



# Finance Training



# What we expect of Treasurer's



Know your available budget.



Factor in every cost to every action of the society and club.



Sometimes you do have to be the 'mean' one and say no.



If it is a big event, do a finance plan, ALWAYS.



The available funds are there to be used for the whole club/society, not a select few, spend wisely.

# How to Handle Cash



- Any cash must be handed into the SA+V office ASAP
- **DO NOT** let anyone keep hold of the cash
- Make sure to hand it in being counted by 2 people in the society/club
- Any discrepancies/mishandling with cash will most likely result in a disciplinary
- We have cash boxes to use, which are recommended
- No personal bank accounts should be used to collect money

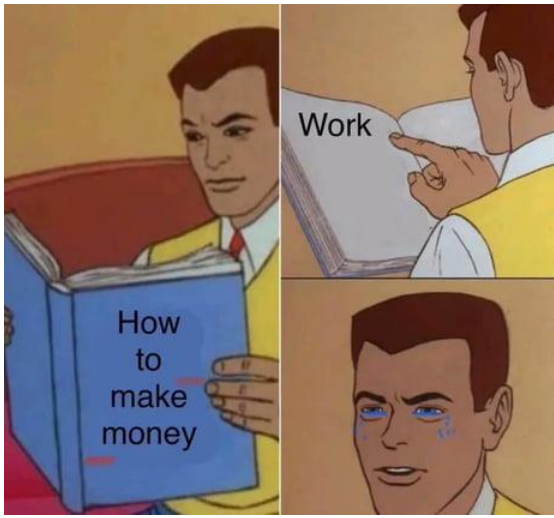
# Deadlines



All claims must be submitted by Midnight on Tuesday each week.

We review all claims on Wednesday.

All claims, if approved, are paid on a Friday.



# How to Manage Claims



# Step 1



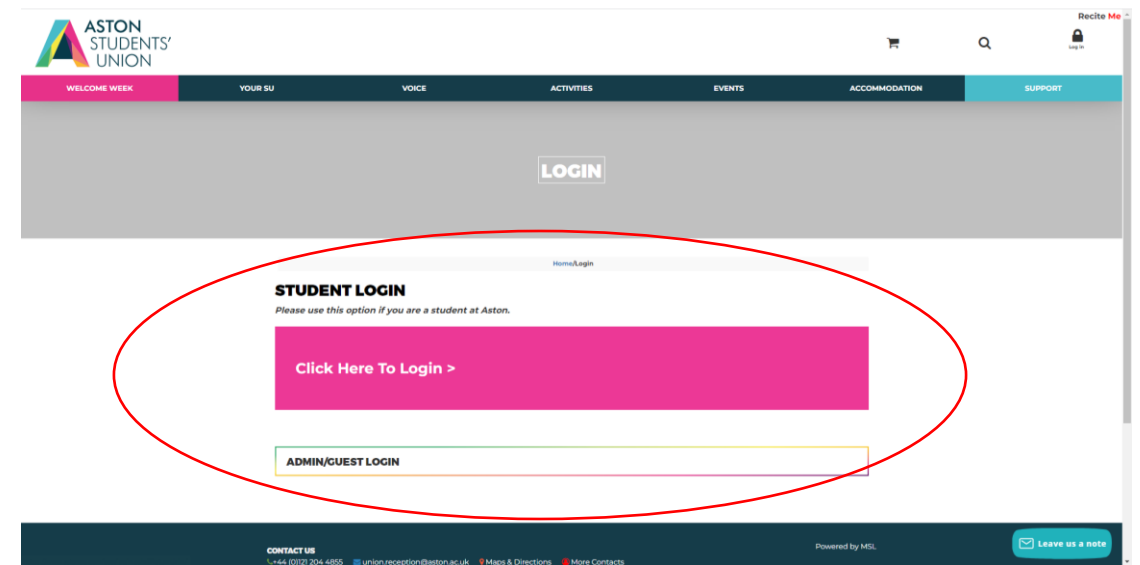
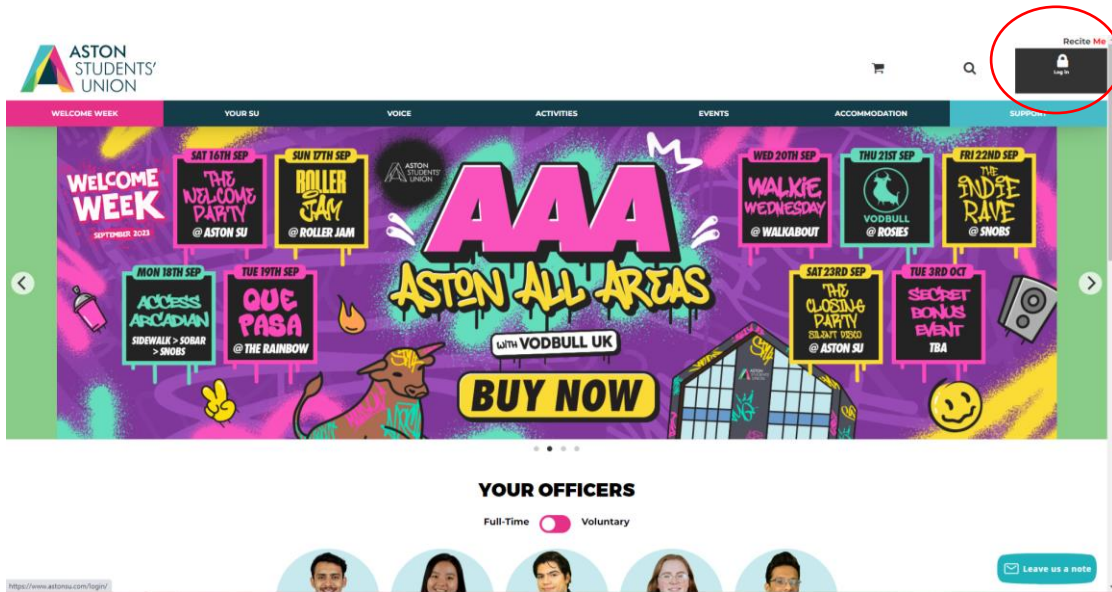
Make sure the person making/managing a claim has a valid membership for your club or society.



# Step 2



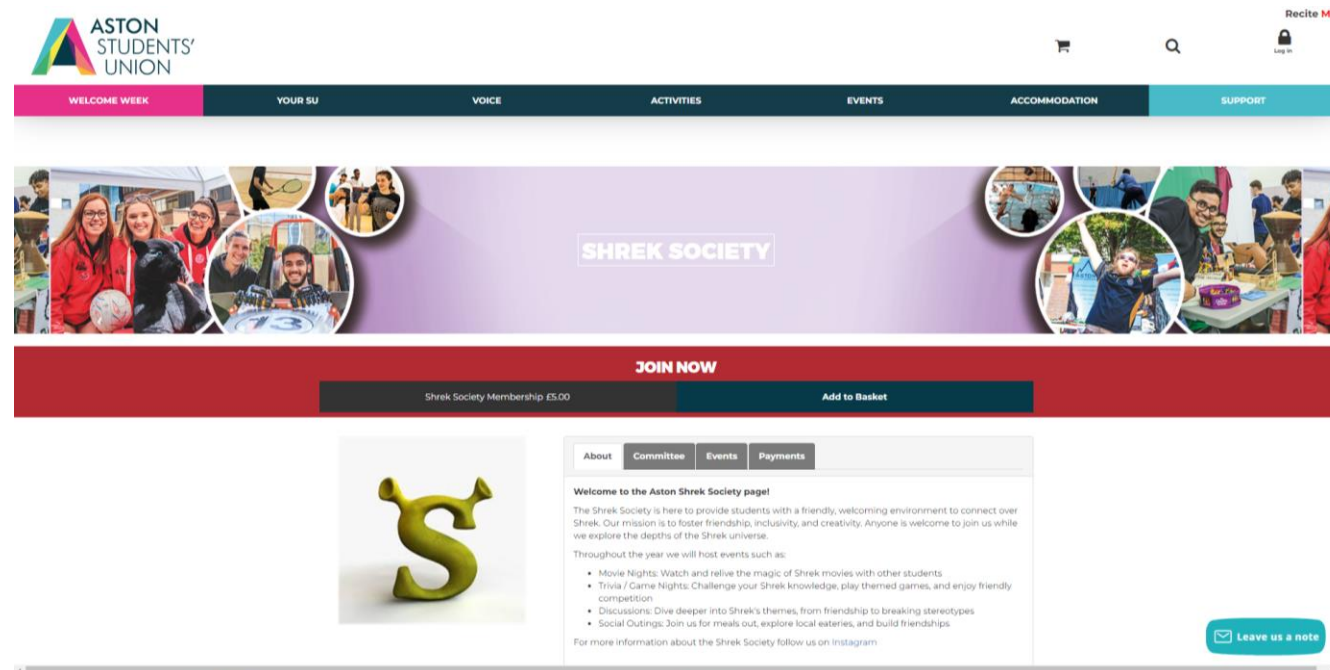
Log into the Aston Students' Union website.



# Step 3



Go to your Club/Society page on the website.

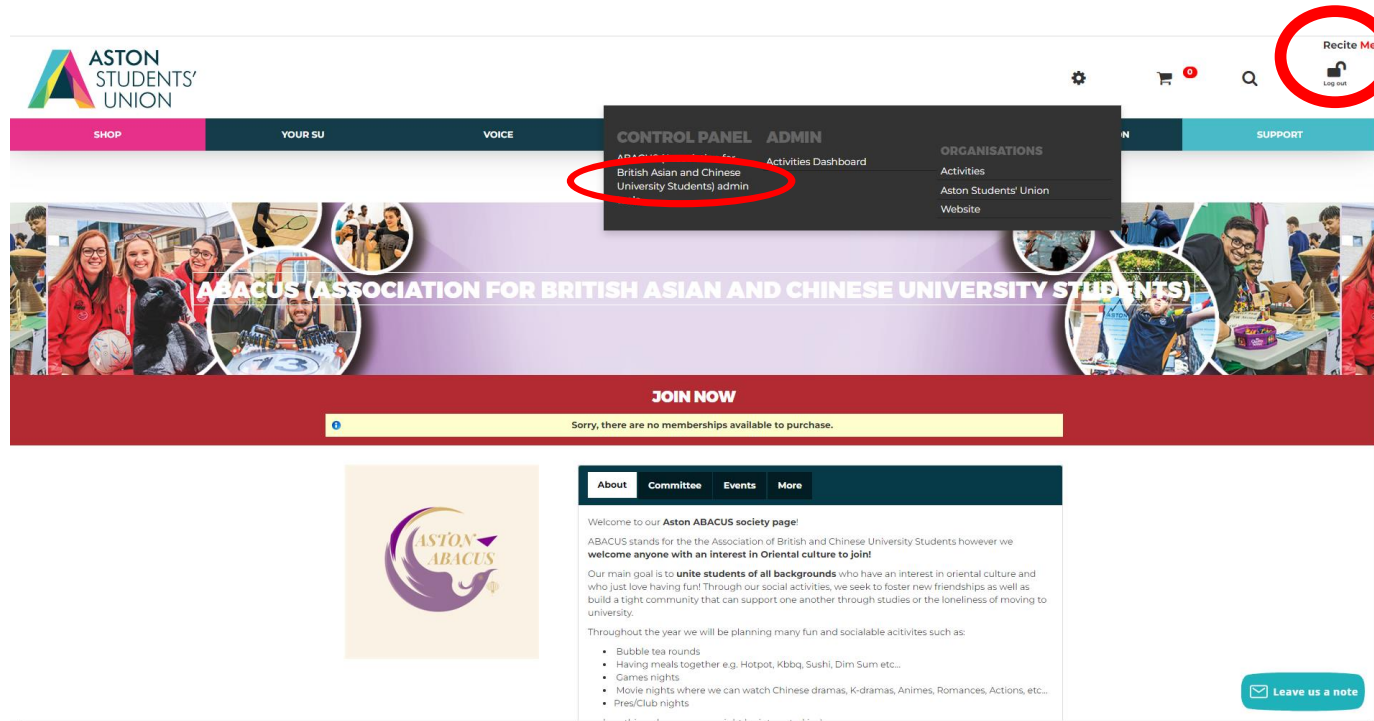




# Step 4



Click on the Settings gear.  
Followed by the Admin Tools



# Step 5



From here click on Finances.

A screenshot of the Aston Students' Union website. The top navigation bar includes 'SHOP', 'YOUR SU', 'VOICE', 'ACTIVITIES', 'EVENTS', 'ACCOMMODATION', and 'SUPPORT'. The main content area is titled 'ORGANISATION ADMIN'. Below this, there is a breadcrumb trail: 'Home/Organisation Details/Organisation Admin'. The page shows 'ABACUS (Association for British Asian and Chinese University Students) (change)' with '1 members'. A red bar obscures some information. Under 'DEMOGRAPHICS', there are filters for 'Age range', 'Student type', and 'Sex'. The 'ADMIN TOOLS' section contains a 'Go to home page' button and two icons: 'Finances' (circled in red) and 'Activities'. The footer includes contact information, a 'Powered by MSL' notice, and a 'Leave us a note' button.

# Step 6

This will take you to where the claims that are awaiting payment sit

There are 2 options when clicking 'New Money Claim'

- 'Reimbursement' if you have paid for an item, or "Pay Supplier" for an invoice that needs to be paid

A screenshot of the Aston Students' Union dashboard. At the top left is the logo and the name 'RYAN NAREWAL'. Below this is a section for 'ABACUS (Association for British Asian and Chinese University Students) Dashboard'. A yellow box displays 'Available: £312.99, Balance: £313.00'. A green button labeled '+ New Money Claim' is visible. Below that is a 'Pending / Recent Requests' section with a search bar. A table of requests is shown, with one row circled in red. The circled row contains the following data: '03/08/23 15:28', 'Money Claim', '#5898', 'RYAN NAREWAL', 'Pending Approval (Committee)', and '£0.01'.

Pending / Recent Requests					
03/08/23 15:28	Money Claim	#5898	RYAN NAREWAL	Pending Approval (Committee)	£0.01

# Step 7



- Choose who the money is going to (“Payable to”) – It will usually be to the requestor, but there is also an option for “Other Student” or “Third Party” (for invoices). Put the relevant sort code and bank account number

A screenshot of the ABACUS dashboard. At the top left is the Aston Students' Union logo and the name 'Daniel Smith'. Below this is a breadcrumb trail: 'ABACUS (Association for British Asian and Chinese University Students) Dashboard / Request #5898 / Edit Money Claim - Pending Approval (Committee)'. A yellow box displays 'Available: £312.99, Balance: £313.00'. Below this is a form with several fields: 'Request type' (Reimbursement), 'Event' (Not associated with an event), 'Payable to' (Requester), 'Payment method' (Bank Transfer), 'Bank Sort Code' (with a masked input), and 'Bank Account' (with a masked input).

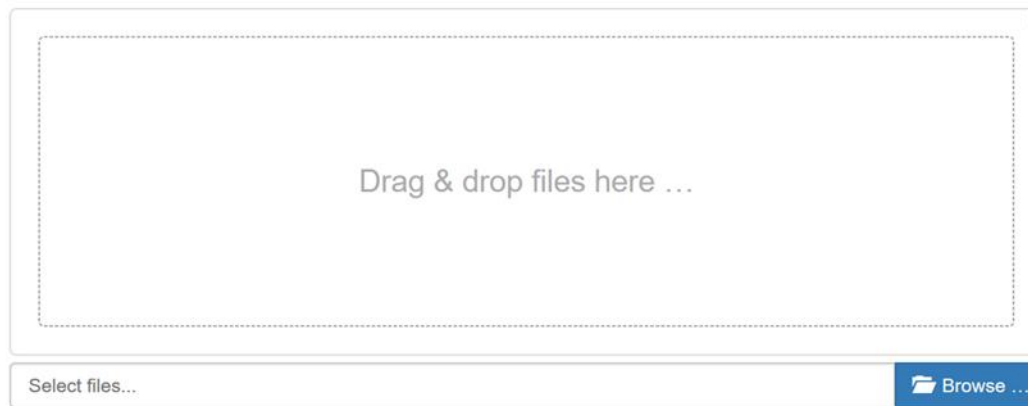
Items purchased	<input type="text"/>
Reason for purchase	<input type="text"/>
Amount	£ <input type="text"/>
Account	<input type="text" value="Please choose..."/>

Fill in the rest of the form with the relevant information – Description of the claim (“Items purchased”), Reason for purchase, Amount, and the relevant Account (SA USE ONLY options in the “Account” drop down list should not be used unless instructed to – the other options are for what you want the purchase to be listed under within your account)


# Step 8

- You **must** upload any relevant receipts otherwise you risk your claim getting rejected for lack of evidence. You need proof of the money specified leaving the specified account for the reason specified – any less may be challenged

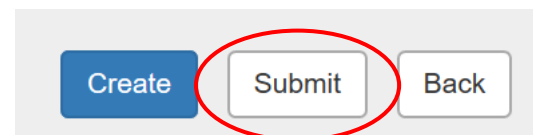
Upload Receipt



Drag & drop files here ...

Select files... 

Step 9: Click "Submit" **NOT** "Create" to submit your claim request



# Step 9



Each claim will give you multiple options to action them.  
The account balance is available at the top.

A screenshot of the ABACUS (Association for British Asian and Chinese University Students) dashboard. The user is Daniel Smith. The page shows a 'Request #5898 / Edit Money Claim - Pending Approval (Committee)'. At the top, it displays 'Available: £312.99, Balance: £313.00'. The form includes fields for 'Request type' (Reimbursement), 'Event' (Not associated with an event), 'Payable to' (Requester), and 'Payment method' (Bank Transfer). Below these are 'Request details' for an 'alcohol (test claim)' for '£0.01'. At the bottom of the form, the 'Approve' button is circled in red. A timeline at the bottom shows the claim was created, edited, and submitted by RYAN NAREWAL on Thursday, 3 August 2023.

Claims must be approved by the Chair/President or Treasurer of the club/society before Wednesday each week to be signed off by Student Activities and reimbursed on the Friday. Click 'Approve' to send the claim to Student Activities.

# Step 10

There are 4-steps to every claim.

- 1- Member makes a claim
- 2- Chair, Treasurer or Vice Chair approves it
- 3- Student Activities Coordinator Approves it (Dan, Rachel or Amanpreet)
- 4- Claim is administered by the Finance department.



# FAQ for Finance's



If you do not meet the deadline, you will have to wait until the following week.

There are times where there may be issues with your claims, which may lead to having to wait longer.

Check your claims, as we leave notes on the claims if there are issues.

There must always be itemised proof of purchases. No proof, no money back.

Any alcohol must be from a licensed vendor. If it is not, it will not be approved at all.

We will always check with the Chair's/President's in regards to any membership refunds.