

Huddersfield Students' Union

Student Activities Finance Procedures

Below is a brief overview as to the timescales and processes involved in asking for money and or asking for things to be paid by the Activities Team.

As always, please do submit requests in good time and do not expect things to be instant, as they're not.

There are 4 ways that items can be paid for and the processes look like this:

Cash Advances (inc. Ref/Umpire payments)

1. You submit the cash advance (referee/umpire request) form to the activities team by completing the JotForm in the Committee Toolkit: www.huddersfield.su/toolkit
2. The request is received and usually picked up by a member of the team within a day.
3. There is then a 48hr turn-around from the activities team submitting the request to the finance office and your cash being available
4. When your cash is ready, a member of the team will email you.

Exceptions/Notes:

1. We cannot do cash advances for requests of £200 or more.

Expenses

1. You submit the expenses form to the activities team by completing the JotForm in the Committee Toolkit: www.huddersfield.su/toolkit
2. The request is received and usually picked up by a member of the team within a day.
3. Your requests will then be submitted to the finance office.
4. The finance team empty the 'expenses in-tray' on a Friday afternoon. The requests are processed on Mondays and money is then ready to be collected on Wednesdays.
5. When your cash is ready, a member of the team will email you.

Exceptions/Notes:

6. Please bear in mind that if you submit an expense form early in the week that it won't be available to be collected until the following Wednesday.
7. If your request is for more than £250, your expenses will be re-paid by BACS (please see the BACS process below)

Online Payments

1. You email the activities team with a link to what you need purchasing online
2. The request is received and usually picked up by a member of the team within a day.
3. A member of the activities team will then pay for this item online using the SU card and they will email you when the item has been purchased for you.
4. When your item has arrived, a member of the team will email you.

Exceptions/Notes:

1. If the item(s) total more than £500, the activities team have to speak with finance to ensure that there is enough money on the card to make the purchase. This may delay the purchasing of your item(s)
2. If the item(s) total more than £1000, then the card cannot be used and another way of purchasing needs to be used

BACS Payments

1. You email the activities team with a copy of the invoice that needs to be paid. (Please check that the invoice details the BACS payment details for the company that need paying!)
2. The request is received and usually picked up by a member of the team within a day.
3. A member of the activities team will then process this and is submitted to the finance office.
4. BACS payments are then processed by the finance team on a Wednesday. Payments are set up to be paid 10 working days later (usually on a Friday).
5. E.g. if you submit an invoice to be paid on Monday 1st, finance will process this on Wednesday 3rd and the payment will be set up to be paid 10 days later on the 13th.

Exceptions/Notes:

1. BACS payments for the SU are not instant like they are for individuals. Money has to be counter signed.
2. BACS payments are set up to be paid to coincide with when money is available in the SU bank account. As a charity this is important.