**How to be a Treasurer:**

Congratulations on being elected as your group’s Treasurer!

The role of Treasurer is to manage all financial aspects within your group.

Pragmatism and great organisational skills are vital to this role as you will have to juggle budgeting to plan for immediate and future events, anticipating all outgoings and expenses. You are the group’s point of contact for any financial questions and should be knowledgeable on all funding/grant opportunities the SU and external parties provide.

**Key Responsibilities:**

- Keeping your committee informed of your group’s financial position

- Ensuring you have enough funds to undertake all the activities/events/fixtures and equipment purchases for your group, so you don’t go into debt!

- Ensure all invoices are documented correctly, following the SU guidelines

- Budgeting for both the academic year and each individual event (excel spreadsheets will be your new best friend)

- Keeping track of your group’s finances, record the group’s income and outgoings (bookkeeping)

- Authorise reimbursement requests on SGF

**Income:**

- Memberships (student and associate)

- Members buying tickets for events/trips/excursions/tournaments

- Merchandise sales

- Fundraising (e.g bake sale)

- Sponsorship

- Funding and/or Grants (SU or external)

**Expenditure:**

- SU insurance (£1 for every student membership)

- Equipment purchase

- Event hire for events

- Venue hire for regular sessions e.g sports hall or AMATA

- Instructors, coaches or trainers

- Kit and clothing purchases

- Trips/Events/Socials

- Hiring the minibus or fuel costs for person driving your group

- Printing costs

**What the SU does**

* Pay invoices to suppliers
* Process reimbursements to students
* Purchase equipment/kit/merchandise
* Raise invoices for sponsorship
* Provide account balances and transaction summaries

**Fundraising**

Bake sales, flea markets and performances are great examples of ways to fundraise for a charity or to raise funds for your group.

We are a cashless organisation. All fundraising activity needs to be done via our SU card readers or ticket sales. We have two card readers that groups can request to use. You should be in charge of ensuring that any money raised for your group during an activity has first been approved by the activities team and the total money raised, accurately recorded by filling out the return the card reader form.

**Below are the steps to booking out the card reader:**

1. Fill out an event proposal form for your fundraiser activity.
2. Click ‘Small fundraiser’ from the ‘What type of event is it?’ drop down.
3. Click ‘yes’ to say you would like to use the card reader.
4. Fill out the ‘Card Reader Loan Request’ form.
5. Wait for an email confirmation for your card reader usage request. This email will include a how to guide to using the card reader.
6. Pick up the card reader either on the day or day before your event during office hours, 9-5pm Monday-Friday. A member of staff will be able to show you how to use it. (If you are using it on a Friday after office hours you will return it the following Monday, having charged it)
7. Return the card machine and fill out the ‘Return Card Machine’ form, entering the monies collected.

**Key Links:**

Applying for funding

[Other Funding Opportunities (thesu.org.uk)](https://www.thesu.org.uk/activities/hub/finance/otherfunding/)

Using SGF: Reimbursement guide

[SGF-Reimbursement-Guide-2020\_Lucy-Thomas1.pdf (thesu.org.uk)](https://www.thesu.org.uk/pageassets/activities/hub/finance/SGF-Reimbursement-Guide-2020_Lucy-Thomas1.pdf)

SGF Mileage Claim Form

[SGF-Mileage-Claim-Form-Updated.xlsx (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.thesu.org.uk%2Fpageassets%2Factivities%2Fhub%2Ffinance%2Fresources%2FSGF-Mileage-Claim-Form-Updated.xlsx&wdOrigin=BROWSELINK)