

# Treasurer Guidebook

Queen Mary Students' Union

June 2021

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 [www.qmsu.org](http://www.qmsu.org)

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 Queen Mary Students' Union (QMSU)

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# Welcome!

If you are new to being on a Student Group committee, welcome to Queen Mary Students' Union, and welcome back to anyone who is returning. This guidebook is for all QMUL and Barts and The London students based across all our campuses to give you an overview of how to carry out the duties of the role of the Treasurer, outlining how your finances work and giving you a step-by-step guide on how to be leader for your Student Group, and how to process your finances.

If you take on additional responsibilities within your committee, check out the Committee Member Guidebook for more guidance.

## Who is this guide for?

This guide is for anyone who is the Treasurer of a society or volunteering group, or the Deputy Managing Editor/Deputy Station Manager of a student media outlet who is responsible for managing the finances of their group. Throughout this guide when we use the word Treasurer, we also mean Deputy Managing Editor (or equivalent).

**Note:** This guide was not written for Treasurers of Sports Clubs, but you may still find this guide useful. If you are a part of a sports club there is separate training for you - refer to your staff contact for further guidance by emailing [su-sportsadministrator@qmul.ac.uk](mailto:su-sportsadministrator@qmul.ac.uk).

## Will I be tested on my knowledge?

Yes - at the end of this guidebook, you will find a QR code/link which will take you to a short quiz. To complete the training requirements\*, you must complete the quiz- so don't forget. The quizzes are there to help you make sure you understand the content. We're not keeping track of scores and you can complete the quiz as many times as you like!

\*If you are a Treasurer for a Sports Club you are not required to complete this quiz.

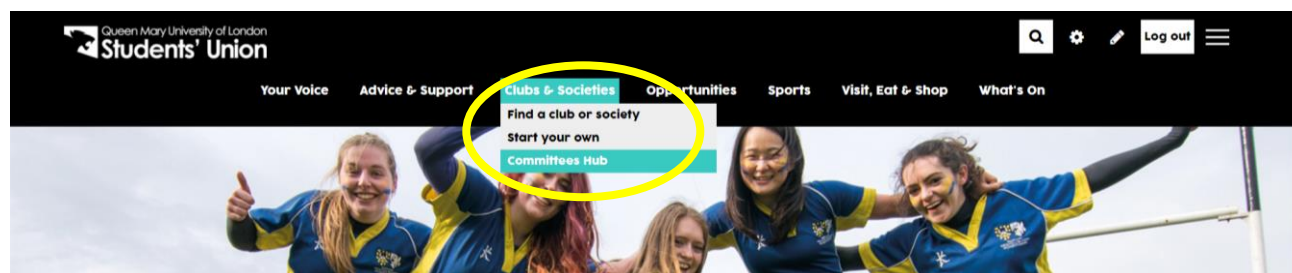
## What if I have more questions/need support?

Don't be afraid to reach out to your staff support if you have questions or need any support – we are here to help! You can find their contact details below:

- Societies: [su-societies@qmul.ac.uk](mailto:su-societies@qmul.ac.uk)
- Volunteering Groups: [su-volunteering@qmul.ac.uk](mailto:su-volunteering@qmul.ac.uk)
- Student Media: [su-studentmedia@qmul.ac.uk](mailto:su-studentmedia@qmul.ac.uk)

Thank you from the Student Engagement Team!

# Committees Hub



The Committees Hub is your one-stop shop for everything you need to know about running a Student Group. So, if in doubt, always try <https://www.qmsu.org/clubs-socs/committeeshub/> first before contacting your staff support with questions, it will usually save you time waiting for a response.

## Committees Hub Sections

<a href="#"><u>Activities &amp; Events</u></a>	Event Risk Assessments, Budgets, External Speaker Approval and Booking Spaces on Campus
<a href="#"><u>AGMs Elections &amp; Handover</u></a>	Guides to Online Elections, AGM templates and Handover information
<a href="#"><u>Committee Perks</u></a>	Students' Union Awards, Reference Requests and Development Training Sessions
<a href="#"><u>Finance</u></a>	Using your money (Subs, Grants and VAT), apply for grant funding, membership information, selling tickets & merchandise, sponsorships & donations
<a href="#"><u>Fundraising</u></a>	How to raise money for charities across the Students' Union through RAG (Raise & Give)
<a href="#"><u>Keeping Safe</u></a>	Risk Assessments, Insurance and working with vulnerable groups
<a href="#"><u>Promoting Your Group</u></a>	Email & messaging, managing your webpage and social media, Google Suite/@qmsu.org and @bartslondon.com accounts, promoting on campus
<a href="#"><u>Training, Help &amp; Support</u></a>	Staff Support, Part-Time Officers, Drop-Ins, Policies & Guidelines and Training Resources

## Video Library

We also have a series of recordings and videos saved on SharePoint for you to access and watch. This includes our training from the 2020/21 academic year, plus videos on how to navigate around the Students' Union website.

[Click here to access our video library](#) (you will need to sign in with your QMUL login)

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# How Student Groups are run

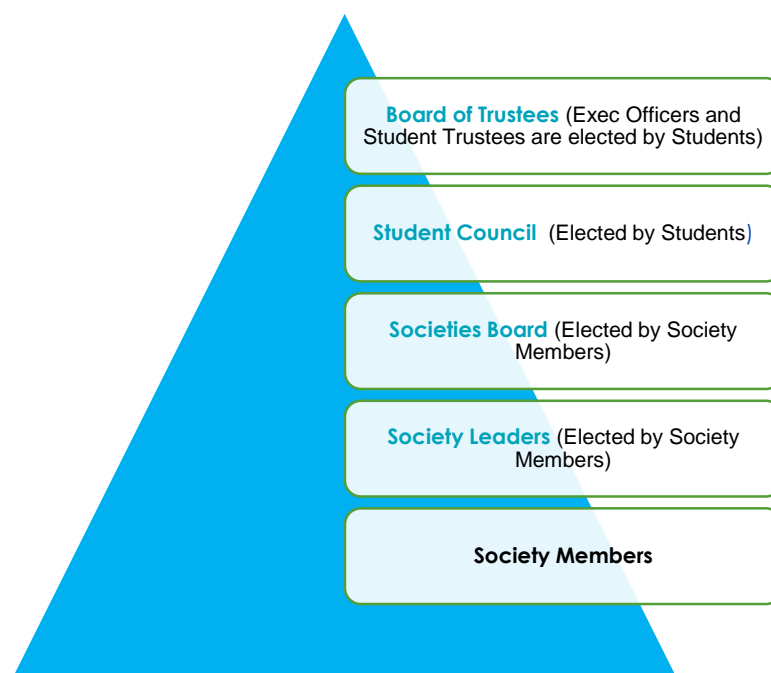
## Bye Laws

Queen Mary Students' Union is a democratic institution, which is governed by Bye Laws. The Bye Laws cover all activity of the Students' Union including Student Groups. You will find [Bye Law 11](#) directly references Student Groups. All other Bye Laws are on the Students' Union website [here](#). Bye Law 11 covers:

- Affiliation to the Students' Union
- Student Group Memberships
- Student Group Committees
- Student Group Governance

## Making a Change

The governance structure below is an example shows how students can make changes affecting Societies. Structures for other types of Student Groups are similar and will be covered in Volunteering Group and Student Media training.



Students are involved in the decision making on every level of this pyramid, and as Presidents it is your responsibility to receive feedback from your members, and then feed it upwards if the things students want to change goes beyond your scope.

Below are summaries of what the other levels are responsible for:

- **Society Members:** At the very start of it all you have your members, without these members Student Groups would not exist. They elect Student Group Principal Officers (i.e. President and Treasurer) via democratic elections based on who they believe will be the best people to run the group.

- **Societies Board:** Also known as the Societies Sub-Committee. They are a group of students that have been elected by society members. The sub-committee makes decisions on:
  - Approving new Societies
  - Allocating funding
  - Award winners
  - Motions/Policies that affect Societies (an example motion could be to raise the minimum Societies can charge memberships for from £1 to £3)
- **Student Council:** Debating and passing motions that the Students' Union should focus on and that affect all students. [For more information visit our webpage on Student Council.](#)
- **Board of Trustees:** Where all passed policies and motions go for final approval before they are implemented.

## Your Part-Time Officers 2021-22

The Societies and Volunteering Officers sit on Student Council and chair the Societies or Volunteering Sub-Committees. They exist to represent you, bringing motions to Student Council to make changes to how you are governed, such as amending the Student Groups Bye Law. The Student Media Chair chairs the Heads of Media meetings but does not hold a position on council.

### Societies Officers

- Mile End: Bhavleen Kaur  
Email: [Societies-officer@qmsu.org](mailto:Societies-officer@qmsu.org)
- Barts and The London: Karolina Wieczorek  
Email: [Societies@bartslondon.com](mailto:Societies@bartslondon.com)

### Volunteering Officers

- Mile End: Tasmiah Shamsad  
Email: [volunteering-officer@qmsu.org](mailto:volunteering-officer@qmsu.org)
- Barts and The London: Mahnoor Ahsan  
Email: [volunteering@bartslondon.com](mailto:volunteering@bartslondon.com)

### Student Media Chair

- Mile End and Barts and The London: Max Hentges
- Email: [studentmediachair@qmsu.org](mailto:studentmediachair@qmsu.org)

# Your Role and Responsibilities

As Treasurer (or equivalent) of your Student Group, you are responsible for managing the finances of your Student Group. Societies, Sports Clubs, and Volunteering Groups must have an elected President & Treasurer, who are the lead elected student officers for the group. Student Media Outlets must have (as a minimum) a Managing Editor (or equivalent) and a Deputy Managing Editor (or equivalent), where the Deputy Managing Editor assumes the role of the Treasurer. All Student Groups are also required to have a Welfare Representative, who can be elected or selected.

Student Group committee structures will differ between different groups, based on their needs. This could include positions like social media officers, events officers, vice presidents, etc. As a committee member of your group you are a student leader, and being a student leader can also offer you a wealth of experience and the opportunity to develop crucial skills.

## Role of the Treasurer

Officially, the role of the Treasurer includes:

- Keeping current accurate financial information of the Student Groups' activities.
- Ensuring the Student Groups' financial transactions are conducted in accordance with the Student Group bye-law and guidance provided.
- Authorising the withdrawal of expenditure from the Student Groups' account.
- Attending Students' Union training sessions as appropriate.
- Ensuring that all relevant financial documents are retrieved from the previous Treasurer and passed on to the next Treasurer.

For the responsibilities for other Principal Officer see the Committees Hub [here](#).

## What is a leader?

As a committee member of your group, you are also a leader. Several skills are essential in being a good student leader which include some of the below:

- **Listening** to the views of your members and committees to set the direction of your Student Group.
- **Planning** for the year ahead; creating a timeline for events and managing projects.
- **Delegate** responsibility to those who are best suited to different tasks. This also helps to manage time effectively and ensure you are using the strengths of the team resourcefully and ensure everything is done efficiently.
- **Support** your committee and members, encourage, and motivate them. Create an environment where they feel valued, can raise concerns, and suggest alternate ideas.
- **Review** your leadership and be mindful of what is working and what can be improved.

## Expectations

You can always expect the Students' Union Student Engagement Staff Team to:

- Respect you and your group
- Have sufficient knowledge to support you, your aims and activity needs

- Provide opportunities for you to develop and showcase your group
- Support you, whether that is in person or through email

We expect you to:

- Respect staff, spaces, and one another
- Meet deadlines set by the Student Engagement Team, understand they are set for your best interests and read the information we send you
- Come to us with problems and speak to us for support
- Be professional, organised, and positive leaders
- Communicate regularly with your committee and members about your group
- Create safe and inclusive spaces for all

## Your welfare

We want your experience on committee to be great, but there may be some challenging times for you and your committee over the year. Please speak to us and we can provide advice or support to you or your committee.

You can also speak to/or signpost someone you know to the following support services:

- Welfare Resources available in the [Students' Union Committees Hub](#)
- University's advice and counselling service who offer a wide range of support for any kind of emotional/personal issues, legal issues, financial issues: <https://www.welfare.qmul.ac.uk/>
- Nightline is open over night during term time, and offer confidential listing and support services for all students, no matter how big or small the issue: <https://www.nightline.ac.uk/>
- The University's Report and Support pages provide lots of important on specialist support services as well as information on how to report experiences of bullying and harassment, hate incidents or gender-based violence: <https://reportandsupport.qmul.ac.uk/>



# How to be a successful committee

A well-run committee who are working together can achieve a great deal in a year and avoid internal Student Group conflict from occurring. Here are some top tips to develop a well-run committee:

- **Communicate:** Respect each other's workload – e.g., upcoming deadlines, part-time work, personal commitments.
- **Set Expectations:** Have set agreements and deadlines – write them down.
- **Delegate:** Accept that someone else may not do it the way you would have done it, but you can't do it all yourself – share out the work.

Conflict within a Student Group can impact both the experience of members and committee members, affecting the experience of being part of a Student Group as well as affecting students' personal lives.

If dealing with conflict within your Student Group is something you feel able to do without it affecting your own wellbeing, then you should always try to resolve it. If dealing with the conflict is not something you feel you can resolve yourself, or with the support of your committee you can always refer to your staff support for guidance on what to do.

However, conflict does not always have a negative outcome depending on how it is dealt with and can be a driver for positive change and innovation, it can help build the group under the right circumstance and when dealt with constructively!

## Common committee issues, and tips for resolving them

**Common Issue #1:** Everyone is too busy and now I'm stuck with doing all the work

It may be that it is a very busy time of the year, meaning that the rest of the committee can't give as much time to the Student Group then they would normally. Review what you've got going on: you may need to scale your events/activities down to make it more of a manageable workload for yourself and the committee to be able to handle. If it is a busy time of the year, such as deadline week, then it's also likely that your members will be too busy and will not be able to attend your events.

If the whole committee continues to be non-responsive, you could call for a committee meeting. If you need support with this, please contact your staff support.

**Common Issue #2:** It's easier if I just do this myself/Someone is doing all the work and won't let us help

It's quite easy to slip into the mindset of 'I can do this myself so it's easier if I just do all the work', but from that you could unintentionally leave out the rest of your committee. If you are passionate about a certain project or event, communicate with this to the rest of your committee but be open to suggestions. You are representing a whole group so you should share the work out and have a shared common goal.

If you are someone who wants to help but this other person won't let you, try and frame it so that you are trying to help ease the workload on them. Even if you have been elected to carry out a certain role, there is no shame in helping one another: each role has their own roles and responsibilities, but the demands of each role vary depending on the time of the year.

# Inclusivity

[The Students' Union values](#) are central to everything we do and so it's important to ensure these are reflected in how you run your group. The values that relate most to Student Groups are the commitments to be supportive, inclusive, accessible, welcoming and fun.

## Definitions and concepts

**Accessibility** is important because Queen Mary has a diverse student body, and as the Students' Union for all students, we want to make sure everybody feels welcome and valued. If our activities aren't accessible, some groups of students will not be able to take part in our activities. Students with disabilities and long-term health conditions often meet barriers that non-disabled students do not. Read our Accessibility Guide which includes some tips on how to make your events as accessible as possible [here](#).

**Inclusion** is the action or state of including and/or being included within a group or structure. Inclusion is important to Student Groups as it fosters a sense of belonging where students are more likely to feel respected, valued and supported.

**Equality** is the concept of creating a fair and inclusive community in your Student Group. This is achieved through challenging prejudice and discrimination to ensure that individuals and groups are treated fairly and have equal access to opportunities.

**Liberation** is the act of seeking equal status and freedom from oppression. Liberation is vital to ensure that students do not face any discrimination that could impact their participation, achievement and progression in education and other areas of life.

**Diversity** refers to recognising, respecting, and embracing differences between people and their experiences. It also involves moving beyond tolerance for these differences, and instead valuing and celebrating them.

**Microaggressions** are statements, actions, minimizations, and invalidations that serve to trivialize a person's gendered, racialised or other identity-based experiences by those who do not share these same experiences, thus denying their significance. It is predominately targeted towards members of an oppressed group.

## How can your group be more inclusive?

- Choose accessible spaces for your events; ensure the event can be accessed by students with disabilities both visible and invisible. For example, if you are going on a boat, have you considered how a student may feel if they have an anxiety attack and cannot get off?
- Do not make alcohol central to all events. Some students do not want to be present in an alcoholic environment for a range of reasons including religious faith and personal preference. Therefore, it is essential to consider a range of venues for your meetings/socials and avoid having all your activities in pubs/bars.
- Collaborate with other groups to ensure you are considering others and ensuring you are truly inclusive. For example, if you are planning on running some events for LGBT+ History Month, reach out to LGBT+ Representatives to ensure you are considering all barriers students who identify with this group may face.
- Communicate with your members and understand their needs and any barriers which they may face when trying to participate in your activities. You should also work with the Welfare Representative on this; groups could also consider introducing an Inclusion Representative or liberation roles to your committee.
- Champion Students' Union campaigns and liberation events.

- Challenge inappropriate or offensive remarks which could alienate members, including: ableist language, racism, sexism (including talking over women), homophobia, and transphobia (including using the wrong pronouns intentionally or unintentionally).

# Harassment and Consent

Please be aware this content may be triggering.

**“Consent means to give permission for something to happen. It has to be free, not coerced, and be able to be revoked at any time.”**

It can be hard to imagine that sexual violence occurs on our campus and in our student community, but unfortunately, it happens here. As student leaders, some of you may experience situations where students approach you to disclose an incident or discuss an issue related to consent.

So, given that the nature of consent is difficult and you might not always be an authority on consent, it's important that as a leader you listen, signpost and be mindful of the level of confidentiality you'd like to use.

## **You should:**

- Listen carefully and actively to the person who is disclosing.
- Signpost them to relevant services.
- If they are very distressed, it may be appropriate for you to offer to take them to a relevant support service.
- Ask for the person's consent to share the incident with relevant authorities including the Students' Union. If the person does not want anyone to know about the incident, you should ask for permission to report it in an anonymized way.

## **You should not:**

- Doubt the victim/survivor's story.
- Blame anyone (not the victim/survivor, not the perpetrator, not yourself) for what has happened
- Try to confront the alleged perpetrator without seeking professional advice first.
- Gossip or share the story with anyone apart from relevant professionals.

## **Consent Training**

As well as the specific Active Bystander training in September which is compulsory for Welfare Reps and available to all committee members, the University's short Consent Matters Course will allow you to learn how to recognize and ask for sexual consent, look out for others on campus, and where to find support if you need it. All Student Group committee members are required to take this online training, which can be found online here: <https://qmplus.qmul.ac.uk/enrol/index.php?id=13572>

# Your money

## Finding out how much money you have

### Ignore what is displayed on the website: Email your staff support!

Unfortunately, the system we use to manage your financial accounts is separate to the Queen Mary Students' Union website, meaning that you are unable to see how much money you have in your accounts, or what goes in and out. Instead, you need to contact your staff support to find out your balance. You can find the details of your staff support on the top of this guidebook.

Once you know how much money you have in your account, we recommend that you keep track of your subs account by using our Blank Balance Sheet to track everything that goes in and out.

[Click here to download a blank balance sheet \(under 'Quick Links'\).](#)

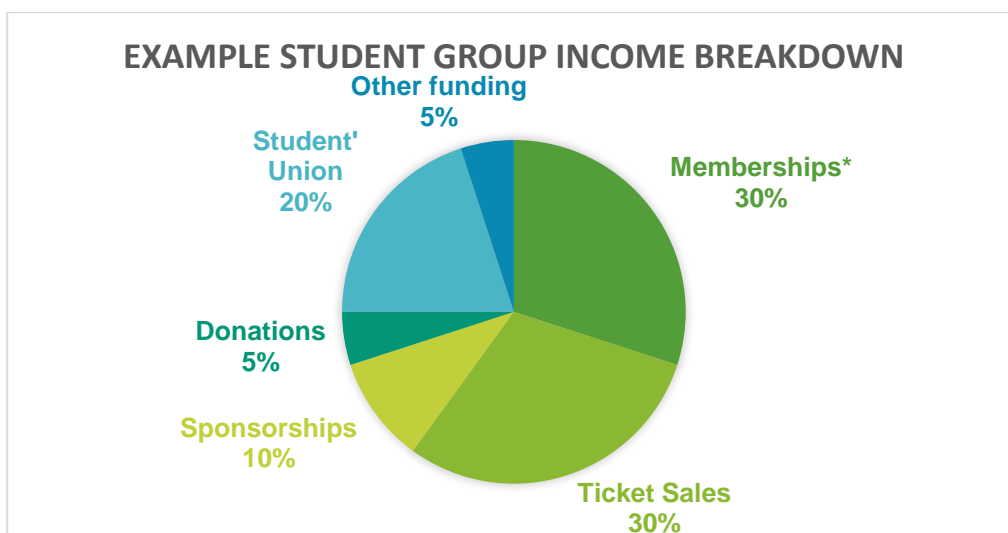
## Where your money comes from

Groups gets money from:

- Selling memberships (unless you are a volunteering group)
- Selling tickets on certain events to help cover more of the costs
- Bidding for funding provided by the Students' Union or external sources
- Making sponsorship agreements with external organisations
- Receiving donations from alumni, communities, or organisations

The next section, Gaining Money, will cover in-depth how it all works.

The pie chart below is an indicator of what your money is made up of, but the percentages can differ from group to group depending on the amount of money you require to run your events and activities.



\*memberships do not apply to volunteering groups.

## Where your money is kept

To help you run your activities and events, you are given a financial account, known as a 'Cost Centre'. Within each cost centre, every Student Group has two main sub-accounts, or 'Account Codes': **subs and grants**.

As a part of the Students' Union, you are not permitted to set up an external bank account for your group. This includes using your own personal bank account: your members should not be paying you directly, and any money from a sponsorship or donation should be paid directly into your subs.

### Subs Account

This is the main account you will use. Any money you gain through membership sales, ticket sales, and sponsorships will go into this account.

The primary purpose of your subs is achieve the aims of your Student Group and benefiting your members. Examples include:

- Hiring instructors/coaches
- Buying food/drink for socials
- Purchasing prizes for competitions
- Subsidising events

You should aim to spend all the money you gain during an academic year, meaning that you and your members benefit from the money. You should not be building on your subs balance year on year unless you are saving it for a specific purpose.

Acceptable circumstances to be keep money in your subs:

- Leaving some for next year's committee to deliver Welcome Week events including Welcome Fair
- Having money to replace old/damaged equipment
- When you have ongoing costs to pay (e.g. website hosting or subscriptions)
- If you run regular large-scale events/activities such as annual dinners or trips

### Grants Account

You also have a grants account. This is where money your group has been granted through Students' Union funding or other funding opportunities goes into. It is kept separate from your subs account as you can only spend your grant money on the specific purpose you were awarded it for. Your relevant staff support should have already been in contact with you about available grants to your specific group, and they will continue to update you throughout the year.

*When you can use it:* If you have been given money from a grant, this must be spent for the purpose you have stated when applying for a grant and within the set deadline given. If you do not spend the money by the deadline, the money will be recalled and reallocated.

# Understanding VAT

Whenever you use money from your subs or grants, you also need to factor in VAT (Value Added Tax). VAT must be accounted for in everything that goes in and out of your accounts, including memberships and tickets. In the UK, the standard VAT rate is 20%.

## Money Going In

When money goes into your account, VAT is taken out (meaning that it is subject to VAT). To calculate how much money goes into your account, divide the amount by 1.2.

### Example

You sell 100 tickets at £5 each.

Total amount:  $100 \times £5 = £500$

Amount going into subs:  $£500/1.2 = \textbf{£416.67}$



## Exemptions

Some money that goes into your account can be exempt from being subject to VAT. This includes:

- 1) **Grant Money:** If you have successfully received money that will go into your Grants account, VAT is not taken out, meaning that the amount you have been granted will be the amount that will be made available to you in your grants account. (Example: You successfully win your bid £750 to pay for an instructor; £750 is put into your grants).
- 2) **Donations:** Individuals such as alumni (or even family!) can choose to donate to your group to help with your running costs. When they donate money, which they can do by [visiting this link](#) (scroll down to 'Friends Donations'), the full amount that they want to donate will go into your subs.

## Money Going Out

As a Students' Union we can claim back VAT on anything you spend (from a UK supplier) if you provide us with a VAT receipt. This means whenever your group spends money, only the net amount (the amount minus VAT) is charged to your account. Often, you will be able to find the net amount before the total amount is calculated whenever you purchase something on the bottom of the receipt, but if you need to calculate this amount yourself, divide the final amount by 1.2.

### Example

You hire out a venue for an event for £3,500 (and will be paying for it using your subs). This amount includes VAT.

Amount leaving your group's subs:  $£3,500/1.2 = \textbf{£2,916.67}$



A valid VAT receipt will need to have the following details:

On receipts	On invoices
<ul style="list-style-type: none"> <li>• Supplier Name</li> <li>• VAT (Registration) Number</li> <li>• Supplier Address</li> <li>• Date of sale</li> <li>• Description of goods/services supplied</li> <li>• VAT Amount</li> </ul>	<ul style="list-style-type: none"> <li>• Same information as receipts, plus:</li> <li>• Invoice to be addressed to [Your group's name], Queen Mary Students' Union, 329 Mile End Road, London, E1 4NT</li> </ul>

### Exemptions

Not everything you purchase will have a VAT receipt. This can include:

- Food
- Travel

**Instructor/Coach:** If your group hires someone to deliver a service to you and they are not VAT registered, then you will need to pay them the full amount they charge.

### Warning: Amazon Purchases

Amazon does not automatically send you your VAT receipts when you purchase something. To request one, log into your account and find your order, then click on 'invoice' to download your VAT receipt: you may need to request it before you can download it.

### Keeping track of VAT

If you use our [Blank Balance Sheet](#), it will automatically calculate VAT for you. Within the excel sheet there is an example sheet with comments to explain why some of the example items are subject to VAT and some are not.



# Using your money

This information can also be found under the [‘Using your money’ section of the finance page](#) on the Committees Hub.

## Spending your money

These accounts do not work like other bank accounts, and you do not have direct access to them. Instead, your staff support is there to help you process your finances and make sure it is charged to the right account. Once you know that you have enough money in the account you wish to spend from, you can spend it through the following options:

### Option 1: Reimbursement

- Paying with your own money and getting paid back
- Your main method of accessing your money
- Takes up to 2 weeks after Treasurer's approval

### Option 2: Invoices

- Students' Union pays on your behalf via invoice
- Used to pay for more expensive purchases
- Takes up to 3 weeks after committee approval for existing suppliers
- Takes up to 5 weeks after committee approval for new suppliers

### Option 3: Students' Union Credit Card

- Students' Union pays on your behalf via credit card
- Exceptional circumstances
- Subject to availability
- Contact staff support for further guidance

## Timeframes

The timeframes above are an indicator of how long it will take for your finances to be processed. Please remember staff work Monday – Fridays, 09:00am to 05:00pm and do not work over the weekends, Bank Holidays, and University Closure Periods.

## Cut-Off Dates

There are two cut-off dates you need to watch out for:

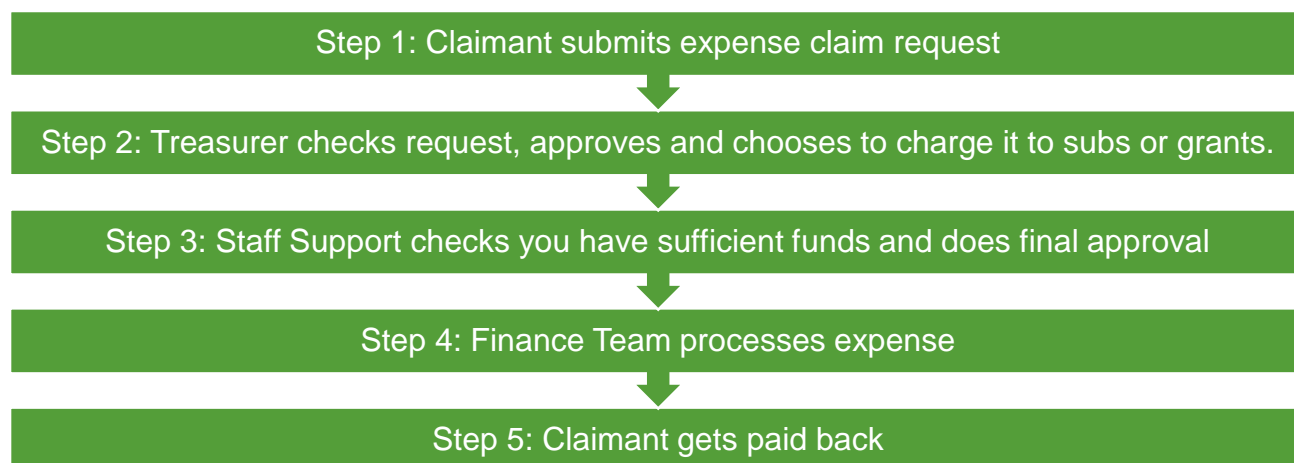
- 1) **Christmas:** As the University is closed over Christmas and New Year's, there is a cut-off point for process finances, normally in the beginning of December. This will mean that if you submit any requests after this deadline, they will not be processed until January. Please factor this in if you are spending your own money or have invoices that need to be paid out.
- 2) **July/End of the Financial Year:** At the Students' Union our Financial Year runs from the 1<sup>st</sup> August to the 31<sup>st</sup> July each year. When using your money, you should be spending it within the same academic year. This means if you submit any expenses or invoices, they need to be submitted before the end of July: near to this time your staff support will give you reminders to submit any outstanding requests.

## Option 1: Reimbursement

This is where you pay with your own money and claim the expense back from your subs or grants account using our online finance system (see the section on [using the online finance system](#) below).

### Note

Only the Treasurer in your group can approve expenses. If the Treasurer is the one making the claim, the President must approve these expenses.



### Acceptable Proof of Purchase Evidence

Expenses will only be processed if you can provide proof of purchase. This could be:

- Printed Receipt
- Handwritten Receipt, as long as it contains:
  - The name of the business and contact details e.g. phone number
  - The date of purchase
  - Lists the items/services you have paid for and how much it costs
  - How much you have paid
  - A signature
- Online Email Confirmation or Invoice: If you have purchased something online or have received an invoice for something you have purchased, include this in your expense claim.
- Bank Statement: You can cross out any unrelated expenses, but make sure it has the name of the person making the claim on it.

### Recurring Payments

If you are paying for a subscription and require to be reimbursed on a regular basis, you will need to provide confirmation that you have an active subscription and either upload a receipt that your latest payment has gone through or a copy of your bank statement. However, we recommend that you should switch to an annual payment and that it is paid out of your account instead (see option 2 below).

## Option 2: Invoices

If your group is looking to make a large purchase, the Students' Union can purchase it on your behalf if you can obtain an invoice from the business. For it to be processed, the invoice must clearly state when it needs to be paid and be addressed correctly to Queen Mary Students' Union (see box to the right).

Once you have obtained your invoice, complete the paying out request form and upload the invoice on the online finance system.

### MAKE SURE YOUR INVOICE IS ADDRESSED CORRECTLY!

<Your Student Group Name>  
Queen Mary Students' Union  
Students' Union Hub  
329 Mile End Road  
London  
E1 4NT

Step 1: Treasurer receives invoice from supplier. Checks that it has all the right information.

Step 2: Treasurer submits Paying Out request

Step 3: President approves request and chooses to charge it to subs or grants.

Step 4: Staff Support checks if paying a new or existing supplier.

Step 5: (If new supplier) Staff Support sets up new supplier on payment system

Step 6: Staff Support raises a Purchase Order (PO) (i.e. requests finance to make payment)

Step 7: Finance receives Purchase Order and pays supplier

### Required information on invoices

For us to pay out an invoice, we need the following information to be displayed on the invoice:

- Invoice is addressed to Queen Mary Students' Union (see above box)
- Contains the supplier's details: name, address, company number, VAT number (if applicable)
- Contains payment information: The supplier's bank details
- Itemised list of what you are being charged for, with the VAT amount showing (if applicable)

### Please submit invoices as soon as you can!

Do not leave it to the last minute as this will delay invoices being paid out! We often receive invoices that have not been correctly filled out and this can cause delays of up to 30 days.

### Paying a business for the first time?

If this is the first time your group are paying a business, we also need to set them up as a supplier on our finance systems so we can pay them out. To do this, we need a letterhead from the business that confirms the following information:

- Business Name
- Business Address
- Bank Details
- Company Number
- VAT Number

### **Paying an individual for the first time?**

If you are paying an individual, for example a coach or an instructor, please make sure their National Insurance Number is listed on the invoice so we can set them up as a supplier and pay them.

### **Option 3: Credit Card (For exceptional circumstances only)**

Finally, the Students' Union also has a credit card that groups can request to use if you are unable to use Options 1 or 2. To use the credit card, get in touch with your relevant staff support (details can be found at the beginning of this guidebook). The credit cards have a limited spending cap so can only be used in exceptional circumstances.

If local payments are required for Student Groups based in Malta, University staff based in Malta may be able to support with this. This will be explained to relevant Student Groups in a separate Malta Societies induction session.

## **Paying into your subs account**

At the time of writing this guide, due to COVID-19, we are unable to take in any cash. Until we'll able to accept cash again, avoid taking any cash from your members as we will not be able to process it and pay it into your account.

Once we can accept cash, if you gain any money for your group, for example if you sold cash tickets to an event, it needs to be paid into your subs account right away – you should not be keeping any of this money in your personal or in an external bank account.

Unlike a bank account your group does not have its own account number and sort code. Instead, everything goes into the Students' Union bank account and your staff support then codes it so that we can ensure the money goes into your cost centre.

#### **Payment Methods:**

- **Cash (not available due to COVID-19)**  
You can pay in cash to the following locations - it does not matter which campus your group is based on. You will be asked to count the money with the receptionists there and to complete a receipt form.
  - Mile End: Hub Reception, Students' Union Hub
  - Whitechapel: BLSA Reception, BLSA Building

- **Bank Transfer (BACS)**  
If you are getting a company or students to transfer money into your group's account, you can do this via bank transfer. We particularly recommend this option if you are paying in large amounts. Please get in touch with your relevant staff support for more details.
- **Cheques**  
Any cheques made to your group needs to be addressed to 'Queen Mary Students' Union', not the name of your group or Queen Mary University. Please hand in the cheque to either the Hub or the BLSA Reception desk (it does not matter which campus you are based in).

# Gaining money

This guidebook focuses on the processes the Treasurers require to do once they gain money. For ideas and inspiration on how to gain money, such as charging a range of memberships, charging tickets, or selling merchandise, attend or watch back our training session on finance – all recordings are/will be saved in our [Video Library](#).

## Sponsorships

A sponsorship is where businesses or organisations, known as the sponsor, offers support or benefits to a group, and the group will be required to offer something in return. Often this exchange would involve the sponsor funding a group with money, in return for the group to promote that organisation in their events and advertising.

Sponsorships are a great way for your group to earn money, whether it is to support your group as a whole or to help with an event or activity you are running.

### Approaching Sponsors

If you are looking secure sponsors for your group, check out the training on securing sponsors, which is run by the University's Career Service!

## The Process

For further information, view the [sponsorship section of our finance page](#) on the Committees Hub.



## Donations

If a company wants to give you money, and does not expect anything in return, this can be classed as a donation and it will also be VAT exempt – as you would still be receiving money from a company, you will still need to complete an income request form so our Finance Team can invoice them.

## Students' Union Grant Funding

There are several grant funding pots that are open for Student Groups to apply for. Applications typically open in August and have different application windows. Your staff support will get in touch with you once the details are confirmed. Please note that funding for Malta-based Student Groups will be different this year and relevant groups will be updated accordingly.

Further information can also be found on the [Funding section of our finance page](#) on the Committees Hub.

We have also previously delivered training on 'Writing a successful funding application'. You can access this recording by [visiting our video library](#).

# Fundraising for Charity – Raise and Give (RAG)

Further information can be found on the [Raise & Give page of the Students' Union website](#).

Raise & Give covers all the Students' Union's charity fundraising activity, including clubs, societies, student media outlets and volunteering groups. As the Students' Union is a UK registered charity it is subject to legislation contained in the Charities Act, this means that all charity fundraising must go through the RAG account due to rules around one charity donating to another charity. This means that you must let us know about any fundraising plans you have so we can make sure that they will be compliant. At the time of writing this guide the RAG processes were still be reviewed. Student Groups will be informed when they are complete, and they will be up on the website [here](#).

If you have any questions about fundraising for charity through your Student Group please email us on [su-rag@qmul.ac.uk](mailto:su-rag@qmul.ac.uk).



# Using the Online Finance System

## What is it?

The online finance system is to submit expenses, paying out requests, and income requests.

### Remember!

If you are looking to find out how much money you have in your account, you will need to email your staff support.

## How does it work?


Within the system, there are different permission levels that allows different people to do different things; all claims and requests need to go through each level before it is processed:

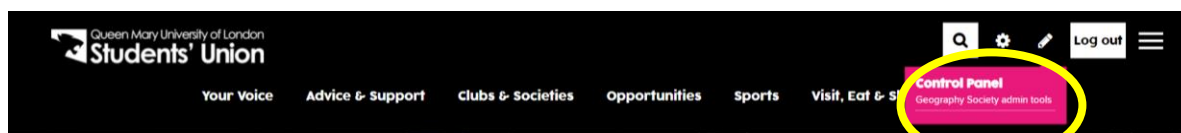
Role	Access Level	What can they do?
Student Group Members	User	<ul style="list-style-type: none"><li>• Submit expense requests to reclaim money back into their personal accounts.</li></ul>
Treasurer (& President)	Level 1 – 'Committee'	<ul style="list-style-type: none"><li>• Submit requests to reclaim money back into their personal accounts.</li><li>• Review and approve submitted expenses requests (they cannot approve their own requests).</li><li>• Submit income requests (e.g., money coming in from sponsorships).</li><li>• Submit invoices that need to be paid out.</li></ul>
Staff Support	Level 2 – 'Account Holder'	<ul style="list-style-type: none"><li>• Check and countersign submitted expense requests.</li><li>• Check and process income requests.</li><li>• Check and pay out invoices &amp; set-up new suppliers.</li></ul>
Finance Team	Level 3 – 'Finance'	<ul style="list-style-type: none"><li>• Processes expenses requests.</li><li>• Sends out invoices to companies that need to pay into the group's accounts.</li><li>• Processes invoices for any money going out.</li></ul>

## Accessing the System

Any of your members, including your committee, can access the system to submit an expense form. The President and Treasurer have additional features that allow them to submit income requests and paying out requests. Here is how to access the system - In following example, we are using the Geography Society:

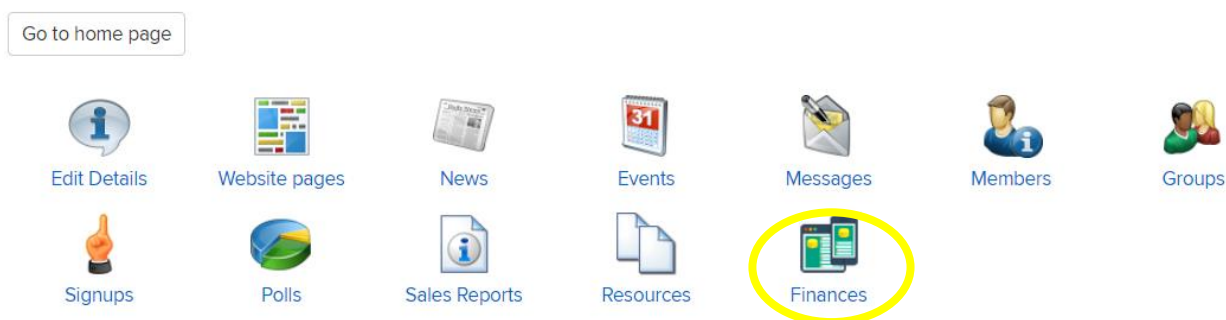
1) Log on to qmsu.org using your student details.

2) A  (tool) button icon should now appear on the top right-hand corner. Click on it and you should see '<Student Group> Name Admin Tools'. If this is missing, contact your staff support.

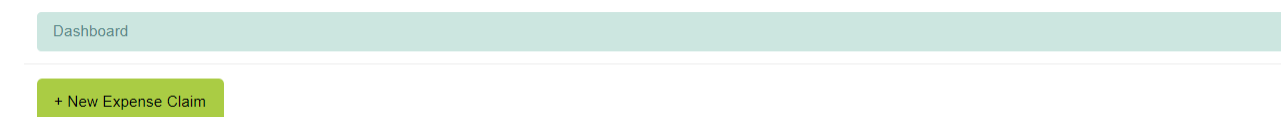


- 3) You'll then be taken to your Group's dashboard. Click on [Finances](#) 'Finances' to access the Online Finance System.

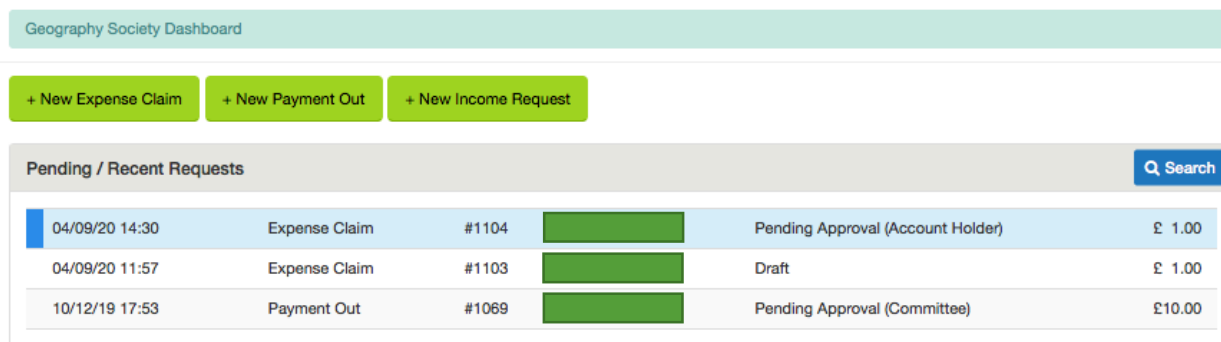
## Admin tools



- 4) Once you have logged in you will be taken to your group's dashboard.



- 5) As Treasurer/President, you will see additional options, including 'New Payment Out' and 'New Income Request'. You can also see 'Pending/Recent Requests' underneath these buttons. Any submitted requests will appear (we have blocked out the names in this screenshot), as well as the status of those requests:



## Status Messages

Status Message	Meaning
Draft	This means you have started an expense claim yourself but have yet to submit it.
Pending Approval (Committee)	Someone with Level 1 Access (President/Treasurer) needs to review and approve.

Pending Approval (Account Holder)	Someone with Level 2 Access (your staff support) needs to review and approve.
Approved (Pending Finance Approval)	Someone with Level 3 Access (Finance) has received it and will process payment.
Complete (Payment imminent or Paid)	Finance has processed payment and you should receive your money in a few working days.

## Submitting an Expense Claim

If you or a member in your group has spent money from their personal bank account, they can submit an expense claim using the system to get reimbursed. The following is accessible to both **users** and **Level 1 Access Holders** (known as 'Committee' on the system).

### Timeframes

The fastest someone will get paid is a week after submitting an expense, but it can take up to two weeks: it all depends on what day of the week the claimant submits it, and how quickly you approve it. Once approved, it then goes up to your staff support to check that you have enough money in your account to pay for the claim, and finally up to Finance to process.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	Afternoon: Staff Support approves finances	Finance processes payments	Finance processes payments	Payment Run: Money is sent out	<Non-Working Day>	<Non-Working Day>

#### Top Tip

To avoid any delays on your end, check the system over the weekend and approve expenses before your staff support approves the finances on the Tuesday. This will then also give the claimant time to make amendments if required. We also have cut-off dates – [click here for more information](#).

Every Tuesday your staff support will check through all expense claims that have been made and approved by the Treasurer. This then allows enough time for Finance to process and put it on the Student Payment Run, which happens every Friday. Once a payment run has been made, the person making the claim normally gets paid the following Wednesday (3 working days later).

## Instructions

- 1) Access the Online Finance System and press 'New Expense Claim'. You will then be taken to this form:

The screenshot shows a web form titled 'Dashboard / New Expense Claim'. At the top, it displays contact information: 'Students' Union Hub Reception' and 'BLSA Reception' with phone numbers '020 7882 8030' and '020 7882 8688'. The form includes several sections: 'Organisation' with a dropdown menu set to 'Geography Society'; 'Request type' with a dropdown set to 'Reimbursement' and an 'Event' dropdown set to '(Not associated with an event)'; 'Payment method' with a dropdown set to 'Bank Transfer'; 'Bank Sort Code' and 'Bank Account' input fields; a checkbox labeled 'Tick this box if this is your first claim from the Students' Union'; 'Item description' and 'Justification' text areas; 'Amount incl. VAT' with a currency symbol '€' and an input field; and 'Upload Receipt' with a large dashed box for dragging files and a 'Select files...' button. At the bottom, there are 'Create', 'Submit', and 'Back' buttons.

This is what to write under each section:

- a. **Request Type:** Reimbursement
- b. **Event:** [Optional] If you create events on your group's page, it will then appear under here meaning that members can say that they spent this money for the event they've select.
- c. **Payment Method:** Bank Transfer – Please note we can only transfer money to UK bank accounts.
- d. **Bank Sort Code and Bank Account:** Input your sort code and account number for the bank account you want to get paid into here. **Note:** Only the user and Level 3 Access Holders can see this information.
- e. **'Tick this box if this is your first claim from the Students' Union':** If you have not claimed any money from us before then please tick this box so our finance team knows to set you up on our payment system.
- f. **Account:** (Note – Only Presidents and Treasurers will see this) Choose from the drop-down list which account you want to charge this expense to (if a member chooses the wrong account when submitting an expense, people with Level 1 access can amend it). You can pick 4 options:
  - a. All from subs account
  - b. All from Students' Union grant
  - c. All from special grant
  - d. Split – please specify: If you pick this one a second box appears asking 'Specify which accounts you'd like this split between and the ratio/amount for each'. For example, if you bought something for £75 but only received £50 from Grant Funding, you can write in the box: '£50 from Grant Funding and £25 to subs account'.

Students' Union Hub Reception 020 7882 8030  
BLSA Reception 020 7882 8688

**Request type** Reimbursement **Event** (Not associated with an event)

**Payment method** Bank Transfer

**Bank Sort Code** **Bank Account**

☐ Tick this box if this is your first claim from the Students' Union

**Account** All from special grant **Specify which accounts you'd like this split between and the ratio/amount for each**

- g. **Item Description:** Write here what you bought (E.g. 'refreshments') – if you purchased multiple items there are additional instructions you need to follow – see step 3 below.
- h. **Justification:** Write here why you bought it so the Treasurer and your staff support can review and approve. (E.g. 'for 1<sup>st</sup> Welcome Event')
- i. **Amount incl. VAT:** Write here the amount you've paid – whilst your group will only be charged the amount minus the VAT (when you submit a VAT receipt), the person making the expense claim will still get their full amount back.
- j. **Upload Receipt:** Upload your evidence of you purchasing the item(s). This is what it looks like when you upload evidence:
  - a. To add files, either open the folder where you have the evidence saved and drag and drop it to the 'Drag & drop files here ...' box, or press 'Browse' to open your files.

Upload Receipt

Drag & drop files here ...

Select files... Browse ...

- b. Once you have added all your evidence (you can upload more than one file), click 'Upload'.

Upload Receipt

1 Zoom Premium Claim.pdf (262.48 KB)

Remove Upload Browse ...

- c. When successfully uploaded, you will see a green 'Done' status bar.

**Upload Receipt**



1 Zoom Premium Claim.pdf (262.48 KB)

Done

Remove Upload Browse ...

Create Submit Back

- k. Once you have completed all the required information, press **Create** to save a draft of your expense. This is to allow you to check that all the information is correct before submitting it.

- 2) You'll then be shown your expense claim. Check that all the details are right: you should see a  (paperclip) icon which means you have successfully uploaded your evidence. To check it, click on the  (pencil) icon to check your uploaded receipts).

Students' Union Hub Reception 020 7882 8030  
BLSA Reception 020 7882 8688



Request type: Reimbursement Event: (Not associated with an event)

Payment method: Bank Transfer

Bank Sort Code: 00-00-00 Bank Account: 0000000


☐ Tick this box if this is your first claim from the Students' Union

**Request details**

Cutlery	Utensils for picnic social		£20.00	
			£20.00	

Add Item

Save changes Submit Cancel request Back

Timeline  Full History

Wednesday, 16 June 2021

Created

- 3) **Multiple Receipts:** Skip to the next step if you are only submitting one receipt. If you have purchased multiple items from different retailers, you can get it all reimbursed under one claim (as well as submitting separate claims for each receipt – it's up to you). To add additional receipts, click 'Add item'. A new window will pop up for you to input the item's details – when you are finished press **Add** – your items will then appear under 'Request details'.

Students' Union Hub Reception 020 7882 8030  
BLSA Reception 020 7882 8688

**Request type** Reimbursement **Event** (Not associated with an event)

**Payment method** Bank Transfer

**Bank Sort Code** 00-00-00 **Bank Account** 0000000

☐ Tick this box if this is your first claim from the Students' Union

### Request details

Cutlery	Utensils for picnic social	£20.00
		£20.00

**Add Item**

[Save changes](#) [Submit](#) [Cancel request](#) [Back](#)

**Timeline** [Full History](#)

Wednesday, 16 June 2021

Created

### Add New Item

**Item description**

**Justification**

**Amount incl. VAT** £

**Upload Receipt**

Drag & drop files here ...

Select files... [Browse ...](#)

**Add** [Cancel](#)

Students' Union Hub Reception 020 7882 8030  
BLSA Reception 020 7882 8688

Request type: Reimbursement Event: (Not associated with an event)

Payment method: Bank Transfer

Bank Sort Code: 00-00-00 Bank Account: 0000000

☐ Tick this box if this is your first claim from the Students' Union

**Request details**

Food	Food for Picnic Social	£78.00	
Cutlery	Utensils for picnic social	£20.00	
		£98.00	

Add Item

Save changes Submit Cancel request Back

- 4) Once you have checked that all the information is correct, press **Submit**. It will then be sent up for approval. You will then be taken back to your dashboard where you can see the status of your claim. In the example below (the name has been blocked out in this example) you can see they've made 3 requests: 2 have been submitted but is still in the Draft stage.

Geography Society Dashboard

+ New Expense Claim

Pending / Recent Requests					Search
16/06/21 12:19	Expense Claim	#1108		Pending Approval (Committee)	£98.00
16/06/21 11:18	Expense Claim	#1107		Draft	£20.00
16/06/21 11:17	Expense Claim	#1106		Pending Approval (Committee)	£78.00

## Submitting an Expense Claim – Split costs

If you are submitting an expense that is being charged to multiple accounts – for example both your subs and grants as you received funding from the Students' Union, there is an extra step you need to do when you submit your expenses in that you need to split the amounts to match the amount you are charging to each account.

### Example

You paid £78 for Food and need to get reimbursed. £50 is being paid for by the Students' Union Grant, and £28 of it is being covered your subs. To make this possible for Finance to charge the money to the right accounts, you will need to list your item as two items, treating it as if you are claiming back for multiple items, listing one for £50 and the other £28: you can reuse the same evidence. To make it even clearer, state what account you want to charge the amount to under **Item Description**.

Before:



## Request details

Food	Food for Picnic Social		£78.00		
Cutlery	Utensils for picnic social		£20.00		
			£98.00		
<div>Add Item</div>					

After:

## Request details

Food (To charge to subs)	Food for Picnic Social		£28.00		
Food (To charge to Society Development Fund)	Food for Picnic Social - £50 was granted by the Students' Union		£50.00		
Cutlery	Utensils for picnic social		£20.00		
			£98.00		
<div>Add Item</div>					

## Approving an Expense Claim

Once an expense form has been submitted, the Treasurer should always be the one to be checking these expenses and signing it off. Only the President can approve expenses when either the Treasurer is absent, or the Treasurer is the one making the expense claim.

To view and approve an expense form:

- 1) Access your dashboard and click on the pending request [name has been blocked out in the example].

### IMPORTANT!

On the top of your dashboard, you will see a banner that gives an Available balance and Balance Figure. **IGNORE** what it says: these numbers will not match up with how much money you actually have in your account (refer to [this section](#) for more information)

- 2) Choose an account from the drop-list you want to charge this expense to. You can pick from 4 options:
  - a. All from subs account
  - b. All from Students' Union grant
  - c. All from special grant
  - d. Split – please specify: If you pick this one a second box appears asking 'Specify which accounts you'd like this split between and the ratio/amount for each'. For example, if you bought something for £75 but only received £50 from Grant Funding, you can write in the box: '£50 from Grant Funding and £25 to subs account'.

- 3) Click on the pencil icon to view the full request details, the evidence is attached, and that the amount the claimant is requesting matches the amount shown. To check if the evidence is sufficient, refer back to the ['Acceptable Proof' table](#) under the [Spending your money section of this guide](#).

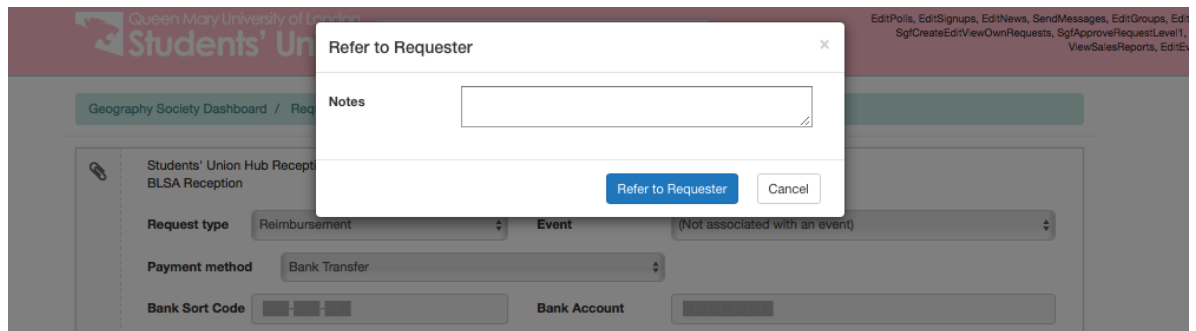
### Request details

Food	Food for Picnic Social		£78.00		
Cutlery	Utensils for picnic social		£20.00		
			£98.00		
<div>Add Item</div>					

4) Approve, Refer to Requester (ask for more details), or Reject the claim.

A horizontal row of four buttons: 'Approve', 'Refer to Requester...', 'Reject', and 'Back'. The 'Refer to Requester...' button is highlighted with a light blue background.

- a. **If the claim is fine to approve**, click 'Approve'. It will then get sent up to Level 2 Access Holders for approval (refer to the status messages above).
- b. **If you need more information**, click 'Refer to Requester...' – you can then write a message to the requester under note asking for what you need, and they will be emailed notifying them.

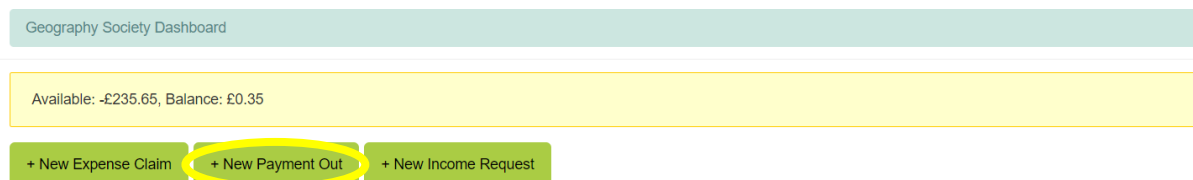
A screenshot of a web application interface. In the foreground, a modal dialog box titled 'Refer to Requester' is open. It contains a text area labeled 'Notes' and two buttons at the bottom: 'Refer to Requester' (in blue) and 'Cancel'. In the background, a form for a request is visible. The form includes fields for 'Request type' (set to 'Reimbursement'), 'Event' (set to '(Not associated with an event)'), 'Payment method' (set to 'Bank Transfer'), 'Bank Sort Code', and 'Bank Account'. The top of the page shows the 'Queen Mary University of London Students' Union' logo and a list of user permissions.

- c. **If you do not authorise the claim**, click 'Reject'.

## Requesting a new Payment Out

Use this when you request your staff support to make a big purchase for your Student Group rather than purchasing it using your own money and claiming it back. Only Presidents and Treasurers can make Payment Out requests, but the **Treasurer** should make the request and the **President** then approves the request. Refer to the [Spending your money section](#) of this guidebook to make sure you upload the right documents.

- 1) Access your dashboard and click 'New Payment Out' (Note: IGNORE yellow banner – these are the wrong amounts!)

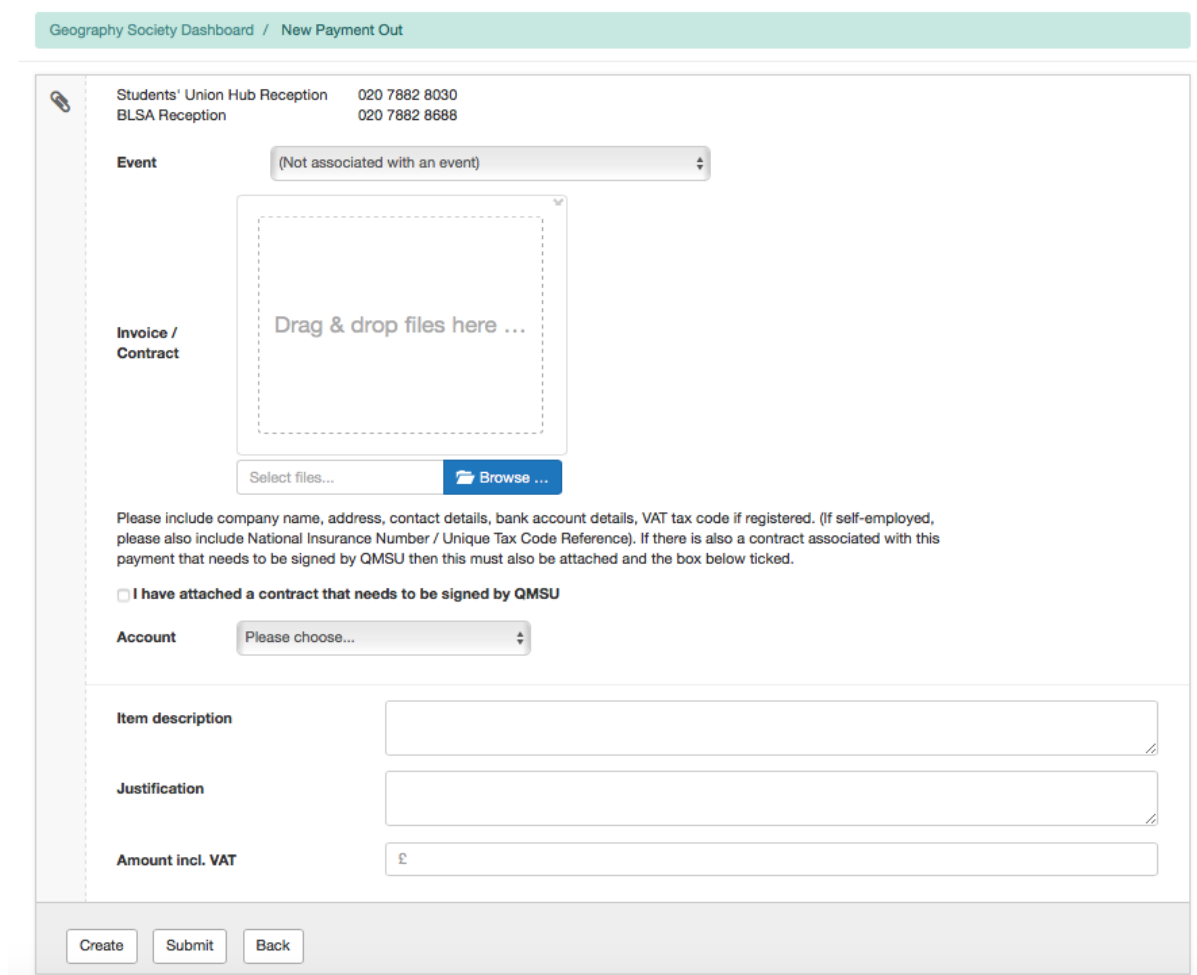


Geography Society Dashboard

Available: -£235.65, Balance: £0.35

+ New Expense Claim   **+ New Payment Out**   + New Income Request

- 2) You'll then be taken to the request form.



Geography Society Dashboard / New Payment Out

Students' Union Hub Reception 020 7882 8030  
BLSA Reception 020 7882 8688

Event (Not associated with an event)

Invoice / Contract

Drag & drop files here ...

Select files... Browse ...

Please include company name, address, contact details, bank account details, VAT tax code if registered. (If self-employed, please also include National Insurance Number / Unique Tax Code Reference). If there is also a contract associated with this payment that needs to be signed by QMSU then this must also be attached and the box below ticked.

☐ I have attached a contract that needs to be signed by QMSU

Account Please choose...

Item description

Justification

Amount incl. VAT £

Create Submit Back

This is what you write under each section:

- a. **Event:** [Optional] If you create events on your group's page, it will then appear under here. If what you are purchasing is to do with an event you can then link this paying out request to the event.


- b. **Invoice/Contract:** Upload both when applicable. To check that the invoice has all the right information, go back to the section on [invoices under 'Spending your money'](#). Please note that the contract must be reviewed and signed **before** you upload it. Make sure you press the **Upload** button and see the green 'Done' completion message.
- c. **'I have attached a contract that needs to be signed by QMSU':** Ignore – you need to send us the contract to sign **BEFORE** uploading it to here.
- d. **Account:** Choose from the drop-down list which account you want to charge this purchase to. You can pick 4 options:
  - a. All from subs account
  - b. All from Students' Union grant (we will specify when to choose this option if you are given grant)
  - c. All from special grant (we will specify when to choose this option if you are given grant)
  - d. Split – please specify: If you pick this one a second box appears asking 'Specify which accounts you'd like this split between and the ratio/amount for each'. For example, if you bought something for £75 but only received £50 from Grant Funding, you can write in the box: '£50 from Grant Funding and £25 to subs account'.
- e. **Item Description:** Write here what you want to purchase (e.g. 'class instructor') – if you purchased multiple items you can list them all in the same form.
- f. **Justification:** Write here why you bought it so the Treasurer and your staff support can review and approve. (e.g. 'Semester A Classes')
- g. **Amount incl. VAT:** Write here the amount that needs to be paid including VAT – whilst your group will only be charged the amount minus the VAT, we need to know how much to pay the service in total and we then claim back VAT later.

3) Once you have completed all the required information, press **Create** to save your changes.

Item description	Speaker Fees
Justification	Fee for guest speaker to talk at event
Amount incl. VAT	100

- 4) Check that all the information is correct, and then press **Submit** when it is ready. You will then be taken back to your dashboard where you can see the status of your paying out request.

### Request details

Speaker Fees	Fee for guest speaker to talk at event	£100.00	
		£100.00	

[Add Item](#)

[Save changes](#)

[Submit](#)

[Cancel request](#)

[Back](#)

### Timeline

[Full History](#)

Wednesday, 16 June 2021

13:21

Created

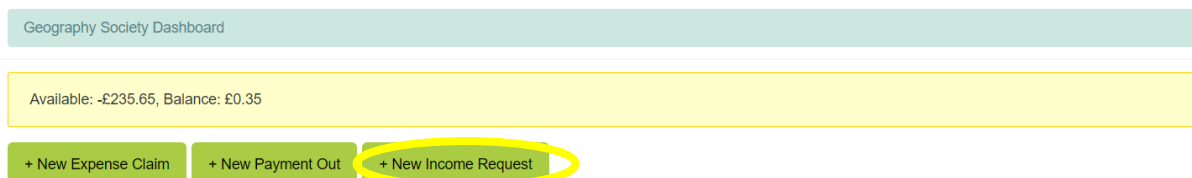
- 5) Ask the President to log on to the Online Finance System to approve the request so it will then be sent up to your staff support to process.

## Submitting an Income Request

Use this when you have sponsorships or donations from companies/organisations coming into your Student Group's account.

**Note:** Your sponsorship contract needs to be reviewed and signed by your staff support *before* you upload it here for processing.

- 1) Access your dashboard and click 'New Payment Out' (Note: IGNORE yellow banner – these are the wrong amounts!)

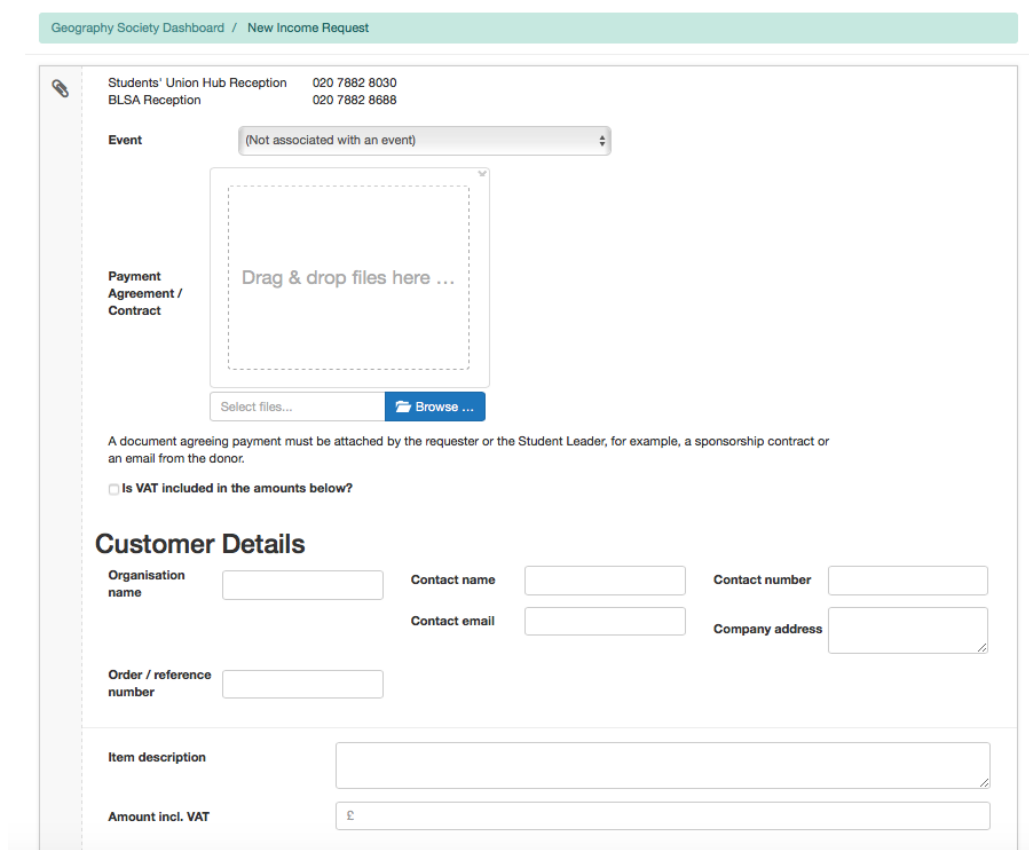


Geography Society Dashboard

Available: -£235.65, Balance: £0.35

+ New Expense Claim   + New Payment Out   + New Income Request

- 2) You'll then be taken to the request form.



Geography Society Dashboard / New Income Request

Students' Union Hub Reception 020 7882 8030  
BLSA Reception 020 7882 8688

Event (Not associated with an event)

Payment Agreement / Contract

Drag & drop files here ...

Select files... Browse ...

A document agreeing payment must be attached by the requester or the Student Leader, for example, a sponsorship contract or an email from the donor.

☐ Is VAT included in the amounts below?

**Customer Details**

Organisation name Contact name Contact number

Contact email Company address

Order / reference number

Item description

Amount incl. VAT £

This is what you write under each section:

- Event:** [Optional] If you create events on your group's page, it will then appear under here – if the sponsorship is to do with an event you can assign it to that event.
- Payment Agreement/Contract:** Upload both when applicable. Please note that the contract must be reviewed and signed **before** you upload it. Make sure you press the **Upload** button and see the green 'Done' completion message.
- 'Is VAT included in the amounts below?'** Tick if the money coming into you includes or excludes VAT.
- Customer Details:** This is the details of the company/organisation that is paying you money.
  - Organisation Name:** Name of the company/organisation that is paying you money.

- b. **Contact Name:** The name of the person from the company/organisation that signed the contract
  - c. **Contact Number:** We need this so we can chase up any unpaid invoices
  - d. **Contact Email:** We need this so we can chase up any unpaid invoices
  - e. **Company Address:** This is so we can correctly invoice the company/organisation
  - f. **Order/Reference Number:** (Optional) If the company/organisation wanted you to use a specific reference number/code, input it here.
  - e. **Item Description:** Write here what the money is for (e.g. 'Sponsorship money from Deliveroo for Social Media Campaign')
  - f. **Amount incl. VAT:** Write here the amount that is going into your account including VAT – as any money going into your account is subject to VAT, you will only get the amount minus VAT.
- 3) Once you have completed all the required information, press **Create** to save your changes.

### Customer Details

Organisation name	<input type="text" value="Deliveroo"/>	Contact name	<input type="text" value="Joe Bloggs"/>	Contact number	<input type="text" value="07772345678"/>
Contact email	<input type="text" value="joe@deliveroo.com"/>	Company address	<input type="text" value="123 Deliveroo Street&lt;br/&gt;London&lt;br/&gt;N1 2SW"/>	Order / reference number	<input type="text" value="QMSU01"/>

Item description	<input type="text" value="Sponsorship"/>
Amount incl. VAT	<input type="text" value="100"/>

- 4) Check that all the information is correct, and then press **Submit** when it is ready. You will then be taken back to your dashboard where you can see the status of your paying out request.

### Customer Details

Organisation name	<input type="text" value="Deliveroo"/>	Contact name	<input type="text" value="Joe Bloggs"/>	Contact number	<input type="text" value="07772345678"/>
Contact email	<input type="text" value="joe@deliveroo.com"/>	Company address	<input type="text" value="Deliveroo&lt;br/&gt;123 Deliveroo Street"/>	Order / reference number	<input type="text" value="QMSU01"/>

### Request details

Sponsorship	£100.00	
	£100.00	

### Timeline

Wednesday, 16 June 2021

13:31 Created

- 5) Ask the President to log on to the Online Finance System to approve the request so it will then be sent up to your staff support to process.

# Reward and Recognition

Queen Mary Students' Union recognises how much student leaders put into running their groups. We want to celebrate your successes and mark the contributions student leaders make to the Students' Union across all areas of our activity.

We run several projects each year, with the aim of rewarding and recognising our student leaders.

- [The Student Group Awards](#)- our end-of-year award scheme for Queen Mary Students' Union affiliated societies, student media outlets and volunteering groups. The award scheme intends to recognise the accomplishments that your Student Group has had in the past academic year, and to reward your hard work.
- [The National Societies & Volunteering Awards](#)- We put forward the best of our award winners for the national level Societies & Volunteering Awards. In 2020, 2 of our groups were shortlisted for national awards.
- [Reference Requests](#)- Being on a committee and actively contributing to your group is great experience for your CV. We can provide a reference to verify that you have been a committee member of one of our Student Groups.

It's also important for Student Group leaders to reward and recognise their committee for their contributions, commitment, and successes!



# Quiz

We hope you found this guidebook informative and useful when carrying out your financial duties within your Student Group. To test your learning and understanding, you are now required to complete this quiz. This quiz is also to check that you have read through this guidebook and completed the finance element of your required training.

To access to quiz, you will need to log in using your QMUL student details.



Scan me to access the quiz!  
Alternatively, [click here to access the quiz](#).

## Further Resources

If you couldn't find the answer to your question in this guide or on the Committees Hub, please [get in touch with your staff support](#) via email or to arrange a meeting. In term-time you can come along to one of our regular drop-ins.

The recordings from all our upcoming committee training sessions will be available [here](#).

*Last updated: 16 June 2021*