

Finance Procedures for Clubs & Societies

Payment directly to the supplier from the club or society account:

Invoices received for products/trips etc. can be paid directly to the supplier (via bank transfer) to eliminate the need for a club/society member paying the money and then asking for reimbursement.

A. Quote

- Evidence of the cost of goods/ services needs to be provided for the SU to set up a purchase order.
- Ideally a supplier will provide you with a quote or if this is not possible for example for online card purchases, please take screenshot evidence.
- Please send the evidence for the order for Sports Clubs to Hannah Chenneour-Cocking (h.chenneour-cocking@worc.ac.uk) or for Societies to Eleanor York (e.york@worc.ac.uk).

B. Purchase order

- The SU will complete a Purchase Order for your order, this will be signed off and processed by the SU Finance office. Please be aware that this process will take approximately a week.

C. Payment

- Payment will be made on receipt of an invoice, in line with the terms of payment stated on the invoice. If payment must be made in advance, i.e. online purchases, please make sure that this is advised with the evidence provided for the order. The money will be taken directly out of the relevant account and your account balance updated by SU staff.

Above is the preferred payment method for purchasing goods/services. We are however aware that for small purchases it is often beneficial for club and society members to make the purchase and then be reimbursed from the club or society account. **Any reimbursement over £50 must be preauthorised by the SU.**

Request for reimbursement to be paid out of a club/society:

- The pink paying out form must be obtained from the Welcome Desk and attached to appropriate evidence of payment in the form of a receipt or invoice.

PAYMENTS WILL NOT BE PROCESSED WITHOUT ACCOMPANYING EVIDENCE.

- Completed forms (with evidence) must be handed into the Welcome Desk by **5pm on a Wednesday**. They will then be processed and submitted for payment by that **Friday**. The funds will enter the recipient's bank account by the **middle of the following week**.
PLEASE ENSURE CORRECT BANK DETAILS ARE PROVIDED. You only need to provide your bank details on your first claim, unless your account changes.
- Only Chairs and Treasurers will be able to authorise claims for paying out of their account – if a chair is requesting money, the treasurer must authorise and vice versa.
You will not be able to authorise your own claim.
- Fees for match officials – All match officials fees are paid by BACs (directly into their account), Claim forms should be signed and handed into the Welcome desk by midday Thursday, they will then be included on the Friday payment run and the monies paid into the officials bank account by the Wednesday of the following week, i.e. before the next fixture. Any claims not received by midday Thursday could miss the Friday payment run resulting in officials refusing to officiate the following week. If the Official insists on payment in cash, and no alternative official can be sourced, this must be agreed with the SU's Finance Manager (Robert Cox: r.cox@worc.ac.uk) prior to any game/match, and adequate notice given in order to process the request.
- Money float for events- If you would like a money float for use at an event, the SU is able to provide this. Any requests must be made by the chair or treasurer to the SU with at least a week's notice, detailing the amount and denomination needed.

Request for copies of signatures of Chairs and Treasurers:

To ensure all requests for reimbursements are authorised correctly, we are asking that chairs and treasurers provide the Welcome Desk with a copy of their signatures. A document has been created for you to come and sign for us to confirm these signatures when the pink paying out forms are received at the desk.

Paying in:

If as a club/society you are arranging a trip, or selling a product such as clothing or tickets, these should be sold via the website and Welcome Desk. This eliminates the need for your committee to handle large sums of money.

To set this up, Sports Clubs should contact Hannah Chenneour-Cocking (h.chenneour-cocking@worc.ac.uk) and Societies should contact Eleanor York (e.york@worc.ac.uk) and provide the details of the product you would like to sell.

For example:

Club/Society: _____

Product: Hoodie

Sizes Available: S/M/L/XL

Colours Available: blue/black/red

Price: £15

Your members will then be able to pay for the product at the SU Welcome Desk or online, and committee members will be able to keep track of this. You can also set deadlines for payments on our system.

- For small sums of “one off” cash items these should be accompanied by a yellow paying in form and handed into the Welcome Desk. Cash received for regular smaller amounts, e.g. match subs, must be set up on MSL and any cash handed into Welcome Desk with the completed yellow paying in form.

Alternative Paying In methods:

BACS: Preferred option but you must let Finance Office know if a payment is expected via BACS so that it is allocated to the right Club/Society

Bank Details for BACS payments:

Bank: The co-operative bank

Sort Code: 08-90-01

Account No: 50091690

Cheque: Must be made payable to ‘Worcester Students’ Union’

Cash: This option should be avoided but for fundraising events etc. take cash raised to either Students’ Union Welcome Desk or Finance Office (SU 001) promptly. Please do not collect cash for trips and then bring in large sums of money – this can be set up on MSL.

Options 2 and 3 must have a completed Paid In form with payment.