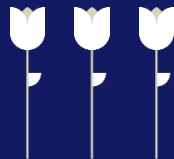


# Finance training part 3 Chairs and Treasurers

October 2024

Please register via the QR code



# After this session, you will be able to...

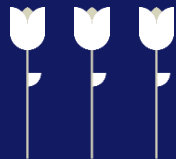
... explain who is who in The SU.

... explain the answers to common questions.

... confidently solve problems.



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# Who's Who?

Emily Burstow,  
Finance  
Manager

Chloe Stothard  
Finance  
Assistant

Geraldine  
Humpage  
Finance Assistant

Jo Dixon, Sports  
Development  
Manager

Sam Smith  
Sports  
Coordinator

Jo Mansfield  
Sports  
Coordinator

Hannah Sawyer  
Societies  
Coordinator

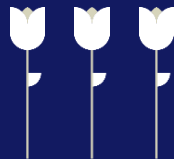
Sarah Williams  
Community  
Manager

Susie Canning  
Arts Development  
Manager

Hazel Joel  
Fundraising  
Co-ordinator

David Lam,  
Activities Officer

Olivia Warner,  
Sports Officer



# Scenario: What would you do?



You are the treasurer of the Cupcake Appreciation Society and are selling tickets to your next event. Your event planner has been signed off and you are ready to put tickets on sale. You want £10 to come into your account per ticket,

Do you...

1. Put the tickets for sale at £10. All the income will arrive in your account.

2. Take VAT into consideration and add that on top of the £10 ticket price.

3. Don't put tickets on sale online. Collect the cash so VAT doesn't matter.



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# Scenario: What would you do?

You are Chair of the Ladder Golf Club. You have ordered some team t-shirts that members can buy.

Do you need to add VAT onto the price of the t-shirts when putting the product on sale?



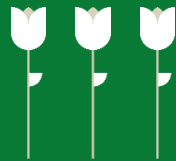
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# Scenario: What gets charged?

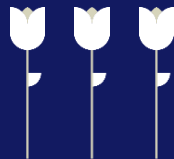
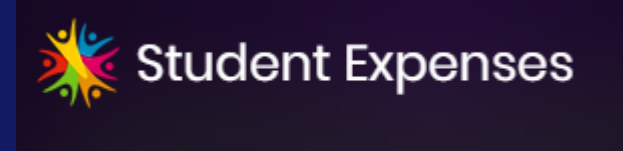
Your club is arranging a competition and is hiring a sports centre for the day.

Will the gross or net amount be charged to your club?



# Konnekt 365

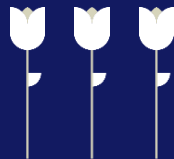
- The Student's Union is introducing a new expense app which will replace the current Expense365.
- The new app is user friendly and has features such as the ability to scan and read receipts and automatically add maps for any mileage claims.
- Use the QR code to take you to the Webpage where there are YouTube videos on how to use the new app





# The expenses app is for small claims on items that can't be invoiced for or paid by the SU credit card

- Please keep claims below £250
- Always attach a receipt
- Be clear in your description
- Don't claim on behalf of other people
- BUCS can't go through the app
- You can't claim for Alcohol



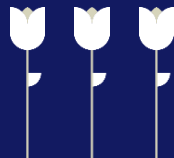


# Konnekt 365: To use or not to use?

You need some items from Tesco for an event and they total £8.50. Once the spend is agreed with the Chair or Treasurer these can be bought and claimed back through Konnekt 365 by uploading the relevant receipts.



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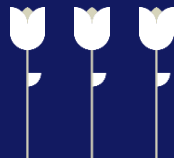


# Konnekt 365: To use or not to use?

You have had an invoice for accommodation totaling £460. To save time you pay it yourself and put the claim through Konnekt 365.



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# Konnekt 365: To use or not to use?

You've gone on a trip and need to claim mileage through Konnekt 365. You put the claim in but, as there are no receipts, you don't detail any other information.



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# Scenario: Incentive and Kickbacks

A club in town has offered you an incentive in the form of cash if you promote them to your members.

What should you do?

1. This is a personal task so, take the cash and use it for your personal use. You don't need to declare it.
2. Give them the SU's bank details, the money should go through the club's accounts
3. Speak to your SU area and SU finance. A formal agreement may need to be drawn up to ensure you are paid correctly by the club and the money needs to be accounted for correctly. Remember the Bribery Act!

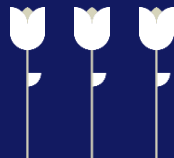


# TOMS: Does it apply to me?

Under the TOMS scheme the SU is acting as a tour operator

- The TOMS Scheme doesn't apply to sports clubs
- The TOMS scheme may be able to be applied to society trips if:
  - You are purchasing a ticket for entry to an attraction (such as an art gallery)
  - You are also providing a coach to take members to the attraction
  - You are only passing on the cost of the entry and travel to members and no profit is being made

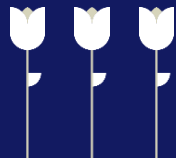
If you think TOMS might apply to an activity, please flag this in your event planner, so activities can check with finance. If TOMS does apply, then we can apply the correct VAT treatment



# Raising Money for a Charity

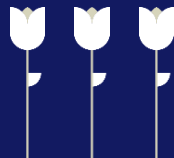
The SU is a registered charity and charity law dictates we are unable to donate to other charities, so this is why we have RAG!

RAG enables groups and societies to raise money and donate to charity but there are some important things to remember!



# Raising Money for a Charity

- Tell the SU Activities area that are you planning on raising money for a charity within your event planner.
- If it is an event where all profits will go to charity, please remember that all income and expenditure must go through RAG.
- If you are adding an optional donation on top of tickets, please make that clear when putting in your product request form.
- Wait for your event planner to be signed off before spending any money on the event.
- Once Finance and the RAG team know all income and expenditure has been accounted for, we will then transfer the money to your chosen charity.





# Frequently Asked Questions



- I have a question about the budget I have been allocated, who do I speak to?
- We are a society and don't have a rollover – how do we get any money?
- We want to plan a large event – where do we start?
- We have a Christmas meal planned – how is it best to pay for this?
- When can I come and use the SU credit card?
- I have been asked to set up and pay via a Stripe Account– what should I do?



# Contact Us

**Email: [sufinance@bath.ac.uk](mailto:sufinance@bath.ac.uk)**

**Telephone or MS Teams: 01225 38 5061/ 6613**

**Web: [thesubath.com/finance](https://thesubath.com/finance)**

