



UNIVERSITY OF WEST LONDON SU

# Finance Processes

Helpful guide to follow our finance processes



# Introduction to Finance Processes

## What you will learn in this session

- How to access your Student Groups account
- How to claim a refund for something you've bought
- How to check how much you have in your account

Whilst the Treasurer is responsible for the overview of the student groups finances, all committee members must know the processes required when dealing with purchases or refunds from the Student Groups Account.

The following guide will help you out.

There is more specific role based training for Treasurers in the Know your Role Section of the Training Hub.

# How do I purchase something from my Groups Account?

Before any purchase is made, you should firstly check that the account has money in it.

- Your Coordinator will be able to purchase items on the SU Credit Card. This money will come directly out of your groups account.
- Any Purchase over £50 must be made by your coordinator. This will ensure that you are not put in risk of financial hardship.
- Please send details links of your desired purchase including links. Sending links and designs helps us to ensure that you get the item/s that you are after. If you wanted to purchase clothing, let us know the quantity and the sizes that you need.
- Failure to follow these processes could result in delay or deny of reimbursement.



# What you can and cannot use funds for

## Can

You can use funds to purchase:

Sweets or food. (We will likely reimburse you for this instead of using the card)

Stash/Clothing

Items that helps your group deliver activity (E.G. A Chess board for Chess Club)

## Cannot

Alcohol

Any Offensive Materials

Any Purchases that have not followed the correct procedures outlined (make sure you contact your coordinator to discuss any Group Spending)





A decorative image on the left side of the slide featuring a white notebook with a black cover, two pencils (one white, one black), and some green eucalyptus leaves.

# How to claim a refund

## Making sure you get your money back quicker

If a society or a member purchases an item under their student group they'll need to fill a club & society refund form

- Find on uwlsu.com under 'resources' or here:  
<https://www.uwlsu.com/opportunities/resources/>
- Two committee members will need to sign off the form to say that they're happy with what's been purchased
- Email form to [su.studentgroups@uwl.ac.uk](mailto:su.studentgroups@uwl.ac.uk),

You should of made sure your group has funds and that the coordinator has said that you should buy the items before doing so.

# How do I find out my Student Groups Balance?

Get them all to stand on one leg....

We get updates on account balances for the month previous.

- We get these updates usually after the 15th of each month
- If you email us on the 16th of October, we would be able to give you the balance as of the 30th September
- If you emailed us on the 14th of October we would be able to give you the balance as of the 31st August.
- To get your Student Balance you should email [SU.StudentGroups@uwl.ac.uk](mailto:SU.StudentGroups@uwl.ac.uk)
- If you think there is an issue with the balance, contact your Coordinator.





# Assessment Time

**Please head to the below link to test your knowledge on UWLSU Finance procedures.**

<https://forms.gle/k4E9pvRigAmvVAP99>

## **You Must Complete This Assessment**

This is compulsory. You must score 80% or higher to pass this module.

## **Any Questions or Issues**

Please contact [SU.StudentGroups@uwl.ac.uk](mailto:SU.StudentGroups@uwl.ac.uk) if you have any issues or questions about this assessment module.