

Chair & Treasurer Finance Training

April 2023



**THE SU
UNIVERSITY
OF BATH**



Today's Learning Objectives:

After today's session you will know:

- How to contact the SU Finance Team.
- The key elements of your role.
- How best to work with your committee members.
- How and when you will be able to access the online finance training.



The SU Finance Team

We are located on level 3 Norwood house (if you've got to the bar you've gone too far!)

Our counter service is open 10am-4pm Monday to Friday so come and see us!

If you can't come in then you can contact us by email or call us on Teams

Helen McHenry - Head of Finance

Emily Burstow - Finance Manager

Geraldine Humpage - Finance Assistant

Chloe Stothard - Finance Assistant



What would you do?



You want to organise an end of season ball. You have some great ideas and the backing of the committee. What's your first step?

- ▶ You know of a great venue that are prepared to offer a discount, so you go ahead and book it, signing the contract they have asked you to commit to
- ▶ Complete and submit an event planner and then go and book the venue
- ▶ Complete and submit an event planner and wait for sports or societies to review it before you start to commit to any costs

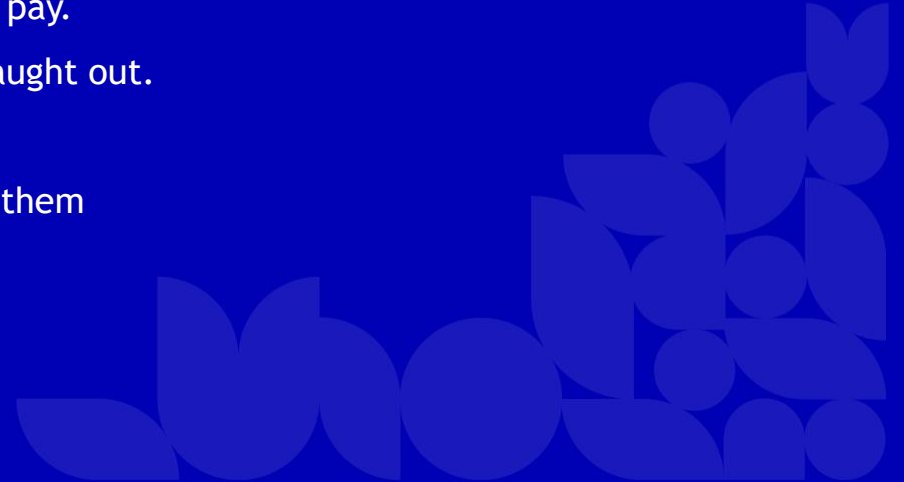
Being a Chair - overview

- ▶ Summer (June) : Complete handover with last year's chair, you can decide the direction of the club and fill out the budget request for the upcoming year. E.g new club kit, events, competitions all need budget requested.
- ▶ Summer (September) : Work with your committee to decide what priorities you have as a club this year, once you've been given your budget work out roughly how much you want to spend on what. It's your job to make sure everyone is on the same page.
- ▶ Sem 1 : As chair your main role is to oversee the running of the club and help committee members with their roles and tasks, including paying for things. Only you and the treasurer can sign off on expense 365 payments and SU forms. E.g. product requests for Christmas meal tickets.
- ▶ Sem 2 : As chair you may want to look for sponsors for the club to boost your finances or run an event to make profit. As the end of the year approaches its best to spend all of the budget you have so decide how might be best to do this.



Being a Treasurer - overview

- ▶ Being aware of all incoming and outgoings to and from your club/society account
 - Everything should be going through you and not just the Chair.
 - Income/Expense Statement can be downloaded from the expense365 app.
- ▶ Keep track of due dates for payments and work backward factoring in at least a week or two for the Exec-Treasurers to approve and SU Finance to then pay.
- ▶ VAT! If in doubt check with SU Finance, don't get caught out.
- ▶ Event Planners
- ▶ Get to know who your Exec-Treasurers are and use them



What would you do?



You are going on a trip and need to pay for your accommodation, the company says you must pay today to secure it. The total comes to £1200 for the 10 students going. What would you do?

- ? Pay this yourself as you may lose the booking otherwise and put a claim through EXP365?
- ? Send it to SU Finance and the relevant SU department for authorisation and payment by BACS?
- ? Complete a credit card payment request form to be authorised so you can use the SU credit card?

What next?



Got a question?



If you have a question you can:

- ▶ Come and see us at the end
- ▶ Pop into our offices and ask us
- ▶ Scan the QR code and complete a questions form

Say hello.

sufinance@bath.ac.uk

01225 38 5061/ 6613

thesubath.com

 @thesubath

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Complete

Complete the compulsory online training modules.

- Finance Training
- Groups Chair Training

Pass

Pass the quizzes with 80% or higher.

Check out

Check out the Student Leader Hub.

Tuesday's Schedule

Session	Time	Session Title	Where	Deliverer
	5.00- 5.30	Welcome	CB 3.9	Sam Cook
First session	5.30 - 6.15	The Art of Standing not Sitting - Chair Training	CB 3.9	Activities Officer and Sports Officer
Second session	6.20 - 7.05			
First session	5.30 - 6.15	Show me the Money - Finance Training	CB 4.1	Finance Team
Second session	6.20 - 7.05			
First session	5.30 - 6.15	Welfare Training	CB 4.16	Sam Cook and Jo Dixon
Second session	6.20 - 7.05			
First session	5.30 - 6.15	Marketing Training	CB 3.1	Marketing Team
Second session	6.20 - 7.05			
	7.10 - 7.30	Round Up	CB 3.9	Sam Cook



Thursday's Schedule

Session	Time	Session Title	Where	Deliverer
	4.00- 4.30	Welcome	CB 2.6	Sam Cook
First session	4.30 - 5.15	The Art of Standing not Sitting - Chair Training	CB 2.6	Leah McCue and Chairs
Second session	5.20 - 6.05			
First session	4.30 - 5.15	Show me the Money - Finance Training	CB 5.1	Finance Team
Second session	5.20 - 6.05			
First session	4.30 - 5.15	Welfare Training	CB 4.1	Sam Cook and Jo Dixon
Second session	5.20 - 6.05			
First session	4.30 - 5.15	Marketing	CB 3.5	Marketing Team
Second session	5.20 - 6.05			
	6.10 - 6.30	Round Up	CB 2.6	Sam Cook

