



SU Finance

Helping you support your clubs and societies



University of
Nottingham
Students' Union

Finance

sufinance@nottingham.ac.uk

0115 846 8758



su.nottingham.ac.uk



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Welcome to SU finance

This handy guide will help you with:

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What is...

Credit (or CR)

Money coming into your account; income; sales; positive balance; money to spend; being 'in the black'.

A sales invoice

A sale; a request to have money coming into your account.

Debit (or DR)

Money coming out of your account; expenditure; purchases; negative balance; overdrawn account; being 'in the red'.

A purchase order (or PO)

A 'promise of payment'; ordering goods or services before paying for them; a legal agreement to pay for goods or services that haven't been supplied yet.

A purchase invoice

Expenditure; a request for payment; a bill to pay.

An expense claim

A request for reimbursement for goods you've bought for your club or society with your own money; money owed to you when you've spent your own cash.

A statement

A record of your club or society's transactions; a list of incomings and outgoings; a record of the balance on your account.

How to pay for things

Process overview



1. Claiming back expenses

If you pay for something that's low value or affordable on behalf of your club or society, you can claim back the cost through the **X365 app** or by completing a **paper expense form**. Here's how:

- You must attach your receipt/proof of purchase and it must show that you've made a payment
- If you submit your expense through the app, your Treasurer will get an email asking for authorisation
- Once authorised, SU Finance will pay you within five working days
- If you don't have the software to use the app, you'll have to complete a paper claim where you'll show your club or society number and authorisation from your Treasurer, and you'll need to attach any receipts
- We can't process claims under £10 due to banking costs so we suggest you collect your smaller receipts and submit them together in one claim

2. Purchase ledger invoices

If you've got something that's of high value, it's best to pay for it through SU Finance. Some suppliers may ask you for a purchase order. If they do, **see page 7**.

Here's what you'll need to give to your supplier at the point of order:

- The name of the person placing the order
- Society name and account number
- A purchase order number (if they need one)
- Your Treasurer's University email address



It's best to ask your supplier to send an electronic invoice to your Treasurer's University email address. Your Treasurer must then check the details match what

was agreed and forward it on to **supurchaseinvoicequeries@nottingham.ac.uk**. They need to send the name of the society, its number, its account code, that the invoice is authorised to be paid and that they're the Treasurer of your society.

For invoices over £1,500 you'll need to get approval from your CDC before we'll make the payment. Please make sure invoices are submitted by 4.30pm on Thursday for payment on Friday. That way, they'll clear the bank on the following Tuesday.

3. Raising a purchase order

Some suppliers, like Red Oak Roller, will ask for a purchase order number when you place your order. This tells them that the costs have been appropriately authorised and that their invoice will be paid.

We don't issue purchase orders as standard but we can give you one if you need it. If you do need one, the company must give you confirmation of the order and the value agreed. This should be a quotation or a pro-forma invoice.

Your club or society Treasurer must then forward it on to SU Finance (**supurchaseinvoicequeries@nottingham.ac.uk**) with the following:

- A request for a purchase order
- A statement telling us they're Treasurer and that they authorise the costs
- Your club or society name and account number

Once we have this information, we'll raise the purchase order and send it directly to the company – and also to the person who originally requested the purchase order.

By raising a purchase order, the invoice has already effectively been authorised, so we'll arrange payment as soon as the invoice arrives in our office. If we notice any discrepancies between the invoice and purchase order value, we'll pass them back to your Treasurer for investigation.

4. Using the SU credit card

In exceptional circumstances – including urgent payments or expenses like flights or accommodation – your Treasurer may use the Students' Union credit card. We don't have a huge credit facility so please only use it if none of the other payment options are available or suitable.

If you do need to use the credit card, your club or society Treasurer will need to come to the Finance office on B Floor of the Portland Building and complete a form before they can use it. If your Treasurer can't come into Finance, they can nominate someone to use the credit card on your club or society's behalf, but this must be in writing in an email and sent to **sufinance@nottingham.ac.uk**

The minimum spend on the card is £200 and anything over £1,500 must be counter-signed by the CDC. When you log on to the Finance computer, you must use your University email address.

Please print off all confirmation showing that the payment has been made and attach it to the back of the form.



5. Paying for a service/ David Ross Sports Village bookings

If your club or society regularly uses a particular coach, referee or lecturer, they must register as a contractor with Jackie.dale@nottingham.ac.uk That way, they can either invoice your student group directly or be put on our University payroll.

You must authorise any invoices you get from your contractor and send them to **supurchaseinvoicequeries@nottingham.ac.uk** for payment.

If an individual can't issue an invoice (or if the individual is a student), they must fill in a Student Group Service Fee Form, which they can find on the SU Website under 'paying for things'. Just scroll down to the header 'Paying for a service (coach/instructor/lecturer/speaker/performer)'.

The Student Group Service Fee covers your club or society against employment law infringements and it can be used as a 'receipt' for any expenses claims that get submitted.

For David Ross court bookings please email your club or society number to **supurchaseinvoicequeries@nottingham.ac.uk** We'll then raise a purchase order and send it directly to the sports centre and your Treasurer.

6. Paying another charity

Even though your student group is a charity, you can still raise money for another charity. Please be aware though that you can't use your grant funds to raise money for another charity (ultra vires rule of law). Please see page 12 for how to pay money into your account.

You'll need to do the following to transfer the money you've raised to a charity:

- Get the charity's bank details on their headed paper and make sure it's signed by an appropriate person (we'll accept an official email)
- A written donation request signed by your club or society's Treasurer that clearly states the amount you're donating and the full private account code

Once you have both of these, email them to:

supurchaseinvoicequeries@nottingham.ac.uk

Raising a sales invoice

For an event/market stall

If your club or society is hosting an event, you'll need to complete an events application form, which you can find on the events and trips area of the SU website. Once this has been approved you'll be able to sell tickets, and if any external businesses are coming to your event, you can invoice them for any fees or deposits.

If you need to raise a sales invoice please contact sufinance@Nottingham.ac.uk and give us your club or society number, your customer's contact details, the invoice amount and details of what we're invoicing them for.

We'll then raise the invoice and send it out to your 'customer'. When the invoice is due for payment we'll chase the customer for payment and let you know if there are any collection issues.

External donations

If you're asked for an invoice to give to an external donator, please contact os-sponsorship@nottingham.ac.uk with your club or society number.

Funding and grants

Funding

If your club or society is due to get core funding or developmental funding, it will automatically go into your account at the start of the academic year.

Grants

If you're awarded a grant, please ask the company who is giving you the grant to email sufinance@nottingham.ac.uk to ask us for our bank account details.

Once the company has emailed us, we'll provide our bank details directly to them so they can make payment.

When the company emails us, please ask them to quote:

- Your club or society name and number
- Your Treasurer's name (in case we need to contact you)



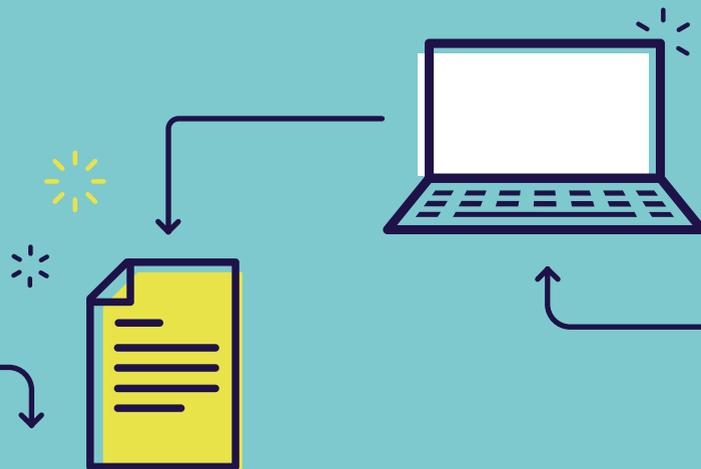
Paying money in to your club or society account

The easiest way to collect any money you raise from selling items or event tickets is to set up an official event through the Students' Union website. That way, there's a clear audit trail and the money you raise will be paid directly into your club or society account.

If you can't sell items online, you must pay any cash you raise into your club or society account via the cash machine next to the SU Finance office. Wherever possible, any cash you raise should be paid in that day so there's less chance of losing it and so that your account is kept as up to date as possible.

The previous Treasurer should have passed on your login and password details for the cash machine in time for the start of the new academic year. If it's your first time putting cash into the machine, or you need help with your password, please ask one of the Finance team to help you.

When you've deposited money into the cash machine, it will issue you with a receipt. **Always keep these receipts and write what the money is for on the receipt.** The cash will appear on your statement as simply 'cash deposit' so you need to keep track of what the cash relates to.



Your club or society statement

Your club or society statement shows all the money paid in and out of your account, and you can access it through the **X365 app**.

If you need a further detailed statement, your Treasurer should email **sufinance@nottingham.ac.uk** with your society name and number, and we'll be able to send you a transactional report.

It's important to regularly look over your finances and not just rely on the statements as these may be out of date, or could include income or costs that relate to another club or society.

The best way to keep a record of your finances is to set up an Excel document so you know exactly how much you have to spend.

As well as helping you to look after your club or society finances, it will also prove very helpful for your successor and make it easier to prepare your budget.

FAQs

“ I'm the Treasurer of a society but I'm not getting any notifications from the app when someone in my group submits an expense claim. ”

This could be because you haven't been set up as the Treasurer in the website administration. One of the committee with admin rights to the website can amend this. If you're having trouble, email socsportadmin@nottingham.ac.uk

“ I'm the Treasurer of a sports club but I can't see the detailed financial report for my group, only the thing that is available for members. ”

This could be because you haven't been set up as the Treasurer in the website administration. One of the committee with admin rights to the website can amend this. If you're having trouble, email socsportadmin@nottingham.ac.uk

“ I've tried to put my society bank details in the 'Details' section but it won't let me put letters in there. ”

The Details section of the app is where you enter your personal bank details (account and sort code). This is so that any expense claims you make can be paid directly into your personal account from the student group account in our Finance office. The app knows which student groups you're a member of, so you'll only be able to claim expenses from those groups.

“ I'm on the committee for a student group and want to claim back some expenses, but my group doesn't appear in the list of groups on the claim screen. ”

This is likely because you aren't a member of the student group. You need to pay to join the group online through their society or club page, and a few hours later you'll be able to claim expenses from them.

“ I've got some expenses to claim from when I drove a society to an event but it won't give me the option to claim expenses from that group. ”

This sounds like you're not a member of the society in question. If you're not a member of a student group that owe you money for a service that you're charging for (e.g. being paid £50 to drive a minibus), you need to fill out a Student Group Service Fee form and have one of the committee pay you. Then they would use this form as their receipt to claim back money through the app or by using the paper claim form. If you are only claiming expenses (e.g. only the cost of petrol), you can fill out the paper claim form yourself. If you are regularly doing something like this for a group, we would suggest that you pay to be a member of the group as it would streamline the process of paying your expenses and also allow you to make full use of the society's services.
