



**RVC Club and Society Treasurer's Guide
2020-21**

Foreword

Welcome to the ultimate guide for club and society treasurers! As the sole overseer of your club or society's finances, you are required to manage any payments coming in and out of your account. This guide has been put together to advise you of how to do this effectively, and hopefully answer any questions you have about your role as a treasurer. The forms detailed in this document have been emailed to you and may also be found on the SU website under 'Your SU'/'SU Documents'/'SU Treasury Documents'. If you have any questions about anything in this guide, please email me at sutreasurer@rvc.ac.uk.

Debits

Any money coming OUT of the account is a debit, and requires a debit form to be filled out and signed by the club treasurer. A receipt/proof of payment is also required otherwise payment may not be authorised. All transactions are overseen by the RVCSU VP Treasurer; debit forms and receipts should be sent to sutreasurer@rvc.ac.uk.

Petrol Claims

When claiming for petrol expenses for an individual using a personal vehicle, a petrol claim form must be filled out. Please attach evidence of the mileage/route as per instructions on the form. Multiple journeys by one individual may be collated onto a single claim form. Email all to sutreasurer@rvc.ac.uk.

When claiming for petrol used when driving the SU minibus, please fill out a debit form and attach a receipt as per instructions on the form. Email to sutreasurer@rvc.ac.uk.

Referee/coach payments

When paying a coach or referee, please fill in a debit form and a referee form as proof of payment/services. Email both to sutreasurer@rvc.ac.uk.

Invoices

Where possible, please request invoices from companies rather than having an individual pay using their personal finances and requesting reimbursement. Email both the invoice and a debit form to sutreasurer@rvc.ac.uk. You will need to provide the company with the RVCSU billing address:

RVCSU **Club/Society Name**,
Hawkshead House
Hawkshead Lane,
AL9 7TA

Card Payments

In some instances, you may not be able to obtain an invoice from a company. The next option is to contact the RVCSU VP Treasurer to arrange a card payment for you during office hours, instead of using an individual's personal finances:

- Sam Fenton, RVCSU VP Treasurer (sutreasurer@rvc.ac.uk)

Other members of the SU finance team are **not able** to complete card payments unless **prior authorisation from the VP Treasurer** has been explicitly given. Please do not ask other members of the SU Team to make payments for you without clear email evidence of authorisation from myself.

As the SU is a charity, it is preferable that all payments leave the SU accounts directly. More importantly, the SU team does not want any individual member of a club or society to feel financially stressed due to delayed reimbursement.

The SU understands that in certain circumstances this process may not be feasible, and personal funds may be used. In this case, please provide a debit form and proof of purchase to sutreasurer@rvc.ac.uk and I will endeavour to reimburse you as promptly as I can.

In summary, for online payments, the order of preference for payment methods are as follows:

1. Invoice
2. Card payments from SU cards (authorised by VP Treasurer)
3. Personal finances

Credits

Any money coming IN to your club/society account is a credit. For this, a credit form must be completed and sent to sutreasurer@rvc.ac.uk. The only exception to this is Subs payments.

Cash drop-offs

If you need to deposit cash you have collected (e.g. through bake sales), a credit form must be completed and the cash denominations section filled out. Email this to sutreasurer@rvc.ac.uk.

Cash must be handed in to the SU office to either Sam Fenton, RVCSU VP Treasurer; Dave Sherlock-Jones, SU General Manager; Willow Gibson, SU Finance and Shop Manager; or Fuchsia Stocker, SU Finance Assistant, during office hours. Cash **will not** be deposited until the relevant forms have been received. Please email sutreasurer@rvc.ac.uk **before** attempting to drop off any cash so that I am aware of the transaction.

Sponsorship

If you are lucky enough to secure sponsorship from an external organisation, the sponsor will normally require you to invoice them. Please email me at sutreasurer@rvc.ac.uk with a

description of the sponsorship, the billing address of the sponsor, and an email address of your contact. I will create an invoice and send this to the sponsor, and once this has been credited to the account I will send you confirmation. You must also fill out a credit form and send it to sutreasurer@rvc.ac.uk.

Subs

Subs are purchased through the RVCSU website and are credited to club and society accounts on a monthly basis. The VP Treasurer will email you to inform you of your new account balance when subs are ratified each month. Please bear in mind that you **will not** receive full amount of the subs purchased through the website due to a small percentage being taken by PayPal fees. As a result, the RVCSU website sales figures will not directly match up to the amount your club/society receives so please do not rely on the website figures, and only record the values given to you by the VP Treasurer each month.

Emergency grants

If you require additional funding following your grant allocation, you may fill out an emergency grant request form and send this to sutreasurer@rvc.ac.uk. This will be assessed by the RVCSU VP Treasurer and Finance Team.

As VP Treasurer I will always be here to support you so please do not hesitate to email me if you have any questions or concerns. If you need urgent help with a finance query you can contact me through Facebook. Finally, thank you for taking on the role of Treasurer, your club or society will be very grateful for all you do for them, and make sure to enjoy your time on the committee!

~ Sam Fenton, RVCSU VP Treasurer 2020-21