Student Groups In-House Procedures Guide

In this document we will explain how to raise funds and manage expenditure for your student group.

Your role as an Executive

As an Executive, you will be responsible for your Student Group's finances. This includes:

- Ensuring Membership fees and other fees are set up on Union Cloud
- Fundraising on behalf of the Student Group
- Approving Student Group expenses
- Making purchases on behalf of members
- Passing invoices on to the Student Union Finance Team
- Ensuring your Student Group has the finances to run effectively

Your Student Group Account

Your student group account will be assigned its own 'Cost Centre' within the Student Union's Accounting Software so that it is separately identifiable. This means that all income and expenses, must go through the Student Union's main bank account. Rather than a personal or club/society account.

By making sure that all income and expenses go through the SU Main account, it allows for the Students Union to provide you with additional support.

- **To protect your funds –** The dynamic nature of student group executives has created bank accounts lying dormant, resulting in a loss of funds, or funds that cannot be accessed.
- **To protect members (especially Treasurers)** – By centralising funds we will protect student members from any potential for accusations, mistreatment or accident relating to finances.
- **To make running a student group easier** – We want as much engagement as possible into student groups. We have invested in systems that will take the administrative burden away from Treasurers.

What Will be in Your Account

Your Student Groups Account will detail all the income and expenditure incurred relating to your Student Group. You will be able to request a copy of your account balance and transactions by emailing the Finance Department at lusugroupsfinance@lancaster.ac.uk.

Income

- Membership Fees
- Session Fees
- Fundraising for own Student Group
- Ticketed Income
- Donations to Student Group
- Sponsorship
- Fundraising for External Charity

Expenditure

- Invoices from Third Parties
- Student Expense Claims
- Online Purchases

Income

Membership Fees

- Membership Fees will continue to be processed via Union Cloud.
- It is the responsibility of the executives to ensure that the membership is available on Union Cloud.
- Transaction fees will be charged to your Student Group account. Union Cloud charge 10p plus 1.1% on each transaction. This means that a £10 income transaction will show in your account as £9.79.

For full information of Union Cloud fees: **Transaction fees on UnionCloud : UnionCloud Support**

VAT

Student Groups will remain outside of the LUSU VAT group, and all transactions will be outside of scope unless the individual group turnover is greater than £90k in any calendar year. Effectively, this means that there is no change to how VAT will work for your group. VAT will not be deducted from group's income, nor will you be able to claim VAT back on costs incurred.

Based upon research and benchmarking, it is most efficient to remain outside of the Union VAT entity.

Session Fees/Various Fees

These fees may arise in a few different situations, such as;

- Sports club members may need to pay towards hire of a training venue.
- A society is planning a trip which requires members to contribute to coach travel.

Tickets will be set up on Union Cloud for these fees, like membership fees setup. However, ensure that it is set up as an event and not a membership type so that the Finance team can clearly identify the purpose of the funds, and therefore allocate it appropriately.

Contact lusugroupsfinance@lancaster.ac.uk if you have 'out of the ordinary' fees/ income to pay in to your respective account.

Fundraising for Your Student Group

Fundraising events allow you to raise funds that go directly into your Student Group account, such as hosting an auction of old sports kits or organising a bake sale. Funds can be raised via card or cash.

Card

Students must only use card machines assigned to Student Groups. You must not purchase or use your own card machine. If you have your own card machines, please let us know, as you will not be able to use these.

Steps to arrange card machine hire:

- Email lusugroupsfinance@lancaster.ac.uk at least one week before the intended booking date stating the following:
    - Purpose of borrowing the card machine (details of the event, date & type).
    - Period of loan
    - Whether you are fundraising for your own group or if it is to raise and give (RAG). If the latter, we will need to know who it is going to.
- Once complete, you will receive a calendar invite confirming your card machine hire. All members of your exec who want to use the card machine will need to attend an in person meeting with the finance team to sign a PCI DSS form and set up an online account.
- As the account is a sub-account of the Students' Union account, the funds will automatically come into the student union bank account. This will then be allocated to your societies cost centre.

Cash

As the university campus aims to become cashless, we are aiming to reduce the amount of cash transactions we process. However, we will still provide facilities to process cash for the time being.

- Cash raised must be handed in to the Students Union Finance office.
- A paying in form, must be completed. Detailing the cash amount and where the funds are to be coded.
- Because cash gets collected fortnightly, it can take up to two weeks for the cash to show up in your account after being handed in to the finance office.
- Paying in forms will be available on the Lancaster SU website.

– Paying in Form

PAYING IN FORM

DETAILS			
Amount £	**Budget Code**	**Budget Name**	**Description**
£	**Total**	**Please Fill in cash split on Reverse**	
Name & Date			

RECEIPT – FINANCE OFFICE USE ONLY			
Amount		Details	
Date		Received By	

CASH SPLIT	
Please list cash amounts of each denomination	
Denomination	**£**
£50	
£20	
£10	
£5	
£2	
£1	
50p	
20p	
10p	
5p	
2p	
1p	
Total	**£**

Ticketed Income

As a Student Group Executive, you may wish to run ticketed events to raise funds for your own club/society. These tickets can be sold via Union Cloud in the same way as membership and session fees, ensuring that the description is detailed to allow for the correct allocation of funds.

Donations

Individuals/ Organisation may wish to donate funds to your student group. It will only be classed as a donation if the funds are freely given, and there is no expected benefit in return.

Donations for your student group should be paid into the SU bank account:

Lancaster University Students' Union

09391126

01-04-92

The donor should provide a reference clearly stating which student group they are donating to.

Executives should email lusugroupsfinance@lancaster.ac.uk with the donor's details, the amount donated, and state clearly that it is a "charitable donation."

Sponsorships

You may obtain sponsorships from external companies; however, these must be approved by the Student Activities Manager and the Head of Commercial Services.

Before entering talks any external company regarding sponsorship, please seek approval beforehand. Be aware that not all contracts are formal, signed documents. Some contracts can be established over conversations in person, or via email, text, or social media. So please be careful not to agree to a contract informally.

There is a standardised template sponsorship agreement form on the Lancaster SU website that will be accessible.

Any prearranged sponsorships for this upcoming year will be honoured and will not be affected by the new form used for new sponsorships.

Once the sponsorship agreement has been approved by all parties, we will be able to raise an invoice to the sponsor on your behalf. Once they have paid this invoice, we will allocate the funds to your student groups' account.

Fundraising for External Charities

As a student group, you may wish to partake in fundraising for external charities. This can be done by any student group. The Students Union has a separate bank account which is solely for donations to external charities.

- Account: 35857935
- Sort Code: 01-04-92

Your student group can raise funds for external charities using cash or via bank transfer. The Students' Union will transfer the money to the respective charity on your behalf. The designated Raise and Give bank account will be audited at year end to ensure that all balances have been transferred.

Cash

Cash raised for external charities must be handed in to the finance office along with a completed RAG (Raise and Give) Form. The RAG form can be found on the Lancaster Students Union website.

The RAG form must include the following information for the donation to be processed.

- Name and website of the charity where the funds are to be donated
- The name of the Student Group and event that has raised the funds
- Charity bank details and address so the finance team can make the donation.

Bank Transfer

When raising funds via bank transfer for an external charity, the funds must be sent to the Student Union RAG bank account (above). Alongside this the finance team will need a completed RAG form to allow them to proceed with the donation. The form can be emailed to lusugroupsfinance@lancaster.ac.uk

Image – RAG Form

Raise and Give	LANCASTER UNIVERSITY STUDENTS' UNION	STAFF INITIALS:

DATE:		(TO BE COMPLETED BY FINANCE) AMOUNT:	
RAISED BY:			
(please list all societies and sport clubs involved in raising the money)			
CONTACT NAME:		CONTACT EMAIL:	
CHARITY NAME, ADDRESS AND BANK DETAILS:			
EVENT DETAILS:			

Expenditure

Examples of expenditure:

- Invoicing – I.E. LUSU paying a supplier direct.
- Expense claims – i.e. Claiming money back from Student Group funds (reimbursement).
- Online purchases using LUSU Business Card/ Amazon Business Account

Invoicing

Only Presidents, Treasurers or Secretaries of a student group are authorised to make purchases via invoice, quoting their student group name, on the invoice.

Invoices must be approved by 2 of your student groups' authorised signatories.

Should the invoice be for an amount greater than £500 then it will be sent to the Student Activities team for approval prior to it being paid.

Invoices can be processed for approval through the teams' approvals app (procedure notes at the end of this document). LUSU Finance will check that your Student Group has enough money to pay the invoice.

All invoices must be addressed to;

Student group name
C/O Lancaster University Students Union
Bowland Main
Bailrigg
Lancaster
LA1 4YT

Invoice deadlines

- If you send through the approved invoice by **9am on a Tuesday**, the invoice will be able to be included in that **same weeks' pay run** and will be paid into the suppliers account on the **Friday**. If you miss this deadline, it will be included in the following weeks' pay run.
- Payment runs are once weekly only.
- **Reminder: Always ensure you allow plenty of time for an invoice to be sent, processed and approved.**

Expense Claims

There will be instances in which payments will need to be made upfront and reclaimed by other group members and not just exec. We have strived to make as many options available as possible to avoid members using own moneys and be reimbursed, however occasions may still arise:

Examples of expenditure where individuals may pay upfront and need to be reimbursed:

- Train or Taxi travel to a sporting fixture
- Refreshments for a club or society meeting
- Costs relating to a society event, for example – purchasing a chess board at the last minute for a board games night.

Expense Claim Authorisations

- Expense claims need to be authorised by 2 of your societies authorised signatories.
- Should the claim be more than £500 it will be sent to the student activities team for approval.
- The person claiming cannot sign their own form.
- The expenses claim form (available on the LUSU website) & evidence will need to be submitted through the team's approval's app (procedure notes at the end of this document) for processing.
- Claims that lack evidence may be not approved until further evidence is sent through.
- LUSU Finance will check the Student Groups' balance prior to repayment.
- Once fully approved the claim will be processed for repayment by LUSU finance.

Mileage Claims

There will be instances where students may travel for an activity. In this case the student will be able to claim for mileage/ fuel costs.

It is up to each society/ club to decide how to reimburse their members for mileage. However, this must be consistent within each group. This can be either reimbursing the relevant fuel cost for the trip or as per the HMRC guidelines below:

The approved mileage rates as per HMRC are 45p/ mile.

Claim tax relief for your job expenses: Vehicles you use for work - GOV.UK

For the mileage to be approved students must be a registered driver with the students' union.

Expenses Timeline

Deadline for being fully approved is **Tuesday at 9am** for it to be paid out the **Friday of the same week**. Expenses approved after the deadline will be included in the following weeks' pay run.

Online Purchases (Using LUSU Business Card or Amazon Business)

On occasions there will be the need to make payments which can only be made online via card and cannot be invoiced on credit terms. Whilst we encourage you to plan in advance, sometimes these payments are unavoidable. To facilitate these payments, the Student Activities office and the finance team have business credit cards.

To make payments using this card:

- Submit a request through the team's approvals app (procedure notes & example at the end of this document) listing the following in the description:
  - Links to each purchase you would like to make for your student group.
  - If you are purchasing multiple of the same item, please let us know how many.
  - Delivery address. (If this is not included, it will be delivered to the Students' Union, and you will be able to pick it up from the welcome desk.)
- All purchases must be approved via the approval app by two of your student groups authorised signatories prior to purchase.
- If the value of the purchase is over £500 this request will be sent onto the activities team for approval.
- The Students Union will check the student groups' account balance before making purchases.
- The staff member will retain the receipt/order confirmation, and the purchase will be coded to your club/society account.
- The SU Business card is allocated a maximum level of spend per month, if the level is reached then the card will not be able to be used. Usage levels will be monitored and will be increased if necessary.

Transaction Reporting/ Statements

Treasurers will be sent their balance in the last week of the month via email. Transaction reports can also be requested by emailing lusugroupsfinance@lancaster.ac.uk. If you require any additional balance report, please contact the email above.

Income has been setup to be shown in one nominal/account line and expenses also have one account line.

Account details of note

LUSU General Account (for general transfer of funds and group fundraising)

- Account: 09391126
- Sort code: 01-04-92

RAG Account (for general transfer of funds and group fundraising)

- Account: 35857935
- Sort code: 01-04-92

Emails of note

LUSU Finance Team – lusugroupsfinance@lancaster.ac.uk

LUSU Societies Team - societyhelp@lancastersu.co.uk

LUSU Sports Team – lususport@lancaster.ac.uk

February 2025

Payment Claim/ Invoice Approvals Process

Below is an example sheet of the student group payment claim form.

If you have any further questions regarding this form, please email lusugroupsfinance@lancaster.ac.uk

- Your Full Name.
- Claim Date: Date you're making the claim on. (Filling out the form)
- Your Club/ Society Name
- Description of activity and item purchased for that activity.
- Amount: Price of each item.
- Total: Price of all items.
- Bank Details: Located on bank card and bank account.

Student Group Payment Claim Form

Full Name: Your Name

Claim Date: 01/01/25

Club/Society Name: Club/ Society Name

Description	Amount (Inc
Description of Activity: I.e. Flowers for event	£20.00
Sweets for event	£10.00
Total	£30.00

1) This claim form and **proof of purchase** of the items listed must be attached to the Teams approval app request.

2) Please state mileage if claiming petrol costs.

3) Submit the approval to 2 of your societies signatories and list Grp-Finance 2 as the third approval.

4) You cannot approve your own claim.

Bank Details	i.e: MasterCard
Account Holder	Account Holder Name
Account Number (8 Digits)	00000000
Sort Code	00-00-00

Example: Student Group Payment Claim Form

Student Group Payment Claim Form

Full Name: Your Name

Claim Date: 01/01/25

Club/Society Name: Club/ Society Name

Description	Amount (Inc
Description of Activity: I.e. Flowers for event	£20.00
Sweets for event	£10.00

Total	£30.00

1) This claim form and **proof of purchase** of the items listed must be attached to the Teams approval app request.

2) Please state mileage if claiming petrol costs.

3) Submit the approval to 2 of your societies signatories and list Grp-Finance 2 as the third approval.

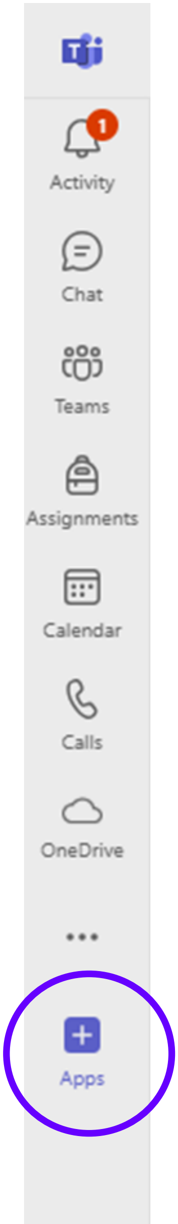
4) You cannot approve your own claim.

Bank Details	i.e: MasterCard
Account Holder	Account Holder Name
Account Number (8 Digits)	00000000
Sort Code	00-00-00

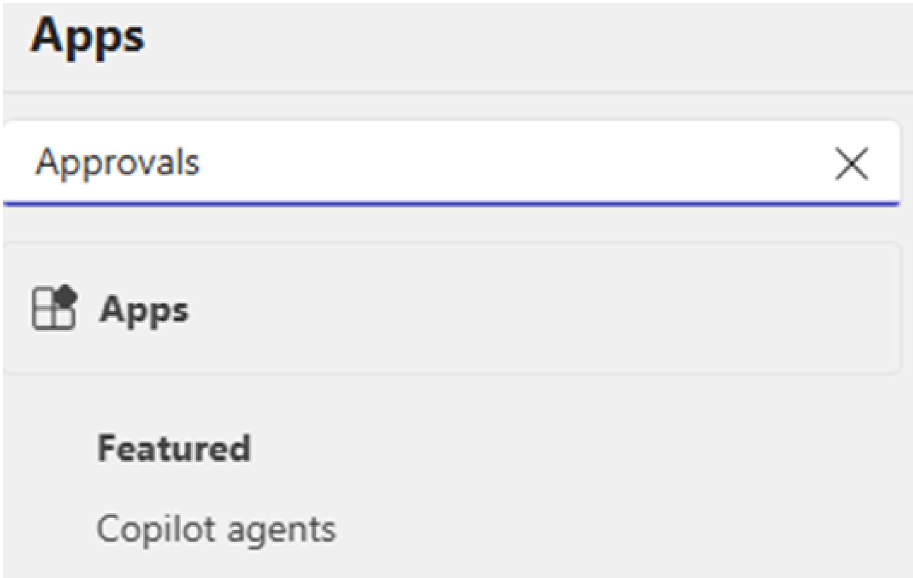
Student Group Payment Claim Form Guide

2025

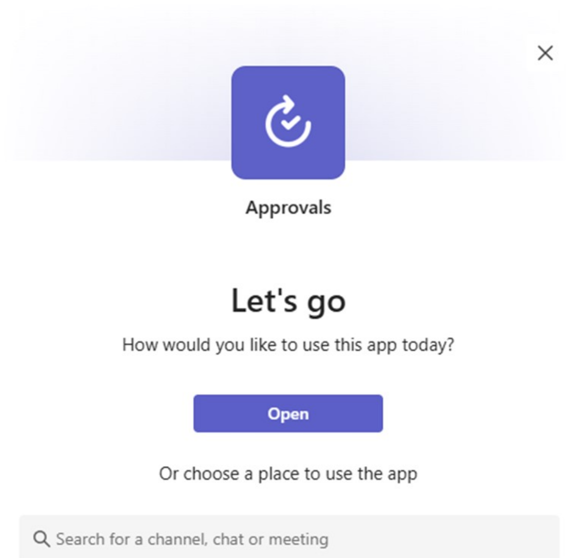
- Step 1: Log onto Microsoft Teams and click the Apps Icon.

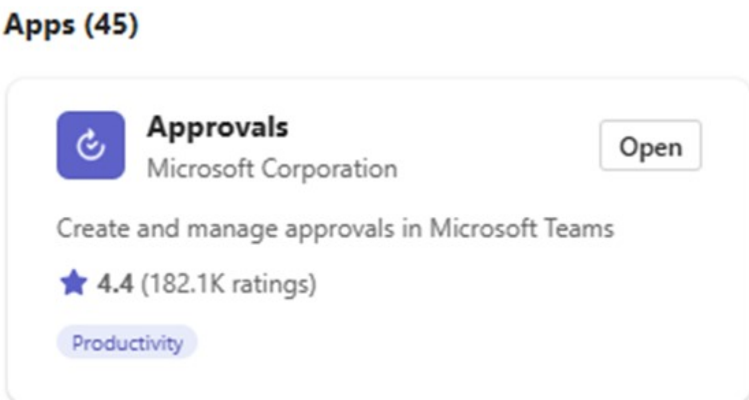


- Step 2: On Apps search bar type in Approvals.



- Step 3: Click on Approvals tab and click open.

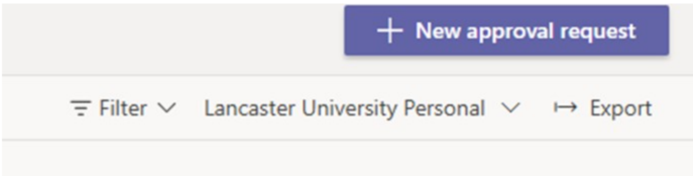




Student Group Payment Claim Form Guide

2025

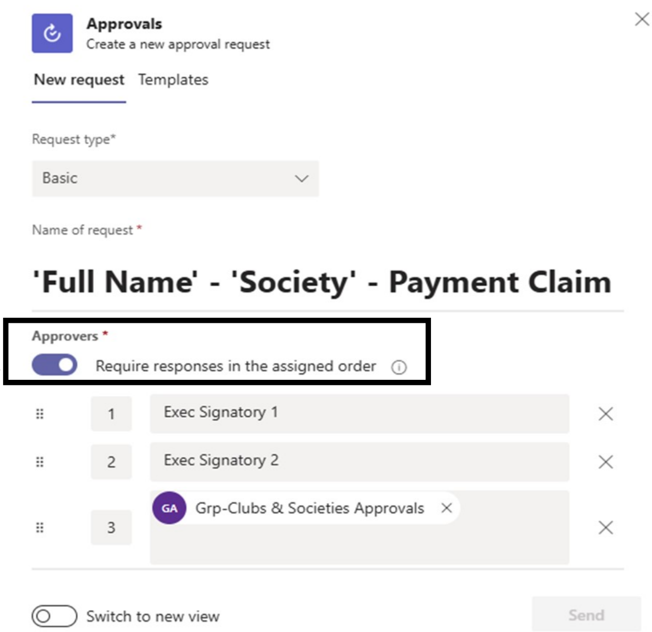
- Step 4: Click New approval request.



- Step 5: In Name of Request Section enter

1. 'Your Full Name'
2. 'Your Club/Society Name'
3. 'Payment Claim'

- Step 6: Click on Approvers: Click on 'requires responses in the assigned order' and add three approval lines.
- Write down the names of 2 executives to approve the payment claim. (You cannot approve your own payment claim).
- Then write in Grp-Clubs & Societies Approvals for 3rd required response.



All Required Responses must be in separate boxes.

i.e.

1) Exec Signatory 1

2) Exec Signatory 2

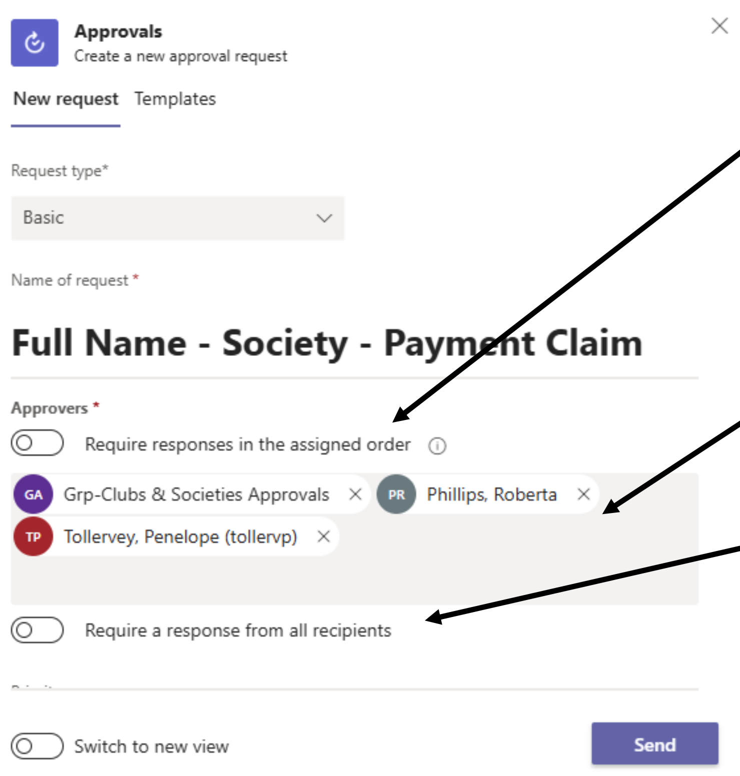
3) Grp-Club & Soc

If these are not placed into separate boxes, the payment claim will NOT go through.

Student Group Payment Claim Form Guide

Here are some **incorrect examples** of payment claim applications below.

Your application will be rejected if it is filled out incorrectly.



Required response button has not been clicked on

(Turns purple once active)

Names have been grouped together

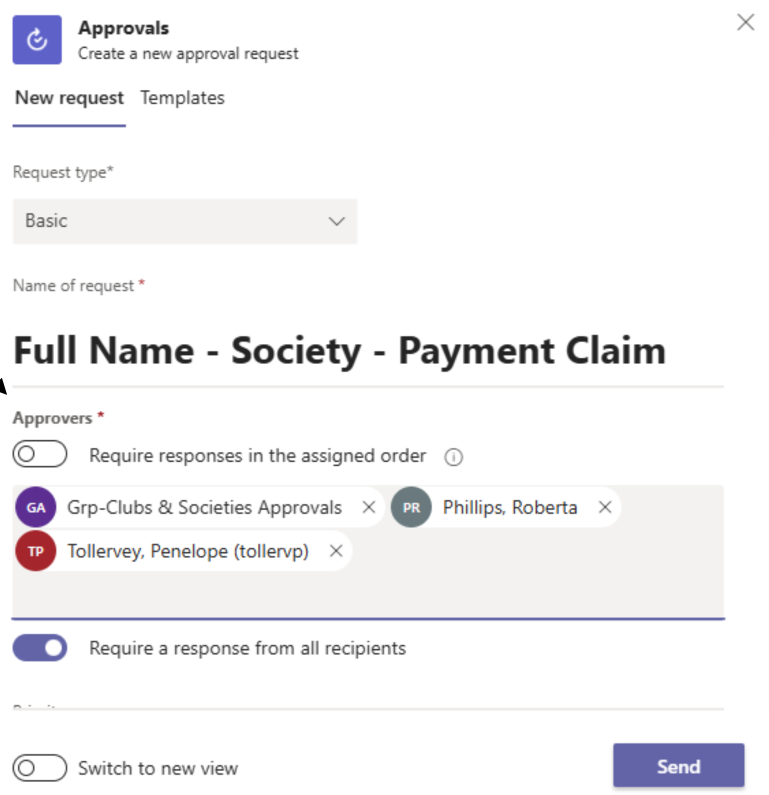
When the form is correctly filled out, this option to click will **not** be here.

Required response button has not been clicked on

(Turns purple once active)

Names have been grouped together

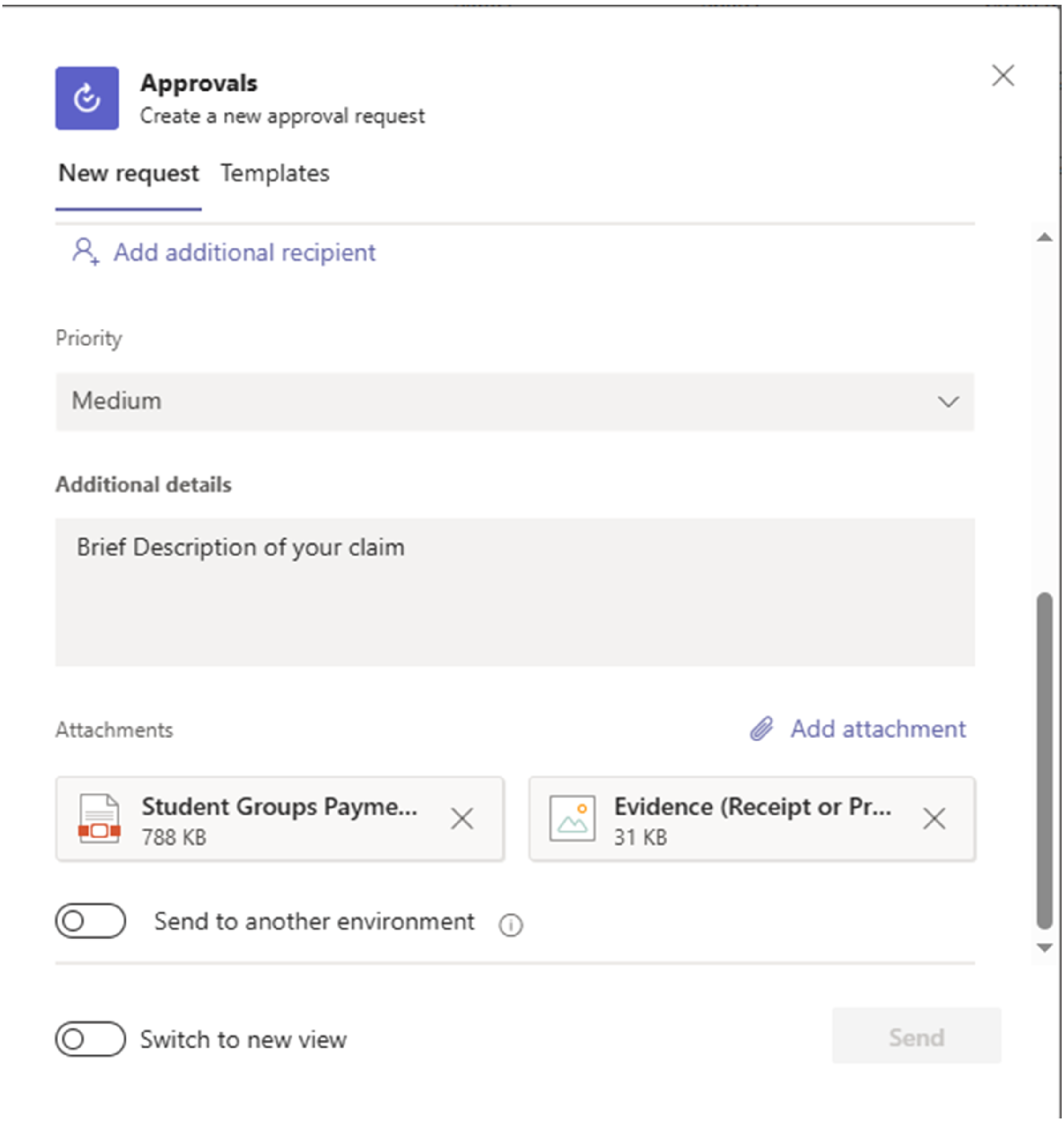
Even though the require a response has been clicked, the payment claim will not go through properly as the signatories are not separately listed.



Student Group Payment Claim Form Guide

2025

- Step 7: Write a brief description of your claim, in additional details box.
- Step 8: Attach the completed Student Groups Payment Claim Form and evidence of payment (Receipt or Proof of purchase)



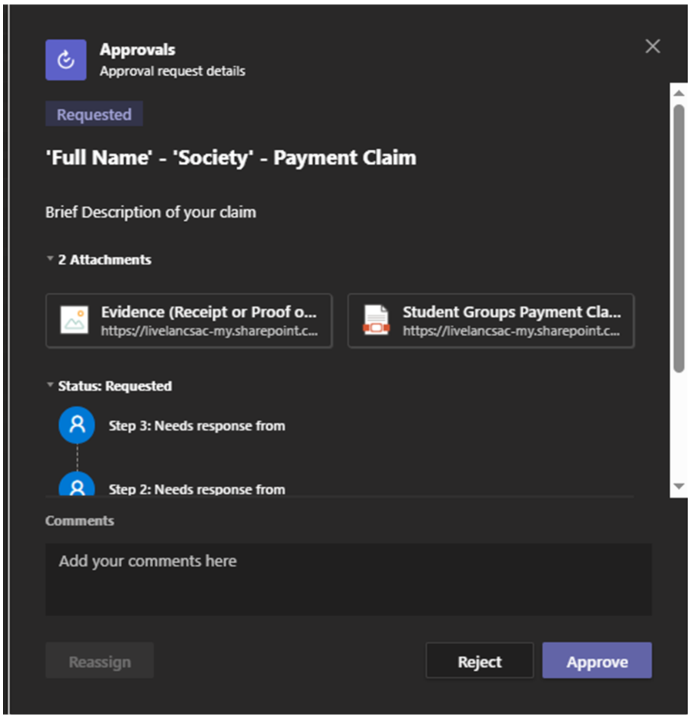
Student Group Payment Claim Form Guide

2025

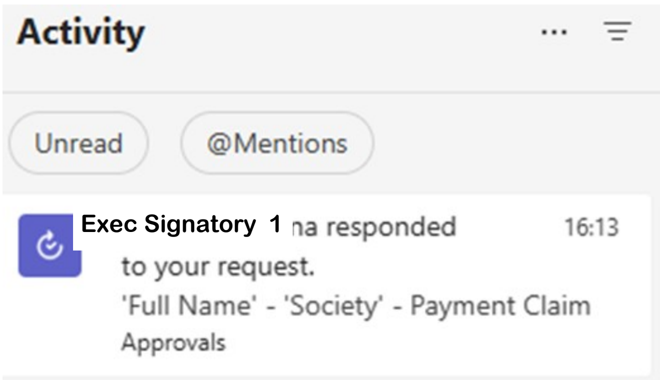
- Step 9: Exec members will receive a notification in teams, requesting the approval of the payment claim form.

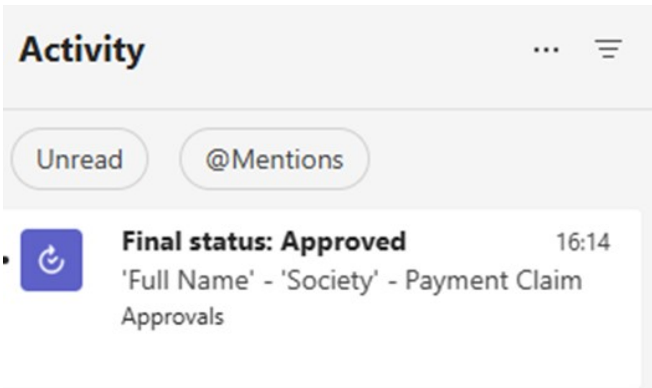
  Where appropriate exec's can approve or reject the form.

  Rejection examples might include incorrect proof of purchase supplied or incorrect banking details.



- Step 10: Once your Exec has approved or rejected your request, you will receive a response in your teams activity.
- Step 11: Once both Exec's and Finance have approved, you will receive the Final Status: Approved Notification in teams.
- When Finance approves it means that we have checked that your payment claim & signatories are correct and that you also have enough money in your club/societies internal account for it to be paid.
- It will then be included in the next pay run.



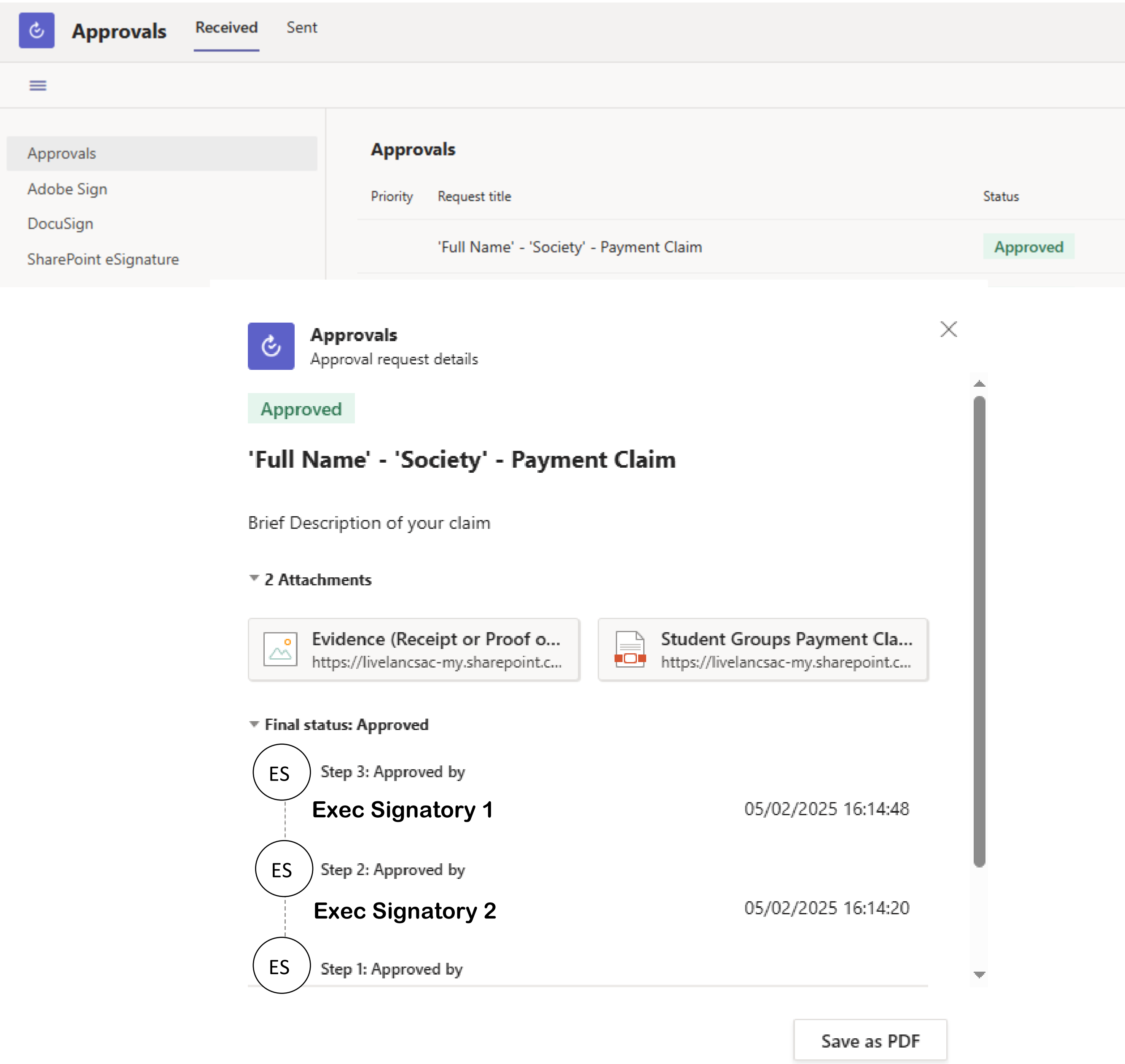


Student Group Payment Claim Form Guide

2025

Step 11: On the Approvals App your approval will appear as approved or rejected.

If you click on the approval title it will give you the full details of the approval, as shown below.



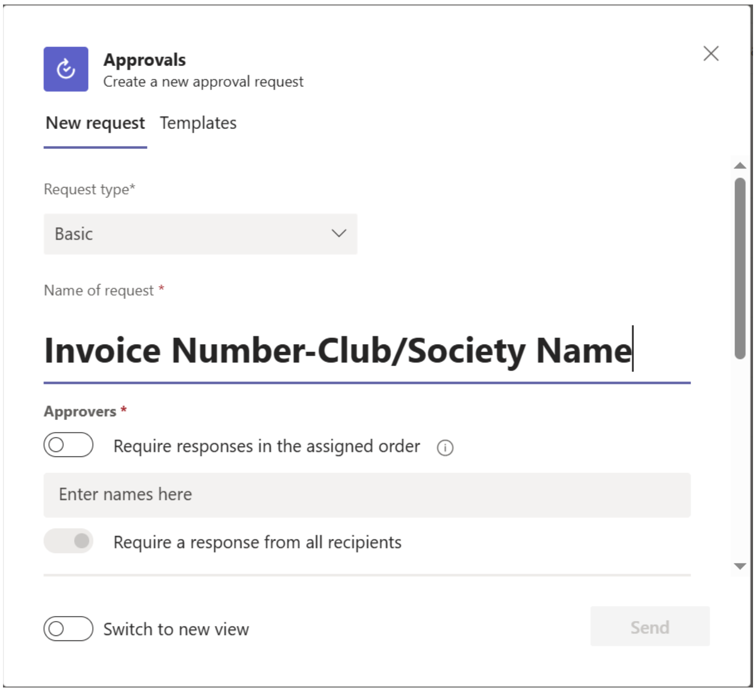
Invoices

For invoices you can use the same method as for Payment Claims.

In Name of Request Section Enter:

Invoice Number -

Club/Society Name



You will need to attach the invoice in the attached documents section.

As this is not a payment claim, the person submitting it can also be an approver.

Pay run

The deadline for submitting & getting your payment claim/ invoice approved by your two exec members is 9am on a Tuesday for it to be paid out on Friday of the same week.

If it is not completed and approved by then, it will be included in the following weeks pay run.

Online Orders

If you would like us to order something online either via our Amazon business account or using one of our company credit cards, you can request this through the teams approvals app. We will charge this expense back to your student groups' account.

To do this you will need to include the following in the description:

- Links to the items/ purchase you would like to make.
- The number of each purchase you would like to make.
- The address you would like it delivered to. (If you do not include this, we will have it delivered to the students' union and you will be able to collect this from the welcome desk).

You do not need to attach any documents to this approval request.

Please the name the approval request as follows:

Online Order - Student Group Name - Brief Description of Purchase

E.g. 'Online Order - Tennis - Tennis Balls'

Two authorised signatories will need to approve the purchase before we order it for you.

When we press approve we are confirming that the online purchase has been made. We will also confirm when it is expected to be delivered.