals.:</b>							<b>30.00</b>	
<b>52230, Equipment Purchase C&amp;S</b>								
PIN123533	AMAZ01	CHAMBER CHOIR	01/2014	01/08/2014	31/08/2014	ikea kalas mugs x6	15.26	
PIN128051	PAIN03	CCH	11/2014	16/06/2015	16/06/2015	SALISBURY MOTETS, DEUS IN ADJUTORIUM MEUM	314.80	
PIN128176	PAIN03	CHAMBER CHOIR	11/2014	24/06/2015	24/06/2015	MUSIC FOLDERS	31.67	
<b>Totals.:</b>							<b>361.73</b>	
<b>52245, Socials Expenses C&amp;S</b>								
PIN124604	CITY14	CHAMBER CHOIR	04/2014	28/11/2014	28/12/2014	CHRISTMAS MEAL FOR 23 PEOPLE	441.67	
PIN127679	WISH02	CCH	10/2014	20/05/2015	19/06/2015	MOLLOY'S MEAL PAYMENT	172.63	
<b>Totals.:</b>							<b>614.30</b>	
<b>Totals.:</b>							<b>1083.46</b>	<b>841.66</b>

## Totals

At the bottom of the ledger there will be a Credit total and a Debit Total. Subtracting the Debit from the Credit will give the account total. In this case Chamber Choir finished the year on -£241.80. However remember that budget acts as an approved overdraft. Therefore in this case Applying a £250 budget means the year was finished at £8.20 Credit.

To help you keep records a spreadsheet template has been developed. Clicking the dropdown “expense type” field displays all the income and expense codes. When you fill in a form you should also make a record of your expense or income. By coding it against the correct code it will be much easier to compare your records with your official ledger.



# Keeping Records

## Mainsheet

The main sheet gives you a drop down of code options. It is important that you correctly type this expense type into the “expense type field”

Remember that credit is money coming into your account and debit is money leaving your account.

## Code Totals

The totals for each ledger code are shown on the second sheet. The expenses are shown on the left and the income on the right.

To update the totals click the update button.

The account total is the credit minus the debit and is shown at the bottom of the page. The balance remaining accounts for your budget. Budget acts as an overdraft.

	A	B	C	D	E
1	<b>Ledger Code Totals</b>				
2					
3					
4					
5	<b>Debit</b>		<b>Credit</b>		
6	52205 - Affiliation Fees Expense	£ -	52105 - Membership Income	£	100.00
7	52210 - Entry Fees Expense	£ -			
8	52215 - Activites Expense	£ -	52215 - Activites Income	£	-
9	52220 - Admin Expense	£ -	52120 - Admin Income	£	-
10	52225 - Transport Expense	£ -	52125 - Transport Income	£	-
11	52230 - Equipment Expense	£ -	52130 - Equipment Income	£	-
12	52235 - Equipment for Resale Expense	£ -	52135 - Equipment for Resale Income	£	-
13	52240 - Ticket Sales Expense	£ -	52140 - Ticket Sales Income	£	-
14	52245 - Socials Expense	£ -	52145 - Socials Income	£	-
15	52250 - Maintenance & Consumables Expens	£ -	52150 - Fundraising Income	£	-
16	52155 - Sponsorship Expense	£ -	52155 - Sponsorship Income	£	-
17	<b>Debit Total</b>	<b>£ -</b>	<b>Credit Total</b>	<b>£</b>	<b>100.00</b>
18					
19					
20	<a href="#">Click Here to Update Ledger</a>				
21					
22					
23					
24	<b>Account Total</b>	<b>£ 100.00</b>	<b>Budget</b>	<b>£</b>	<b>250.00</b>
25	(Insert your budget here)				
26	<b>Balance Remaining</b>	<b>£ 350.00</b>			

# Yellow Forms

Filling in a yellow form is a way of processing an outgoing payment, either by BACS, Cheque or for less than £20 by cash at the finance office. Yellow forms can only be authorised by a student group chair or treasurer. They must then be countersigned, for more information on this refer to the "Processing Forms" page. If you are unsure when to use a yellow form follow the diagram on the "Outgoing Payments" page or contact your exec area treasurer.

## Personal Details

Name and details. Note that payments under £20 will need to be collected from the finance office in cash

## Description

Details of expense must be included with an attached receipt otherwise payment will not be made.

University of Bath Students' Union		Financial Request Form			
Name of person / company to be paid		Jack Harris			
Payment Method (Circle)	BACS	CHEQUE	Cost Centre	C&S	
Sort Code	XX-XX-XX		Department	BAC	
Bank Account	XXXXXXXX		Expense Type	52230	
Address if cheque to be posted	N/A				
Description of expenditure <small>(Please attach proof of purchase)</small>	Black Speaker Paint + Delivery to University of Bath - £35 + VAT = £42. See attached receipt				Amount £ 42
Requested by	Joe Bloggs	User name / tel number	Jb123 / 07777 777777		
Authorisation		Club / Society Representative		Students Union' Representative	
Name	Bob Brown			Received by	
Position	Chair			Date	
Signature	B.Brown			Students' Union Finance Reference	
Date	5/9/2015				

## Finance Codes

See pages on Cost/Dep codes & Expense Type

## Requested By

Sometimes the person filling in the form won't be the payee or the authoriser. It is important to fill in these details so we can contact you if there are any problems

## Authorisation

Only the activity group Chair and Treasurer can authorise forms. Please fill in your details clearly. NOTE! You can't authorise a payment to yourself. The Students Union' Representative section is filled out by the area exec treasurer.

# Orange Forms

Filling in an orange form is a way of processing an outgoing payment by credit card, or can be used to issue a purchase order number to a supplier. Orange forms can only be authorised by a student group chair or treasurer. They must then be countersigned, for more information on this refer to the "Processing Forms" page. If you are unsure when to use an orange form follow the diagram on the "Outgoing Payments" page or contact your exec area treasurer.

University of Bath Students' Union		Purchase Order Request Form	
<b>Club / Dept</b>	<b>Snowsports</b>	<b>Name of Supplier</b>	<b>Bath Coaches</b>
<b>Cost Centre</b>	<b>SAS</b>	<b>Supplier address / web address</b>	<b>Coach Company Bath BA1 XXX</b>
<b>Department</b>	<b>SNO</b>		
<b>Expense Type</b>	<b>53221</b>		
<b>Description of goods or service and estimated cost</b>	<b>Purchase order required for transport for 10 members to BUISC competition. Quote from Supplier attached for £500</b>		
<b>Authorisation</b>		<b>Students Union Representative</b>	
<b>Name</b>	<b>Club / Society Representative</b>		
	<b>Joe Bloggs</b>		
<b>User Name / Mobile</b>	<b>JB123/07777 777777</b>		
<b>Position</b>	<b>Chair</b>		
<b>Signature</b>	<b>J. Bloggs</b>		
<b>Date</b>	<b>5/9/2015</b>		

## Finance Codes

See pages on Cost/Dep codes & Expense Type

## Description

Details of expense must be included with an attached quote or a request for a PO from the supplier. Remember using the credit card should be your last option.

## Supplier

Details of the supplier you need a PO for or need to make a credit card payment too.

## Authorisation

# Blue Forms

Filling in a blue form is a way of processing an internal transfer. Blue forms can only be authorised by a student group chair or treasurer of the group making the payment. They must then be countersigned, for more information on this refer to the "Processing Forms" page. If you are unsure when to use a blue form follow the diagram on the "Outgoing Payments" page or contact your exec area treasurer.

University of Bath Students' Union				Internal Transfer Request Form	
<b>Debit From</b>		Bath Model United Nations Society	<b>Credit To</b>		Backstage
Cost Centre		C&S	Cost Centre		C+S
Department		MUN	Department		BTP
Expense Type		52215	Expense Type		52115
Total amount to be transferred			120.00		
Reason for transfer		Charges for: WFP March Show 2015			
Authorisation		Club / Society		Students' Union	
Name		Joe Bloggs			
User Name		JB123			
Position		Chair			
Signature		J. Bloggs			
Date		5/9/2015			

**Debit From**  
Fill in the details of the student group that is making the internal transfer.

**Reason**  
Why are you transferring the money?  
E.g. Backstage charges

**Credit To**  
Fill in the details of the student group/department that is receiving the money

**Authorisation**

Only the activity group Chair and Treasurer can authorise forms. Please fill in your details clearly. The Authorisation should be signed by the activity group making the payment.

# Invoice Request Form

Requesting to raise an invoice is a way of processing an incoming payment. A request can only be authorised by a student group chair or treasurer. They must then be countersigned, for more information on this refer to the “Processing Forms” page. If you are unsure how to use this form contact your exec area treasurer.

University of Bath Students' Union Request To Raise An Invoice	
Date:	4th September 2015
Invoice to:	ICIA
Company Contact Name:	Thom Cornall
Company Address:	ICIA The Edge University of Bath BA2 7AY
Company Telephone No:	01225 384009
Company Email Address:	t.a.cornall@bath.ac.uk
Reason for raising Invoice:	Charges for Backstage Technical Services – Show on 6 <sup>th</sup> June – Please see additional attached breakdown
Cost Centre:	C&S
Net Goods Total	£ 408
Department:	BAC
Plus VAT @ __% £	81.6
Expense Type:	52215
TOTAL	£ 489.6
SU Dept / Club Contact Name:	Jack Harris
SU Dept / Club Contact Telephone Number:	x3067
SU Dept / Club Contact Email Address:	treas@bts-crew.com
Invoice Request Authorisation	
Name:	Position:
Signature:	Date:
Office Use Only	
Invoice Number _____	Date _____

## Payee Details

Fill in the details of the payee. This information is important as without it Finance will not be able to raise the invoice.

## Reason for Invoicing

Fill in the details you would like to be displayed on the invoice. You may also attach additional information or finance breakdowns.

## Finance Codes & Invoice Amount

Fill in your activity group/department's cost code, department and Expense type. Fill in the Net Good Total, Calculate VAT at 20% and add the total.

## Authorisation

Only the activity group Chair and Treasurer can request invoices. The Authorisation section on this form should be signed by an exec treasurer or authorising staff member.

Online Product Request Forms should be filled in and taken to a staff member in the Sports/Socs office for processing. Remember to leave plenty of time for the product to be put online. Payments to your account are updated weekly

# Online Product Request Form

## Online Product Request

(If you have more than one product please use one sheet per product)

<b>Full name of Society/ Club:</b> Name:		<b>Committee Position:</b> Username:	
<b>Product or Ticket details</b>			
<b>Name of Product: Society/ Club name:</b> Or <b>Name of Ticket: Society/ Club name:</b>			
<b>Description: Give brief outline or information:</b>			
<b>Members £</b>		<b>Non Members £</b>	
<b>Area Code: C&amp;S / SAS</b>			
<b>Department Code: (3 letters)</b>			
<b>Finance Code: (5 numbers)</b>			
<small>(These can be found in the Activities Office)</small>			
<b>Available to:</b>		<b>Number of items available:</b>	
<b>Members Only:</b>		<b>Specific Number:</b>	
<b>Members &amp; Non-Members:</b>		<b>Unlimited Number:</b>	
<b>Customisations (if applicable):</b>			
<b>Size Options:</b> 1. 2. 3. 4. 5.	<b>Colour Options:</b> 1. 2. 3. 4. 5.	<b>Name Options:</b> 1. 2. 3. 4. 5.	
<b>Food Options:</b> <b>Starter:</b> 1. 2. 3. 4. 5.	<b>Main Course:</b> 1. 2. 3. 4. 5.	<b>Dessert:</b> 1. 2. 3. 4. 5.	
<b>On Sale: Date:</b> <b>Time:</b>		<b>Additional notes for purchaser:</b>	
<b>Off Sale: Date:</b> <b>Time:</b>			
<b>Email Receipt:</b> (thank you plus additional information e.g times places etc)			
<b>Thank you for purchasing:</b>			

### Your Details

Fill in the details of your society and your name/username/committee position. This important as you may need to be contacted to resolve any issues.

### Product Details

What is the product and what is the price? Remember to add VAT to all sales! If you are unsure of how VAT works please look at the VAT pages in this document.

### Finance Code

Fill in your activity group/department's cost code, department and Expense type.

### Customisations

Detail any customisations if applicable. If any customisations have extra cost make a note of it here. Remember to include VAT!

### Times and Confirmation

Write down when you would like the product to be available and the confirmation email you would like to be sent. Remember to give people enough time to purchase the product.

## Ticket Sales

Ticket sales are the most common way to raise money for an event. Normally these will be sold on BathStudent. It's important not to forget about VAT. See the example below:

Sale Price: £12  
VAT: £2  
Net £10

So if the sale price of the ticket is £12 you will only receive £10 in your activity group account. For more information on VAT can be found earlier in this document.

## Breaking Even

When planning your events its important that you're events at least break even. No events should be run at a loss. Events can be run for profit, however remember that your account needs to be £0 at the end of the year.

## Keep Records!

There will be an example event and budget spreadsheet available for all students to view on the BathStudent Finance Page.

# Event Planning

## Booking Backstage

When you put on an event you may want to book technical support. Backstage Technical Services is a student society and is one of the options available to you.

You can find more details at [www.bts-crew.com](http://www.bts-crew.com)

## Society Event Planners

Society Event Planners can be found at:

<http://www.bathstudent.com/socs/committeehub/docsforms/>

These need to be filled in and approved by the societies office before the event happens. This included a full financial breakdown of the event.

## Bath Student Products

To put a product on BathStudent fill in an online product request form. Don't forget to correctly fill in your codes on the form. For more information refer to the online product request form example page.

Online Product Request		
Full name of Society/Club: Name: _____		
Committee Position: Name: _____		
Name of Product/Society/Club name: OR Name of Ticket Society/Club name: Description: Give brief outline or information:		
Members £	New Members £	
Area Code: CAS/ASA	Department Code (3 letters)	
Product Code (numbers): _____		
[Check one for Award for Activities Office]		
Members Only	Number of items available:	
Members & Non-Members:	Specialty Numbers:	Unlimited Numbers:
Competition of availability:	College Options:	House Options:
1. _____	1. _____	1. _____
2. _____	2. _____	2. _____
3. _____	3. _____	3. _____
4. _____	4. _____	4. _____
5. _____	5. _____	5. _____
6. _____	6. _____	6. _____
7. _____	7. _____	7. _____
8. _____	8. _____	8. _____
9. _____	9. _____	9. _____
10. _____	10. _____	10. _____
11. _____	11. _____	11. _____
12. _____	12. _____	12. _____
13. _____	13. _____	13. _____
14. _____	14. _____	14. _____
15. _____	15. _____	15. _____
16. _____	16. _____	16. _____
17. _____	17. _____	17. _____
18. _____	18. _____	18. _____
19. _____	19. _____	19. _____
20. _____	20. _____	20. _____
21. _____	21. _____	21. _____
22. _____	22. _____	22. _____
23. _____	23. _____	23. _____
24. _____	24. _____	24. _____
25. _____	25. _____	25. _____
26. _____	26. _____	26. _____
27. _____	27. _____	27. _____
28. _____	28. _____	28. _____
29. _____	29. _____	29. _____
30. _____	30. _____	30. _____
31. _____	31. _____	31. _____
32. _____	32. _____	32. _____
33. _____	33. _____	33. _____
34. _____	34. _____	34. _____
35. _____	35. _____	35. _____
36. _____	36. _____	36. _____
37. _____	37. _____	37. _____
38. _____	38. _____	38. _____
39. _____	39. _____	39. _____
40. _____	40. _____	40. _____
41. _____	41. _____	41. _____
42. _____	42. _____	42. _____
43. _____	43. _____	43. _____
44. _____	44. _____	44. _____
45. _____	45. _____	45. _____
46. _____	46. _____	46. _____
47. _____	47. _____	47. _____
48. _____	48. _____	48. _____
49. _____	49. _____	49. _____
50. _____	50. _____	50. _____
51. _____	51. _____	51. _____
52. _____	52. _____	52. _____
53. _____	53. _____	53. _____
54. _____	54. _____	54. _____
55. _____	55. _____	55. _____
56. _____	56. _____	56. _____
57. _____	57. _____	57. _____
58. _____	58. _____	58. _____
59. _____	59. _____	59. _____
60. _____	60. _____	60. _____
61. _____	61. _____	61. _____
62. _____	62. _____	62. _____
63. _____	63. _____	63. _____
64. _____	64. _____	64. _____
65. _____	65. _____	65. _____
66. _____	66. _____	66. _____
67. _____	67. _____	67. _____
68. _____	68. _____	68. _____
69. _____	69. _____	69. _____
70. _____	70. _____	70. _____
71. _____	71. _____	71. _____
72. _____	72. _____	72. _____
73. _____	73. _____	73. _____
74. _____	74. _____	74. _____
75. _____	75. _____	75. _____
76. _____	76. _____	76. _____
77. _____	77. _____	77. _____
78. _____	78. _____	78. _____
79. _____	79. _____	79. _____
80. _____	80. _____	80. _____
81. _____	81. _____	81. _____
82. _____	82. _____	82. _____
83. _____	83. _____	83. _____
84. _____	84. _____	84. _____
85. _____	85. _____	85. _____
86. _____	86. _____	86. _____
87. _____	87. _____	87. _____
88. _____	88. _____	88. _____
89. _____	89. _____	89. _____
90. _____	90. _____	90. _____
91. _____	91. _____	91. _____
92. _____	92. _____	92. _____
93. _____	93. _____	93. _____
94. _____	94. _____	94. _____
95. _____	95. _____	95. _____
96. _____	96. _____	96. _____
97. _____	97. _____	97. _____
98. _____	98. _____	98. _____
99. _____	99. _____	99. _____
100. _____	100. _____	100. _____
101. _____	101. _____	101. _____
102. _____	102. _____	102. _____
103. _____	103. _____	103. _____
104. _____	104. _____	104. _____
105. _____	105. _____	105. _____
106. _____	106. _____	106. _____
107. _____	107. _____	107. _____
108. _____	108. _____	108. _____
109. _____	109. _____	109. _____
110. _____	110. _____	110. _____
111. _____	111. _____	111. _____
112. _____	112. _____	112. _____
113. _____	113. _____	113. _____
114. _____	114. _____	114. _____
115. _____	115. _____	115. _____
116. _____	116. _____	116. _____
117. _____	117. _____	117. _____
118. _____	118. _____	118. _____
119. _____	119. _____	119. _____
120. _____	120. _____	120. _____
121. _____	121. _____	121. _____
122. _____	122. _____	122. _____
123. _____	123. _____	123. _____
124. _____	124. _____	124. _____
125. _____	125. _____	125. _____
126. _____	126. _____	126. _____
127. _____	127. _____	127. _____
128. _____	128. _____	128. _____
129. _____	129. _____	129. _____
130. _____	130. _____	130. _____
131. _____	131. _____	131. _____
132. _____	132. _____	132. _____
133. _____	133. _____	133. _____
134. _____	134. _____	134. _____
135. _____	135. _____	135. _____
136. _____	136. _____	136. _____
137. _____	137. _____	137. _____
138. _____	138. _____	138. _____
139. _____	139. _____	139. _____
140. _____	140. _____	140. _____
141. _____	141. _____	141. _____
142. _____	142. _____	142. _____
143. _____	143. _____	143. _____
144. _____	144. _____	144. _____
145. _____	145. _____	145. _____
146. _____	146. _____	146. _____
147. _____	147. _____	147. _____
148. _____	148. _____	148. _____
149. _____	149. _____	149. _____
150. _____	150. _____	150. _____
151. _____	151. _____	151. _____
152. _____	152. _____	152. _____
153. _____	153. _____	153. _____
154. _____	154. _____	154. _____
155. _____	155. _____	155. _____
156. _____	156. _____	156. _____
157. _____	157. _____	157. _____
158. _____	158. _____	158. _____
159. _____	159. _____	159. _____
160. _____	160. _____	160. _____
161. _____	161. _____	161. _____
162. _____	162. _____	162. _____
163. _____	163. _____	163. _____
164. _____	164. _____	164. _____
165. _____	165. _____	165. _____
166. _____	166. _____	166. _____
167. _____	167. _____	167. _____
168. _____	168. _____	168. _____
169. _____	169. _____	169. _____
170. _____	170. _____	170. _____
171. _____	171. _____	171. _____
172. _____	172. _____	172. _____
173. _____	173. _____	173. _____
174. _____	174. _____	174. _____
175. _____	175. _____	175. _____
176. _____	176. _____	176. _____
177. _____	177. _____	177. _____
178. _____	178. _____	178. _____
179. _____	179. _____	179. _____
180. _____	180. _____	180. _____
181. _____	181. _____	181. _____
182. _____	182. _____	182. _____
183. _____	183. _____	183. _____
184. _____	184. _____	184. _____
185. _____	185. _____	185. _____
186. _____	186. _____	186. _____
187. _____	187. _____	187. _____
188. _____	188. _____	188. _____
189. _____	189. _____	189. _____
190. _____	190. _____	190. _____
191. _____	191. _____	191. _____
192. _____	192. _____	192. _____
193. _____	193. _____	193. _____
194. _____	194. _____	194. _____
195. _____	195. _____	195. _____
196. _____	196. _____	196. _____
197. _____	197. _____	197. _____
198. _____	198. _____	198. _____
199. _____	199. _____	199. _____
200. _____	200. _____	200. _____
201. _____	201. _____	201. _____
202. _____	202. _____	202. _____
203. _____	203. _____	203. _____
204. _____	204. _____	204. _____
205. _____	205. _____	205. _____
206. _____	206. _____	206. _____
207. _____	207. _____	207. _____
208. _____	208. _____	208. _____
209. _____	209. _____	209. _____
210. _____	210. _____	210. _____
211. _____	211. _____	211. _____
212. _____	212. _____	212. _____
213. _____	213. _____	213. _____
214. _____	214. _____	214. _____
215. _____	215. _____	215. _____
216. _____	216. _____	216. _____
217. _____	217. _____	217. _____
218. _____	218. _____	218. _____
219. _____	219. _____	219. _____
220. _____	220. _____	220. _____
221. _____	221. _____	221. _____
222. _____	222. _____	222. _____
223. _____	223. _____	223. _____
224. _____	224. _____	224. _____
225. _____	225. _____	225. _____
226. _____	226. _____	226. _____
227. _____	227. _____	227. _____
228. _____	228. _____	228. _____
229. _____	229. _____	229. _____
230. _____	230. _____	230. _____
231. _____	231. _____	231. _____
232. _____	232. _____	232. _____
233. _____	233. _____	233. _____
234. _____	234. _____	234. _____
235. _____	235. _____	235. _____
236. _____	236. _____	236. _____
237. _____	237. _____	237. _____
238. _____	238. _____	238. _____
239. _____	239. _____	239. _____
240. _____	240. _____	240. _____
241. _____	241. _____	241. _____
242. _____	242. _____	242. _____
243. _____	243. _____	243. _____
244. _____	244. _____	244. _____
245. _____	245. _____	245. _____
246. _____	246. _____	246. _____
247. _____	247. _____	247. _____
248. _____	248. _____	248. _____
249. _____	249. _____	249. _____
250. _____	250. _____	250. _____
251. _____	251. _____	251. _____
252. _____	252. _____	252. _____
253. _____	253. _____	253. _____
254. _____	254. _____	254. _____
255. _____	255. _____	255. _____
256. _____	256. _____	256. _____
257. _____	257. _____	257. _____
258. _____	258. _____	258. _____
259. _____	259. _____	259. _____
260. _____	260. _____	260. _____
261. _____	261. _____	261. _____
262. _____	262. _____	262. _____
263. _____	263. _____	263. _____
264. _____	264. _____	264. _____
265. _____	265. _____	265. _____
266. _____	266. _____	266. _____
267. _____	267. _____	267. _____
268. _____	268. _____	268. _____
269. _____	269. _____	269. _____
270. _____	270. _____	270. _____
271. _____	271. _____	271. _____
272. _____	272. _____	272. _____
273. _____	273. _____	273. _____
274. _____	274. _____	274. _____
275. _____	275. _____	275. _____
276. _____	276. _____	276. _____
277. _____	277. _____	277. _____
278. _____	278. _____	278. _____
279. _____	279. _____	279. _____
280. _____	280. _____	280. _____
281. _____	281. _____	281. _____
282. _____	282. _____	282. _____
283. _____	283. _____	283. _____
284. _____	284. _____	284. _____
285. _____	285. _____	285. _____
286. _____	286. _____	286. _____
287. _____	287. _____	287. _____
288. _____	288. _____	288. _____
289. _____	289. _____	289. _____
290. _____	290. _____	290. _____
291. _____	291. _____	291. _____
292. _____	292. _____	292. _____
293. _____	293. _____	293. _____
294. _____	294. _____	294. _____
295. _____	295. _____	295. _____
296. _____	296. _____	296. _____
297. _____	297. _____	297. _____
298. _____	298. _____	298. _____
299. _____	299. _____	299. _____
300. _____	300. _____	300. _____
301. _____	301. _____	301. _____
302. _____	302. _____	302. _____
303. _____	303. _____	303. _____
304. _____	304. _____	304. _____
305. _____	305. _____	305. _____
306. _____	306. _____	306. _____
307. _____	307. _____	307. _____
308. _____	308. _____	308. _____
309. _____	309. _____	309. _____
310. _____	310. _____	310. _____
311. _____	311. _____	311. _____
312. _____	312. _____	312. _____
313. _____	313. _____	313. _____
314. _____	314. _____	314. _____
315. _____	315. _____	315. _____
316. _____	316. _____	316. _____
317. _____	317. _____	317. _____
318. _____	318. _____	318. _____
319. _____	319. _____	319. _____
320. _____	320. _____	320. _____
321. _____	321. _____	321. _____
322. _____	322. _____	322. _____
323. _____	323. _____	323. _____
324. _____	324. _____	324. _____
325. _____	325. _____	325. _____
326. _____	326. _____	326. _____
327. _____	327. _____	327. _____
328. _____	328. _____	328. _____
329. _____	329. _____	329. _____
330. _____	330. _____	330. _____
331. _____	331. _____	331. _____
332. _____	332. _____	332. _____
333. _____	333. _____	333. _____
334. _____	334. _____	334. _____
335. _____	335. _____	335. _____
336. _____	336. _____	

As a registered charity, University of Bath Students' Union is able to apply VAT exemption to fundraising events if the event meets certain conditions. This applies to fundraising events organised for the benefit of the Students' Union, its constituent groups or other charities. VAT exemption means that the admission charge does not require VAT to be charged (income from sponsorship of the event is also deemed to be VAT free). However, no VAT is recoverable on purchases made in connection with the event. Please note that the Students' Union Finance Office should be notified of all charitable fundraising events at least 7 days in advance in order that VAT exemption be applied. The Students' Union Finance Office is also responsible for ensuring that the statutory VAT exemption limit on the number of events per financial year (see below) is not exceeded.

## Events and Locations

### At any one location

'Location' means held in the same place. Similar kinds of events held in different locations would qualify for exemption provided all other conditions were met. For example, 20 balls held by a national charity each in different towns in the same financial year would all qualify for relief.

### Typical events

The following are examples of different kinds of events that may be held for fundraising purposes:

- a ball, dinner dance, disco or barn dance;
- a performance - such as concert, stage production, and any other event which has a paying audience;
- the showing of a film;
- sporting participation - including spectators - such as a sponsored walk or swim;
- a sporting performance;
- a game of skill, a contest, or a quiz;
- participation in an endurance event;
- a fireworks display;
- a dinner, lunch or barbecue;
- an event in conjunction with another event, such as a charity fundraising auction marquee at a sporting event.

Further guidance on the above may be obtained from the SU Finance Office, Student Centre, Level 3.

## Scope of Fundraising

The event must be organised and promoted primarily to raise money for the benefit of the University of Bath Students' Union, its' member groups or other charity. Social events, such as events that form part of a social calendar for members, but which incidentally make a profit, do not qualify for the exemption. Publicity material, tickets should clearly refer to fundraising. For example:

- 'fundraising for'
- 'in aid of'
- 'help us to raise money for'

## Limit on Number of Events

### Non-recurring nature.

An 'event' is a one off - not an ongoing activity. Activities of a semi-regular or continuous nature, such as the frequent operation of a shop or bar, are not 'events'.

### Limit on the number of events

For VAT exemption to apply, the University of Bath Students' Union or its' groups can't hold more than 15 events of the same kind in any one financial year at any one location, for example no more than 15 charity film showings in the Tub in any one financial year. This is important as if the limit is exceeded then none of the events qualify for the VAT exemption, not even the first 15.

There are two important aspects to consider when purchasing new equipment. Firstly the up front cost of purchase and secondly the cost of maintaining the equipment over it's lifetime.

# Equipment & Maintenance

## Purchasing Equipment

Before purchasing equipment the following key aspects must be considered:

- **Purchase Price vs Hire Price** – Is it possible to rent/hire the equipment rather than buying it? If so does that work out cheaper. What is the pay off, i.e. how many times would you have to hire it to be the same price as buying it.
- **Expected Life Cycle** – How long will the equipment last before it needs replacing. Can you afford to replace it if it breaks?
- **Cost of Storage** – Do you have the space to store the equipment. Can you afford to purchase protective storage equipment if needed, such as a case or bag.?

## Maintenance of Equipment

As an activity group you should be planning the maintenance of equipment into the yearly budget. Before you purchase any new equipment ensure that you can afford to maintain what you currently own.

If you decide to purchase a new piece of equipment what is the maintenance cost going to be on that equipment? Will you need to spend a little bit of money every year or will you need to spend a larger sum less often? Figure this out and see if you can afford it on your current budget. If not what would you need to do to make this purchase **sustainable**.

## Example Purchase

### Backstage LED Lighting Purchase:

6 x LED PARCAN @ £100/unit = £600  
1 x Black Case @ £120 = £120

TOTAL COST = £720

### Maintenance Cost:

PAT Testing - £5/lights = £30  
Spare Parts £20/year = £20

Total Cost £50

It can therefore be seen that while the upfront cost has to be covered an allowance has to be made yearly to maintain the equipment. It is vital not to forget this!

# Printing & Catering

When using the University print service (IDPS) or ordering catering, such as for an event in the Claverton Rooms you should ask for a quote for the cost. Once you have done this attach it to an orange form to request a purchase order. A PO is a promise to pay with a reference number. It is important that you follow this procedure and get your quote approved by a staff member before you go ahead.

University of Bath Students' Union		Purchase Order Request Form	
Club / Dept		Name of Supplier	
Cost Centre		Supplier address / web address	
Department			
Expense Type			
Description of goods or service and estimated cost			
Authorisation		Club / Society Representative	Students Union Representative
Name			
User Name / Mobile			
Position			
Signature			
Date			

In the description box detail the quote and what it is for. Remember to attach the quote to the form.

More details on orange forms can be found earlier in this document.

A float is a sum of cash loaned to you with a cash tin to enable you to sell tickets/products on campus. To request a cash float a yellow form should be completed with CASH FLOAT written on the top. This can be signed by the activities office administrator. Bring the signed form to the Finance Office and they will issue the float to you in the denominations you require. After your sales are complete, you will return the tin and float to the finance office and bank the takings into your society account.

# Cash Floats

University of Bath Students' Union		Financial Request Form			
Name of person / company to be paid					
Payment Method (Circle)	BACS	CHEQUE	Cost Centre		
Sort Code			Department		
Bank Account			Expense Type		
Address if cheque to be posted					
Description of expenditure <small>(Please attach proof of purchase)</small>	Cash Float		Amount £		
Requested by			User name / tel number		
<b>Authorisation</b>	<b>Club / Society Representative</b>	<b>Students Union' Representative</b>		<b>Received by</b>	
Name				Date	
Position			Students' Union Finance Reference		
Signature					
Date					

In the description box detail the cash you would like and the reason. An example would be a float for a bake sale on parade. Remember to ask for a tin!

All forms that come through from societies or sports clubs need countersigning by either an exec treasurer or a member of staff. Different people have different authorisation limits.

# Authorisation Limits

## Societies & Media (C&S)

## Sports (SAS)

a) Order value to £500	Student Group Treasurer or Chairperson Society Treasurer or Chair	<b>plus</b>	Area Administrator or Exec Treasurer Carmela or Societies Treasurer
b) Order value to £1,000	Student Group Treasurer or Chairperson Society Treasurer or Chair	<b>plus</b>	Exec Treasurer Societies Treasurer
c) Order value to £1,500	Student Group Treasurer or Chairperson Society Treasurer or Chair	<b>plus</b>	Area SU Officer or Budget Holder Wadzi or Polly
d) Order value over £1,500	Student Group Treasurer or Chairperson Society Treasurer or Chair	<b>plus</b>	Area SU Officer Wadzi
		<b>plus</b>	Finance Director or Chief Executive John or Ian

a) Order value to £500	Student Group Treasurer or Chairperson Sport Treasurer or Chair	<b>plus</b>	Area Administrator or Exec Treasurer Jo/Nameesha or Sports Treasurer
b) Order value to £1,000	Student Group Treasurer or Chairperson Sport Treasurer or Chair	<b>plus</b>	Exec Treasurer Sports Treasurer
c) Order value to £1,500	Student Group Treasurer or Chairperson Sport Treasurer or Chair	<b>plus</b>	Area SU Officer or Budget Holder Holly or Polly
d) Order value over £1,500	Student Group Treasurer or Chairperson Sport Treasurer or Chair	<b>plus</b>	Area SU Officer Holly
		<b>plus</b>	Finance Director or Chief Executive John or Ian