**HOW TO BE…… A TREASURER**

Your Role as Treasurer is to make sure:

* You have enough funds to undertake all the activities/events/fixtures and equipment purchases for your group.
* Provide reports and updates for your Committee regarding the financial situation of your group
* Keep a record of your equipment and any stock

**Overview of your Activity Group Account:**

**Income**:

* Memberships
* Members paying for events/trips/excursions/tournaments
* Members paying for clothing (t shirts/hoodies)
* Cash payments into SU office – match fees / class fees / group fund raising
* SU Contribution
* Sponsorship agreements
* Grants – Sleph, Exeter Annual Fund, Green Fund, Dragons Den

**Outgoings**:

* SU will take £1.00 per member to cover our Insurance Costs – this will normally be deducted at Easter time.
* Payments for fuel either for the SU minibus or if a member of the group has taken their own car
* Venue hire
* Instructor/Coach fees
* Affiliations
* Equipment purchases
* Postage
* Reprographics
* Kit and clothing purchases
* Trips
* Events
* Sports Centre – invoiced once per term

**FXU can…..**

* Pay your invoices: please ensure that any invoices are made out for SU as we would be unable to pay any invoices without this information.
* Make purchases for your group: send me the link or arrange an appointment to come in and see us
* Floats – please give as much notice as possible if you need a float

**Legal Bits…**

* Please do not open a Bank Account or take out a loan – SU manage an account for each group which is audited each year.
* Agreements confirmed in writing
* Living Wage - £8.75.
* SU are a registered charity

**Payments into the SU**

Complete a “Paying in Slip” and return with the cash to the SU office at either campus. The form must be signed by the Treasurer and you should keep a note of the amount. Please also provide as much information as possible about the payment, including a register (if appropriate). This cash will be counted and banked and then the amount will be entered into your Accounts.

There is a separate paying in slip if you are paying in money that is being donated to a specific charity. This will be more relevant to the SLVP’s. Please count the cash and separate any change into money bags, sign the paying in slip and bring to either SU office. You will be unable to count the money in the SU office for security reasons.

**Reimbursements to Members of your Group**

A form must be completed by the member of your group who requires reimbursement. They must fill in their Bank Account and contact details and as much information about the payment as possible. A receipt or proof of purchase must also be provided and attached to the claim form. As Treasurer you must authorise the payment and make a note of it for your own reference. If the reimbursement is for yourself, you must ask your President to authorise the payment.

Payments for reimbursement are normally made 3 times a week, so that anybody in your group is not out of pocket. Please ensure all the forms are filled in correctly to ensure that the payments can be made promptly.

Types of reimbursements:

* Fuel – which will only be reimbursed if the driver has completed a “Driver Declaration” Form. Mileage rates will have been agreed with your Activities Manager in your Budget Proposal.
* Equipment
* Food & drinks

**Keeping up to date / queries / Account Statement**

SU will be sending out a copy of your Group’s Accounts once a term. It is your responsibility to check each line to make sure if reflects the records that you have kept. Please report back to SU with any queries or questions.

**Keeping a record**

You will need to keep a spreadsheet or some type of record with all of your group’s income and outgoings on it.