**HOW DO I…….?**

**Claim a reimbursement for fuel/equipment purchases for my group**

All reimbursements should be claimed through the SGF system – which is linked to your group page on our website. Another committee member will need to authorise the treasurer's reimbursements.

**Find out what our account balance is**

You can ask the Sports or Societies co-ordinator or email the SU Finance Officer. But you should also be keeping a track of all income and expenditure. You’ll receive an account summary once a term too.

**Authorise a reimbursement for another student**

The student needs to be a paid-up member of the group and submit the request through SGF. You need to go in and authorise the request, before it goes through to the SU for payment. Remember a receipt is ALWAYS required!

**Raise some extra funds for our group**

You can arrange fundraising activities such as bake sales – talk to the SU about your ideas. Also look on the website about other ways the SU can support your group and other funding grants that might be available.

**Get an invoice paid for a coach/instructor/event**

Try submitting the invoice through SGF in the first instance (it will need to be authorised by a second committee member). If not, email to your co-ordinator for processing.

**Organise some sponsorship for our group**

Talk to the sponsor in the first instance and agree a price and what the sponsorship will involve. Then email your co-ordinator for a template of a sponsorship agreement. Once signed, the SU will issue an invoice to the sponsor to pay.

**Collect session fees from our weekly sessions**

The SU is moving towards being completely cashless therefore speak to your co-ordinator about setting up session fees for your members to pay through the SU website.

**Pay an invoice which is a non-UK company**

There is a £20 bank processing fee for all invoices not in £ sterling. Send the invoice through to your co-ordinator via email.

**Get a purchase order for a supplier**

Request a PO number from your co-ordinator if the supplier needs one before fulfilling an order for you.

**Apply for some grant funding for our group**

See the SU website for grant funding that you can apply for. Some internal from the SU and some from external places!

**Receive money from an external customer**

Ask the SU Finance Officer to raise an invoice to send to the customer. The money will be paid into the SU bank account and will show up in your Activity Group accounts.

**Order merchandise for our group**

Research suppliers and get a price estimate. Work out what you want to buy and how many. Work out how you will pay for it (i.e. will members buy the merchandise off you or will you cover the costs from your activity group income?). Talk to the SU about buying the merchandise for you and how it will get distributed.

**Organise ticket sales for an event**

Your co-ordinator can help set the tickets up through the website. You’ll need to know exactly how many tickets you are selling, how much the tickets are and what the deadline for purchasing is. Remember – you’ll need to do a budget for the event to work out how many tickets you need to sell to cover the costs (such as venue hire, DJ, insurance, food….)

**Raise some money for a charity**

Speak to the RAD committee (see SU website for details). Fundraising for external charities is welcomed if organised and managed properly. Fundraising for the SU (which is a charity) is not possible!