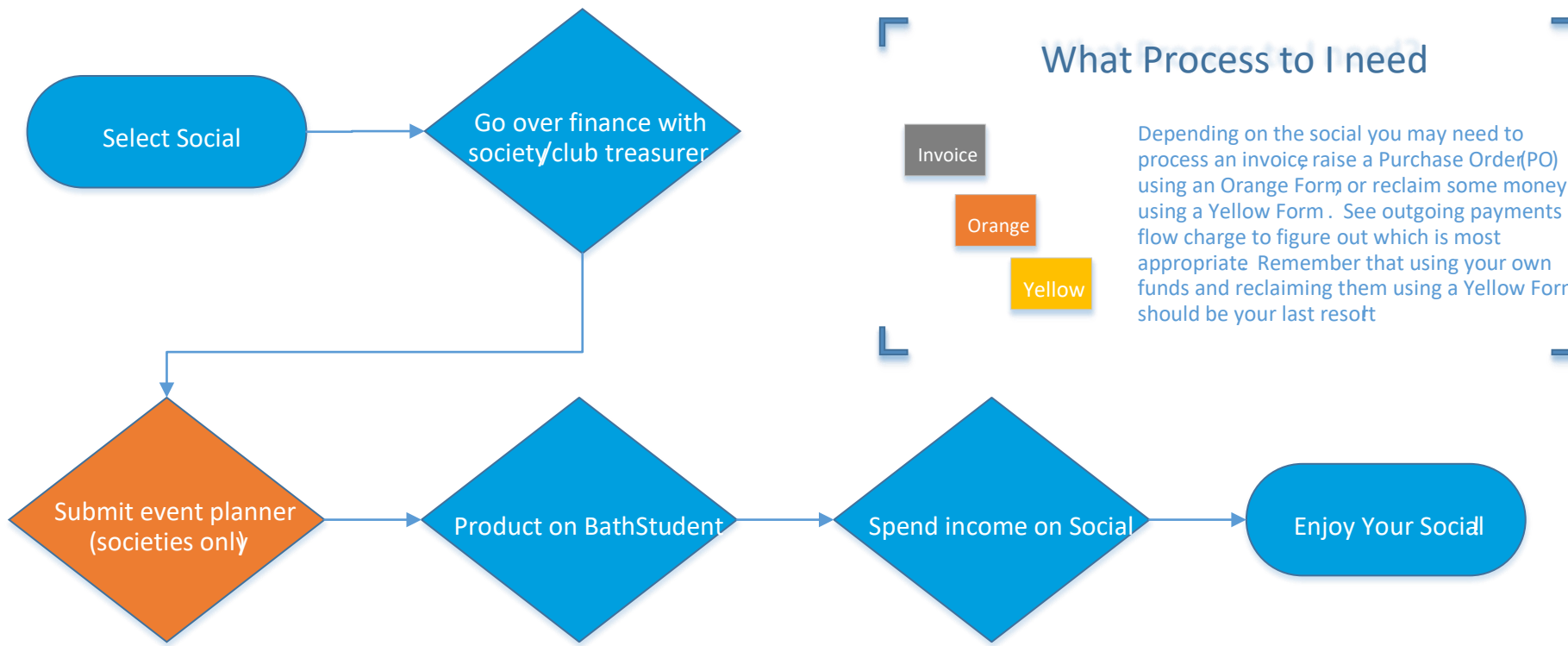


When running a social it is important to make sure your club or society is not going to lose money. Preferably money should be collected before any expenses are made, however this is not always possible. Event planners should be submitted before the social is booked. The Students Union cannot make outgoing payments by cash, so you must arrange your outgoing payment in advance.



When organising socials remember to consider VAT, if you are unsure please see information on Socs/Sports VAT that can be found in the training booklet or on [www.BathStudent.com/finance](http://www.BathStudent.com/finance). If you are unsure on how to make your outgoing payment, then one of the staff members in SU finance will be able to help you. **Being organised and leaving plenty of time to process payments is vital as it can take more than a week to process payments at peak times, such as the run up to Christmas**