

Finances

Society Money & Accounts

All of your finances are kept with us at the Guild. As we are a registered charity we need to ensure we have complete oversight of your finances. Any spending you do, is done through us, once approved.

Societies have two accounts. You will have a unique three-digit code (***) which is the same for each:

Income account: 2110/*** - for day-to-day transactions (fundraised money, sponsorship etc.)

Grant account: 2112/*** - for any grants you are awarded (Spend-It, Welcome Fair grants)

All monies stay within these accounts – societies are not allowed to hold external bank accounts and members cannot put society money through their personal accounts. Societies should not take lists of members themselves at any point.

You can request a society account statement at any time by going to Reception, attending a society drop in or emailing your Society Coordinator.

Anything we don't know about, won't get paid.

What can the society spend their money on?

Society money must be used to fulfil the aims and objectives of the society and benefit all their members.

Societies must ensure that they are receiving value for money on the goods and services they purchase throughout the year.

Examples of what you can spend your money on:

- Guest speaker costs
- Publicity materials
- Stationary and admin costs
- Affiliations to NGBs and other relevant bodies
- Equipment for use by your members
- Contribution toward trip costs
- Conference costs

...and what you can't:

- Freebies for your committee - this includes 'handover meals', trips and clothing.

- Other charities - you cannot donate your own society money to other charities. If you want to fundraise for charity, you need to state this at the beginning of an event and in all publicity that the money raised will go to the charity. Anything that isn't for the core needs of your society as stated in your aims and objectives.

If you are unsure whether you can claim something back, please contact your Society Coordinator before making the purchase.

Reclaiming money and making payments

On occasion you may need to order an item for your society or make a purchase on behalf of your society. There is a variety of methods that goods and services can be paid for.

Online Payment Vouchers – If you spend money on behalf of the society, or have received an invoice for a society activity, you will need to fill in an online payment voucher, to claim the money back.

First you must:

- Visit your society's webpage at www.liverpoolguild.org to find the 'Finance Requests' link.
- Make sure you've become a member of your society.
- Make sure you've attended online training.
- We will then make you an administrator of your site, and send you a confirmation email to let you know that has been done.
- You can then start submitting your finance requests, including reimbursement of things you have bought for Welcome Fair.
- The President or Secretary of your society will then be able to approve your requests.
- Once approved, they will automatically be reviewed by the relevant Guild staff member.
- If you have any questions, please get in touch with the Societies & Volunteering Team at saadmin@liv.ac.uk.

All information on using the online payment system can be found on the [Society Finance Guide for SGF](#) document.

We process these on Monday afternoons, and you should receive payment within 7 days of approval. If the PV has not been completed properly it may delay the payment, so double check before you send it in.

Receipts and Invoices

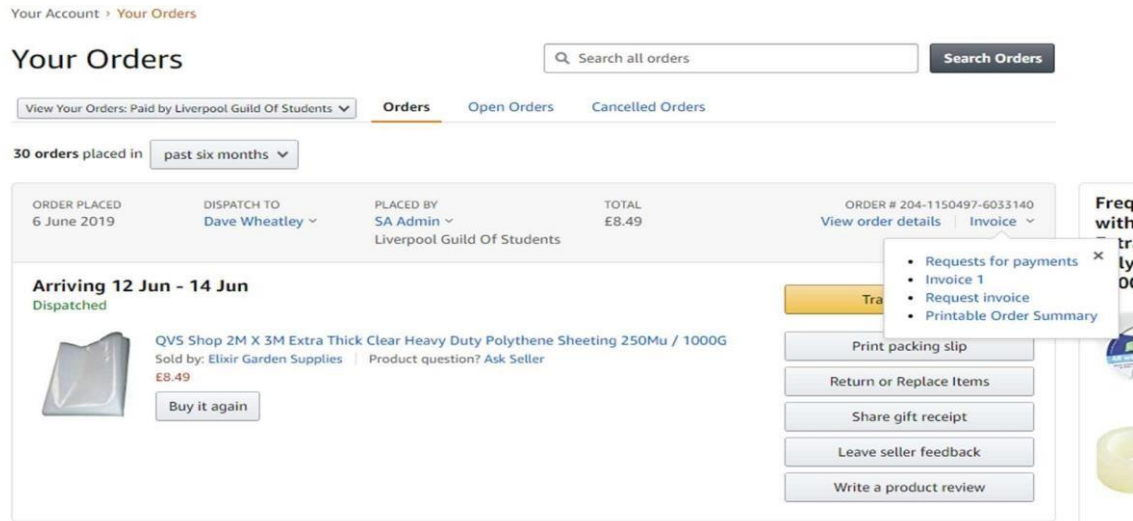
Please ensure that receipts are fully itemised and please highlight the items you are claiming back. We can only accept hand written receipts for taxis from taxi companies.

Invoices should have:

- The Invoice directed to "Liverpool Guild of Students" and our address: 160 Mount Pleasant, L3 5TR | |
Itemised prices & list of services

- Address
- BACS details & The company's payment
- UTR number or a declaration that they will deal with their own taxes.

If you are purchasing something from Amazon, please ensure you provide us with the 'Printable Order Summary' which can be found on your Account, under orders, and then invoice.



We will not accept order confirmation emails as proof of purchase and therefore will not reimburse online PV's which are submitted with these.

Card Payments

It is advised that societies use the Guilds credit card to purchase more expensive goods or items online, as it reduces risks and is more secure. It means that the committee are not left out of pocket until they are refunded, as the money comes directly from the society account. Just contact your Society Coordinator to arrange a card payment with the Guild credit card.

Floats

You can pick up a float and a cash tin from Reception with a signed payment voucher from your Society Coordinator and committee. The float should be returned as soon as possible after your event. Please discuss the use of a cash float at your event in advance with your Society Coordinator.