

Finance Procedures for Clubs & Societies

Making Purchases

Invoices received for products/trips etc. should ideally 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. Before you make any purchase, you should check how much money is in the club/society account to make sure you can afford it.

1. Quote

- Evidence of the cost of goods/services needs to be provided to allow 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 to:

Sports Clubs: Sophie (sophie.smith2@worc.ac.uk) or Barney (b.blake@worc.ac.uk)

Societies: Hannah (hannah.heskin@worc.ac.uk)

2. 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 could take up to one week.

3. 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. Small purchases

include things like balloons and decorations. Larger purchases that need pre-authorization include travel, accommodation, equipment, kit and clothing.

*****Any reimbursement over £50 must be pre-authorized by the SU*****

Any reimbursement over £50 that has not been preauthorized may be rejected, meaning you will have to pay out of your own pocket. Please contact Sport Development Coordinator, BUCS Sport Administrator or Student Groups Assistant before making a purchase over £50.

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 the appropriate evidence of payment in the form of a receipt or invoice. The evidence must show exactly what was purchased, not just a total amount. If it is the first claim of the academic year, or if bank details have changed, then a bank details form must also be completed, this form will then be destroyed in-line with GDPR regulations.

PLEASE ENSURE THE CORRECT BANK DETAILS ARE PROVIDED. You only need to provide your bank details with your first claim by completing the bank details form.

- Completed forms (with evidence) must be handed into the SU Welcome Desk with relevant signatures. They will then be processed and submitted for payment by the **Friday** of that week. The funds will enter the recipient's bank account by the **middle of the following week**.

PAYMENTS WILL NOT BE PROCESSED WITHOUT ACCOMPANYING EVIDENCE AND THE CORRECT SIGNATURES.

- Only Chairs and Vice Chairs Finance and Admin can authorise claims for paying out of the account - if a chair is requesting money, the Vice Chair Finance and Admin must authorise and vice versa. All claims are reviewed by a member of SU staff to ensure the expenditure is in line with budget and in accordance with SU regulations. If there are any queries/questions about the claim the SU will contact the claimant.

You can not authorise your own claim.

- Fees for match officials - All match officials' fees are paid by BACS (directly into their account), Claim forms (Found in Committees' Resource Hub) should be completed by the official on the day and signed by them. It should also be signed by the Team Captain or Coach and then **handed into the Welcome desk by midday Thursday**. Once signed by SU Staff they will then be included on the Friday payment run and the monies paid into the officials bank account on the Wednesday of the following week.
- 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 Vice Chair Finance and Admin to the SU (email sufinance@worc.ac.uk) with at least a week's notice, detailing the amount and denomination needed. Please note we discourage people from using cash. Please ask Sport Development Coordinator, BUCS Sport Administrator or Student Group Assistants if you need a product setting up on your webpage.

Request for copies of signatures of Chairs and Vice Chair Finance and Admin:

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 products such as clothing or tickets, these must be sold via the website and Welcome Desk. This eliminates the need for your committee to handle large sums of money.

Please fill the Merchandise and Ticket Request Form to get this set up. Please submit at least 10 working days in advance of the on-sale date to allow time for the SU to get it set up. <https://worcsu.wufoo.eu/forms/q1mk3d3t182df17/>

Your members will then be able to pay for the product via the website or at the SU Welcome Desk, and committee members will be able to keep track of payments. You can also set deadlines for payments on the system and limit the number of items for sale.

Small sums of "one off" cash from fundraising events etc. should be accompanied by a yellow paying in form and handed into the Welcome Desk or Finance Office (SU001). Please be clear if the money raised is for the club/society or for a charity.

Alternative Paying In methods:

BACS: This is the preferred option, but you must either let the Finance Office know if a payment is expected via BACS and ensure that your club/society name forms part of the banking reference so that it can be allocated to the right club/society

Bank Details for BACS payments:

Bank: The Co-operative Bank

Sort Code: 08-90-01

Account No: 50091690

Cash: This option should be avoided but for fundraising events etc. take all cash raised to either Students' Union Welcome Desk or Finance Office (SU 001) promptly with a completed yellow 'Paid In form'. Please do not collect cash for trips and then bring in large sums of money - these must be sold via the Website/Welcome Desk.