

Finance



SU Finance

1

Opening Times

Monday – Friday
10am – 4pm

2

Email

sufinance@cardiff.ac.uk

3

Phone Number

02920 781445

What's coming up

- 1 Understanding your Finances
- 2 Accessing Statements
- 3 Generating Income
- 4 Grants
- 5 Sponsorships
- 6 Generating an Invoice
- 7 Making a Payment
- 8 Internal Transfers
- 9 Refunding Members
- 10 Card Machines
- 11 Memberships

Your Role...

Student groups are responsible for looking after your own finances and this is the role of the **president** and **treasurer**.



Managing your accounts, tracking all income and expenditure.



Collecting and arranging income.



Authorising payment requests and claims from members.



Budgeting effectively for your activities and events.



Applying for grants and sponsorships – we do not find sponsorships for you!

Understanding Your Finances



Cardiff
Students'
Union

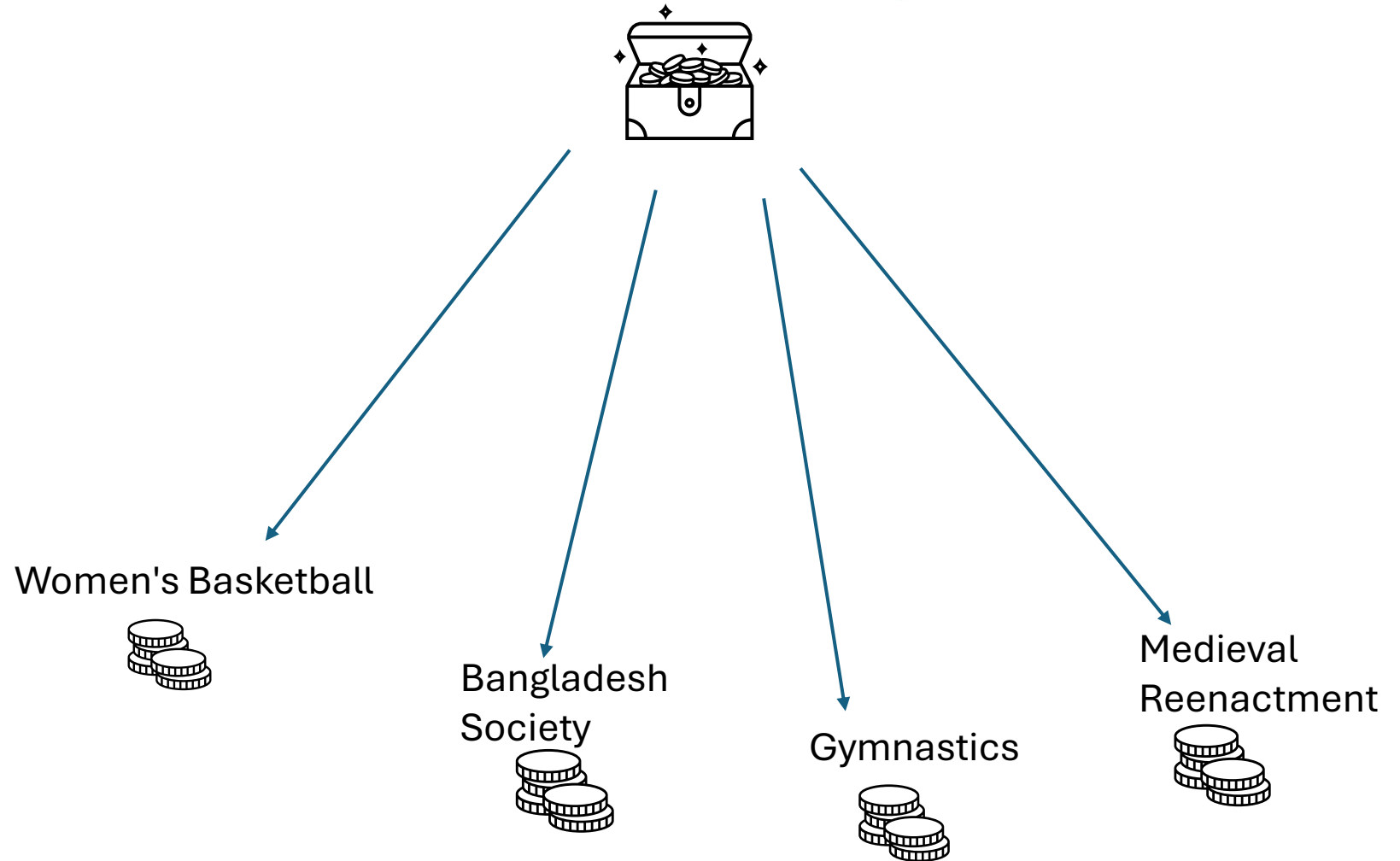
Undeb
Myfyrwyr
Caerdydd

Your student group does **NOT** have its own bank account.

All groups' funds are held on trust by the Students' Union in one bank account.

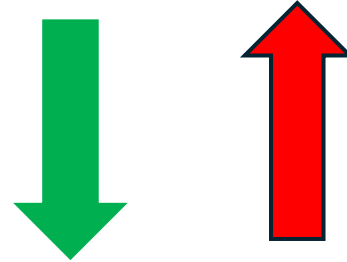
You **must** only use the accounts provided by the SU.

You **cannot** use external or personal accounts for holding funds under any circumstances.



Understanding Your Finances

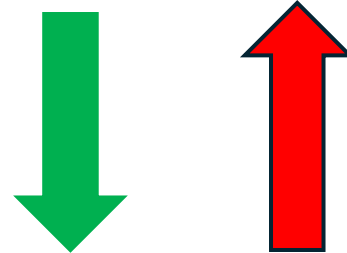
MONEY IN MONEY OUT



Cardiff
Students'
Union

Undeb
Myfyrwyr
Caerdydd

Main Bank



RAG



This means all income and expenditure will go through the main Student Union bank account.

Understanding your Finances

MAIN ACCOUNT

General account for typical income and expenditure.

CHARITY ACCOUNT

Account for charitable funds raised and donations.

YOUR ACCOUNT TYPES

RESERVE ACCOUNT

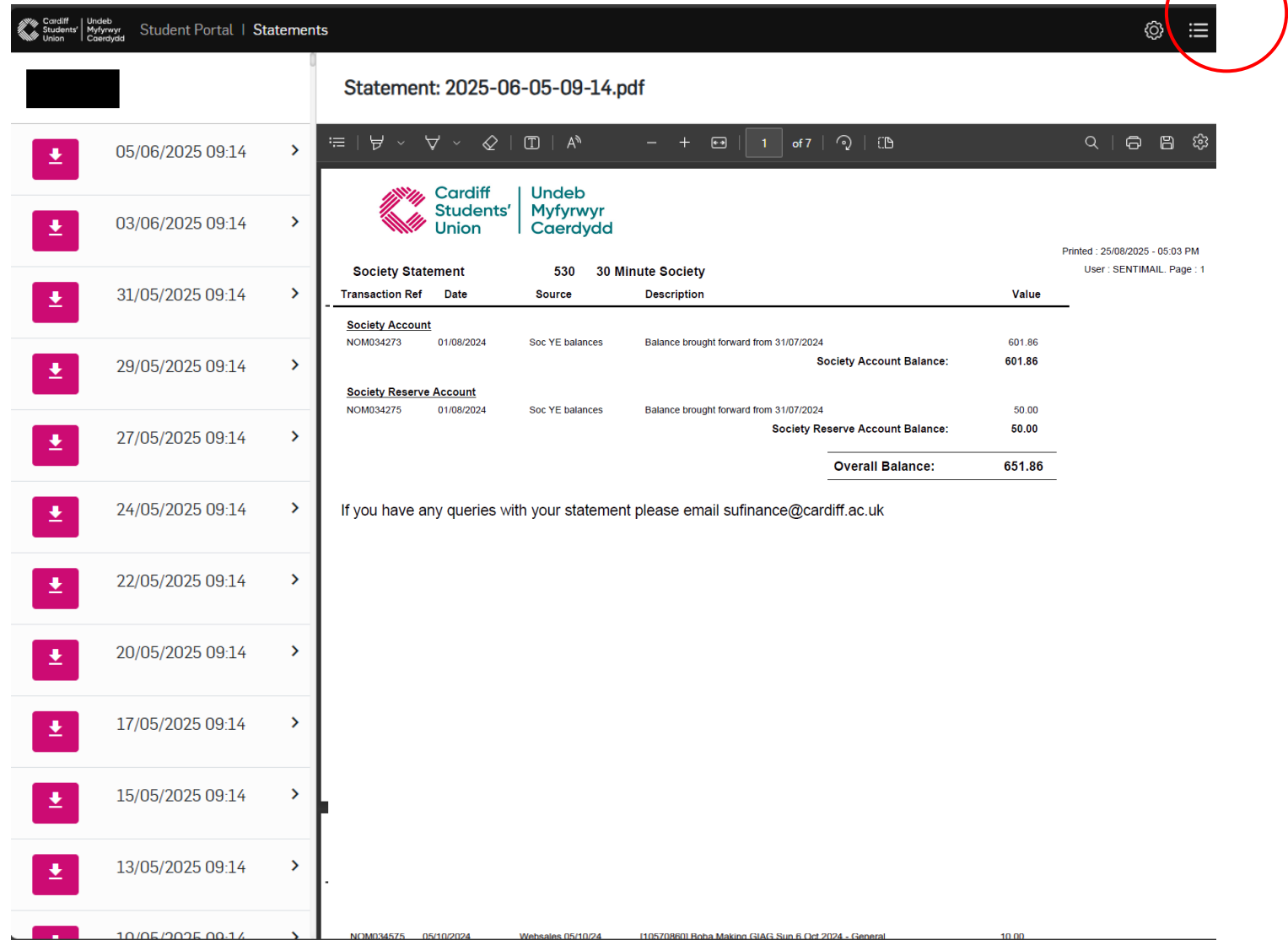
Savings account, for contingency or a long-term purchase.

ACTIVITY/EQUIPMENT BUDGET

Holds grants allocated by the Union for activity and/or equipment.

Statements

- Statements of your student group accounts are available through the student portal
- 3-day delay between payments coming in and out of the bank and the statements on the finance portal.
- If you require an up-to-date statement, then please email finance and we can manually generate one.
- REGULARLY CHECK YOUR STATEMENT—any errors please email finance



The screenshot displays the Cardiff Students' Union Student Portal. The left sidebar lists several statements with download icons and timestamps. The main content area shows a detailed statement for the period 2025-06-05-09-14.pdf. The statement includes the Cardiff Students' Union logo and the title 'Society Statement 530 30 Minute Society'. It contains a table of transactions and summary balances for the Society Account and Society Reserve Account. A red circle highlights the menu icon in the top right corner of the portal header.

Statement: 2025-06-05-09-14.pdf

Printed : 25/08/2025 - 05:03 PM
User : SENTIMAIL Page : 1

Transaction Ref	Date	Source	Description	Value
Society Account				
NOM034273	01/08/2024	Soc YE balances	Balance brought forward from 31/07/2024	601.86
Society Account Balance:				601.86
Society Reserve Account				
NOM034275	01/08/2024	Soc YE balances	Balance brought forward from 31/07/2024	50.00
Society Reserve Account Balance:				50.00
Overall Balance:				651.86

If you have any queries with your statement please email sufinance@cardiff.ac.uk

NOM034575 05/10/2024 Web sales 05/10/24 1105708601 Boba Making GAG Sup 6 Oct 2024 - General 10.00

YOU SHOULD NOW HAVE ACCESS TO THIS!!!!

Understanding your Finances

Student groups are not VAT registered and DO NOT fall under the Union's registration either. This means that you do not claim VAT on your income.

EXAMPLE:

When you are generating income from selling tickets you DO NOT have to charge VAT on top.

VAT



However, you would still need to pay VAT on expenditure. Therefore, you would need to make sure that quote prices include VAT so you can plan accordingly.

EXAMPLE:

If the Hilton send you a quote for hiring the venue for a ball. You would need to check that they have added VAT in the price.

Income

You need to make sure that your group raises enough income to cover the costs of the events and activities that you want to run throughout the year.



Collect payments in advance -

Avoids members letting you down or pulling out at the last minute.



Do not let members owe you monies or defer payments -

You will put your group at risk and leave the group at a disadvantage.



When budgeting, make sure that your minimum income covers your total expenditure for the full year.



Your activities should break even or can even make a small profit.

All income must come through the SU website!!!!!!

Income

Otherwise known as "How to Make Money."



Products on the website!

If you're selling anything, put it up as a product on the website. Do not do this with Macron or Y1.



Tickets for events on your webpage.

Hosting a ball? Tickets on the webpage means you can keep an eye on how many tickets you've sold.



You're already hosting an event and want to sell raffle tickets? Borrow a card reader from finance!



Take money for everything before you pay someone else! Everything to do should at the very least breakeven.

Love Cardiff By Y1

We have teamed up with Y1 to bring you custom fleeces for your society.
Create your own design with options to personalise colour, logos and text.

1

Request a Quote

Fill out the order form with as many details as possible

2

Design your Fleece

Choose from a range of colours, add your logo and customs names and initials

3

Place your Order

Submit your order!

Lead time is 6-10 weeks so plan early!



Love Cardiff By Y1



Sales and Purchaser Reports

- You can access the sales reports for items sold online.
- This will show you the total income raised from each ticket and the purchasers report which shows the members who have purchased the ticket.
- It is important to monitor your sales, especially when running a large event to ensure you have sufficient income to cover the costs.
- This is what your coordinator will check before approving finance requests for events and products.

The screenshot shows the admin interface for Cardiff University Students' Union. The breadcrumb trail is: /admin/ > Web Design Society > Sales Reports. The left sidebar contains a menu with: Events, Members, Products, Resources, Sales Reports (highlighted), and Tickets. The main content area is titled 'Sales Reports' and includes a sub-header 'View sales and purchase information for your organisation's memberships and products.' Below this is a 'Date range' selector set to 06/08/2025 00:00 to 14/08/2025 00:00. A 'Choose report' section has three buttons: Sales Report, Purchasers Report, and Customisations. Below the buttons is a pagination bar showing '1 of 1' and a 'Find | Next' button. The 'Product Sales Report' section shows a report generated on Wed 13 Aug 2025 15:57. It contains a table with report details and a summary table.

Report Details

Product #	Name	Organisation	From Date	To Date
ALL	ALL	Web Design Society	Wed 06 Aug 2025 00:00	Thu 14 Aug 2025 00:00

Summary

Transaction type	Qty	Total
Net total		

There were no transactions during this period.

This is also where you can find details for refunds.

Grants

The Students' Union does not fund student groups – you are expected to raise your own income

We offer some grants which comes from reinvesting the AU and Guild fees.

They are an upfront allocation of funds for a specific purpose. You **cannot** change this purpose once grant funding is submitted.

You must apply for grants, and you are not guaranteed to receive it.

Expected to use the full amount and any unspent at the end of the year will be taken back by the SU.

Grant money is limited, and funding will only be granted for activities that fall under the AU or Guild grant policy.

This will be attached to the opening of applications email.

Grant money can only be used by the club or society for the purpose it was allocated for, and if unused will be returned at the end of the year.

Sponsorship

You can source external sponsors to support your group.

Typically, sponsors will offer your group a benefit but will look for something in return.

Benefits can be monetary or providing goods to the group.

It can be a great source of income but be realistic about what you can offer a sponsor.

Make sure you do not create false expectations! For example, if they want you to post 100 TikTok's about their brand in a week, this is not realistic.

Always get your sponsorship agreements in writing.

DO NOT SIGN anything without having it checked over by your Society coordinator or Club contact first.

We do not find sponsorships for you!

Requesting Payment (Invoices)

- Once you have your sponsor, they will require you to create an invoice so that they can send the payment to your group.
- On the finance page you can find an invoice request form. You should use the details that your sponsor has provided to fill out the form.
- Finance will then send this across to you so that you can send this across to the sponsor. Finance do not send these to the sponsor.
- This service can also be used to receive money from other universities/companies. I.e. for competitions, matches.

Activities> Committee Resources> Finance> Invoice Request

Invoice Request Form

Use this form to request an invoice from the Finance Office. Please only request one invoice per form and allow 1-3 working days for it to be raised.

Once created, the finance team will send the invoice to the committee member. It is your responsibility to send this invoice across to the company/sponsor.

Group Name	
Sponsor Name	
Sponsor Address	
Contact Name (committee member)	
Contact Email (committee member)	
Reference (to appear on invoice)	
Total Amount (£)	
Additional Information/Notes	

Card Machines and QR Codes

- We have several card machines which are available for clubs and societies to use.
- You can book a card machine through the online form.
- DO THIS IN ADVANCE OF THE EVENT.
- We also have the option to generate QR codes which work like a payment link. If you would like a QR code or payment link set up, email Finance.

Activities> Committee Resources> Finance> Card Machine Request

Card Machine Booking Request

Use this form to request a card machine from the Finance Office. You can only request one machine per booking per group.

Please submit booking requests at least **three working days** in advance.

Your booking is subject to availability and is not confirmed until Finance have emailed you to say so.

Group Name

Requestor Name

Contact Email

Requested From dd/mm/yyyy

Collection Time --:--

Requested Until dd/mm/yyyy

Return Time --:--

Additional Information/Notes

Cash

Cash buckets are available to hire from Finance.

Send an email to Finance to book these in advance.



You can pay the cash into the Club/Society account at the finance office.

This should be done as soon as possible.

Cash needs to be paid in ASAP!

Expenditure and Outgoings

Student group funds must always be spent in a way which benefits as many members as possible, this decision is usually down to the committee. It's important to manage your budget and ensure that all purchases fit in with your groups aims and objectives.



Any payments **must** be submitted as finance requests on the student portal unless you have specifically been told otherwise.



Only presidents and treasurers can submit finance requests.

*You **cannot** pay yourselves.*



It is your responsibility to ensure that you keep the relevant evidence for finance requests.

Take pictures of receipts as soon as you can.



If you have multiple reimbursements or payments for the same person for the same activity, submit all the evidence in the same request.

1

Direct Payments

You should always try to pay the individual or company directly for their services using the details they provide or found on the invoice.

2

Reimbursements

- Members can make purchases for your group if required but we will only accept genuine, out of pocket expenses.
- They must be evidenced with itemised receipts/order confirmations which fully account for the amount.
- Bank statements, card machine receipts and cash withdrawal receipts are not sufficient evidence and will not be accepted.

It is the purchaser's responsibility to obtain suitable evidence to be reimbursed!

How to make a payment – Finance Requests

Go to committee resources on the Cardiff Students website. Log on to the student portal and on the right-hand side click the finance requests tab.

The screenshot shows the 'Student Portal' interface. At the top, there are logos for Cardiff Students Union and Undeb Myfyrwyr Coeddydd. The main heading is 'Add Finance Request for Abacus'. Below this is a breadcrumb trail: 'Home / Finance Requests / Abacus / New Finance Request'. A yellow warning box asks 'Is this request for Abacus?' and provides instructions. Below the warning box are three payment method options: 'Bank Transfer', 'Cash', and 'Cheque'. Each option has a brief description and a red 'Request' button.

Cardiff Students Union | Undeb Myfyrwyr Coeddydd | Student Portal |

Add Finance Request for Abacus

Home / Finance Requests / Abacus / New Finance Request

Is this request for Abacus?
It looks like you can create finance requests for more than one club/society.
If this is not the correct society you can **choose another club/society**.

Bank Transfer
Arrange a payment directly to the payees bank account.

Request

Cash
Once paid, cash payments can be collected from the Finance Office in the Students' Union building.
Maximum £50 cash payment.

Request

Cheque
Cheques can be collected from the Finance Office or posted out to the payee.

Request

1

Fill out the details of the request using the bank details provided by the individual or invoice.

2

REFERENCE = This is where you should put invoice references provided by companies.

3

EVIDENCE = Upload the invoice or the itemised receipt.

4

NOTES = Outline how you have generated income for the purchase. You should also specify if you are using grant money.

5

You can make payments from either of your charity or main accounts. Clubs may also need to make payments from the BUCS Officials account.

Submitted by President or Treasurer



Pending

Reviewed by Coordinator/Club
Contact

Approved



Processed and paid by Finance

Rejected



Comments left to explain reasoning



Contact staff to discuss if required

Timeframe of Finance Requests

Pending

Allow 3-5 working days for the request to be reviewed.

To query a pending payment please contact your society coordinator/club contact.

Approved

Allow up to 1 working day for processing.

Paid

The payment will be received 2 working days from the date the request was paid.

To query a paid payment, please contact finance.

You must submit finance requests at least 7 working days in advance of due date.

Separate Payments

Making a payment online when there is no option for a bank transfer:

You would need to contact your club contact/society coordinator, and they can make the payment for the group's using a prepaid card.

Prepaid cards belong to your staff contact so you will need to book a meeting and come into the office.

Student Union managed Invoices:

There are some invoices that we will process for you, such as facility and vehicle bookings as they are overseen and managed by the Union.

Do **not** submit invoices from **Mainline (coach travel)** as the Union has a business account and invoices must be paid through this.

Euro/International Payments:

If you need to make an international payment, email Finance with a copy of the invoice.

Rules

There are some things to be aware of and consider when putting in finance requests for approval.

1

You **cannot** withdraw funds in advance of expenditure. You are **not** able to request petty cash and cannot request funds up front in order to spend.

2

You **cannot** transfer funds to anyone as a prize, incentive, or thank you. Members can also **not** pay officials themselves; you will not be eligible for reimbursement. This is explained in the next slide.

3

Student group funds must always be spent in a way which benefits as many members as possible. It's important to manage your budget and ensure that all purchases fit in with your groups aims and objectives.

4

You must have appropriate evidence attached that accounts for the whole amount.

We cannot accept screenshots of bank accounts!

Umpires and BUCS Accounts

Umpire Payments

Umpires must return the Umpire invoice template to club

Upload this to Finance portal

BUCS Officials

Coach Payments

MUST be registered on the coaching portal

Upload invoice to finance portal

Main Account

BUCS Transport Payments

MUST be previously agreed with AU Contact

Upload evidence (Receipts) to Finance Portal

BUCS Travel

“Committees or individuals may be held legally responsible for loss or inappropriate use of funds during their time in office. We may require committees or individuals to repay relevant funds, or we may refuse to reimburse expenses.” – *Activities Laws*

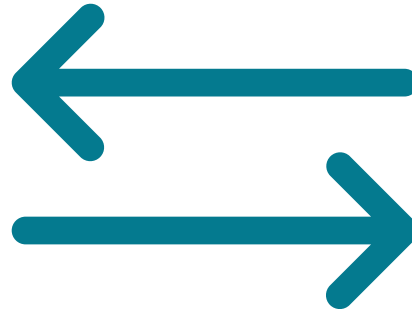
Internal Transfers

How do you pay a club/society?

For paying other clubs and societies you do **NOT** need to upload a finance request

Contact Finance explaining how much you would like to transfer to the other group.

We can then transfer this internally.



How do I move money between my Charity and Main account?

Similarly to paying a club or society, we can internally transfer between charity and main accounts.

Send an email to Finance with the amount and details of the transfer you want to make.

Refunds

Occasionally you may need to refund members – e.g. if an event is cancelled or they are no longer able to attend. There is a **legal obligation** for a 14-day cool off period from the date of purchase.



Refunds are at the committee's discretion

Be clear and consistent in your decision making.



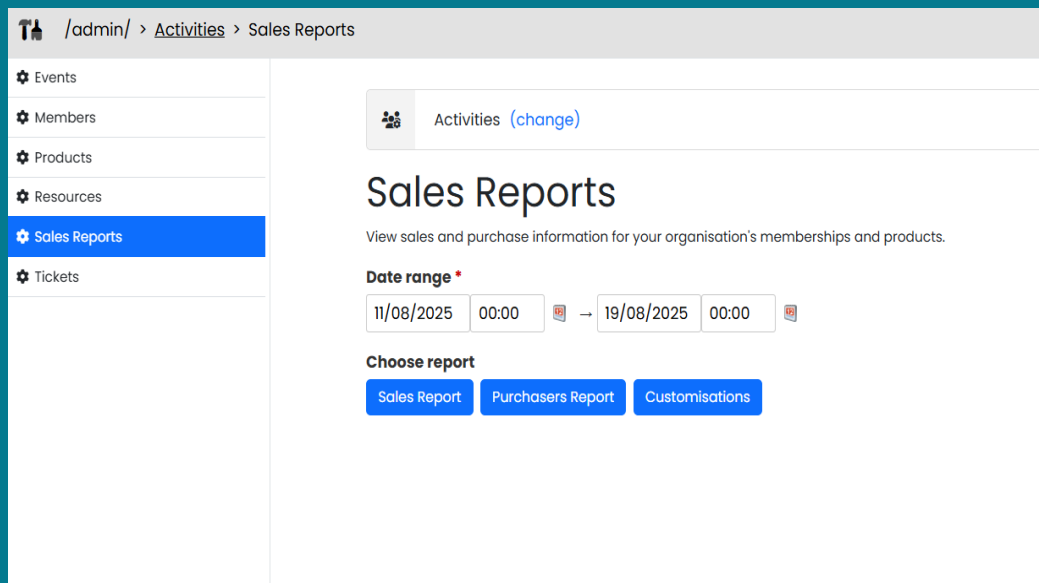
Items purchased through the Union website **must** be refunded using the original payment method.



Refunds should not be submitted as finance requests, and you cannot authorise a refund to yourself.

How to refund a member

DO NOT SUBMIT AS A FINANCE REQUEST



The screenshot shows the 'Sales Reports' page in an admin interface. The breadcrumb trail at the top is '/admin/ > Activities > Sales Reports'. On the left sidebar, there are links for 'Events', 'Members', 'Products', 'Resources', 'Sales Reports' (which is highlighted in blue), and 'Tickets'. The main content area has a sub-header 'Activities (change)' with a group icon. Below this is the title 'Sales Reports' and a subtitle 'View sales and purchase information for your organisation's memberships and products.' There is a 'Date range' section with two date pickers: '11/08/2025 00:00' and '19/08/2025 00:00', separated by a range icon. Below the date range is a 'Choose report' section with three buttons: 'Sales Report', 'Purchasers Report' (which is highlighted), and 'Customisations'.

1

Download the Purchaser report for the ticket that needs refunding.

2

Highlight on the report the transaction that needs refunding.

3

Email this across to Finance along with the reasoning behind the refund.

Committees decide membership structure and pricing for your group.

Make sure you budget accordingly

You should **never** collect any memberships yourselves by any method.

Memberships must be purchased through the SU website or at the Finance Office.

MEMBERSHIPS

To change your membership price, get in touch with your club contact/society coordinator.

Every group has a standard membership for the full year

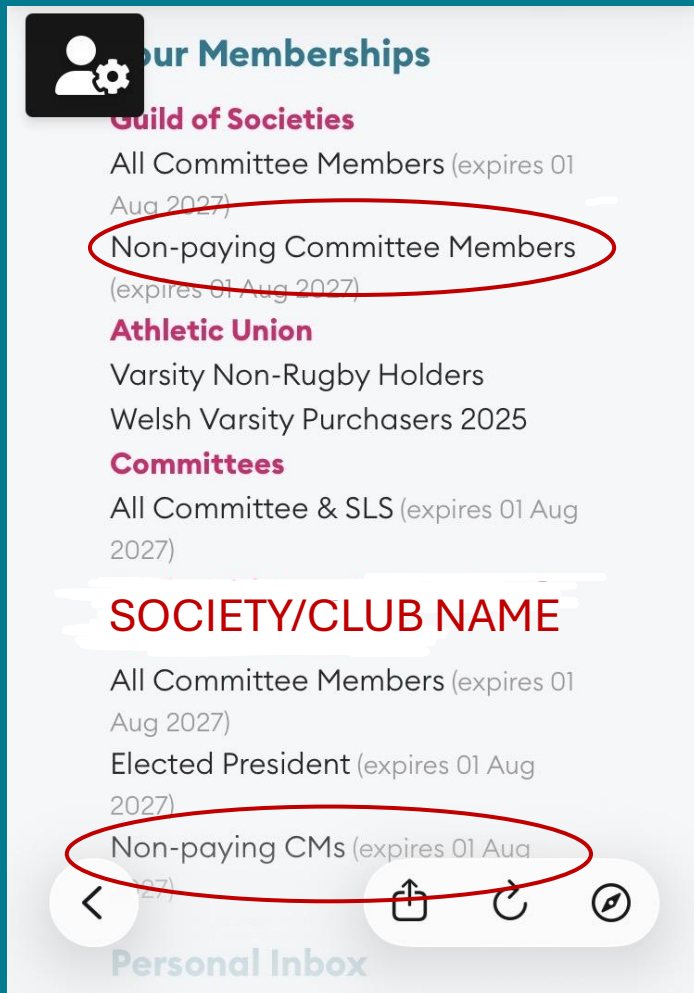
It is possible to set up different memberships, but this comes with risks.

You cannot create, edit, or manage memberships through the website admin tools.

Do not create products claiming to be memberships.

ALL Committee members **MUST** join their groups by buying a membership at the start of the academic year and hold a membership for the whole year.

Deadline is **Monday 26th October 9am.**



Go on to your profile on the SU website.

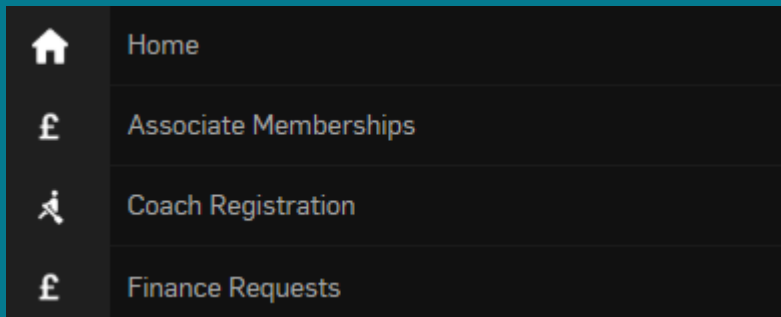
If you have anything like non-paying committee members, non-paying CMs, non-paying AU committee members, then you have not bought your membership!

You must have both the Guild/AU membership and your group membership.

Associate Memberships – Online portal

Non-Cardiff University students may wish to join your group as an associate member. The online form can be found on both the Societies and AU webpages.

Non-Cardiff University students can apply to join Societies as an Associate Member by completing this [Associate Membership form](#).



1

You will receive an email notifying you if there is a new application.

2

Review the request at the committee's discretion. Move the request to approve/reject

3

Finance will contact the approved applicants and request payment for the membership.

If you would like to update the price of your associate membership, contact Finance.

Reviewing Associate Member Applications

It is at the committee's discretion as to whether you accept associate members.

There is a limit of 20% of the total student group membership.

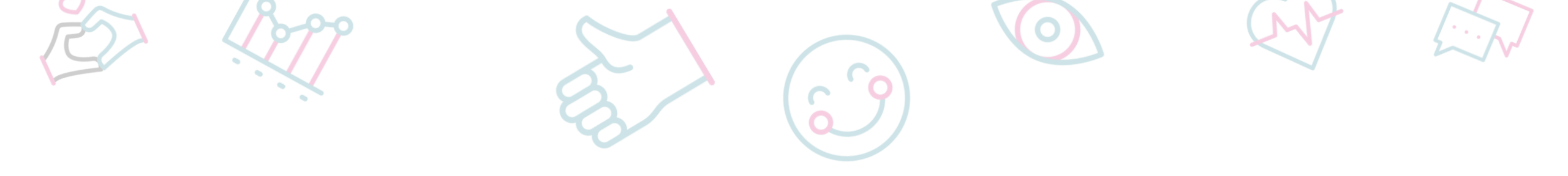
Non-student members are entitled to:

Join and participate in any activity organised by the student group, subject to funding, skill, experience and capacity.

Attend and address any general meetings of the student group.

Attend any Committee meeting of the student group, and, at the discretion of the Committee, be granted speaking rights.

They may NOT vote or run in elections or vote at AGM.



Questions

