

Student Group Training FAQs

Finance

1. What if the sole trader doesn't have a UTR number?

It's easy to obtain a UTR number, but if not desired, one can declare non-registration for self-assessment tax returns in the UK. All funds due from RHSU can be considered as part of the £1000 annual trading allowance.

2. Can previous years' budget forms be accessed for expense reference?

Yes! Budget forms dating back to 2016 or later can be found on your group's Google Drive in the "Shared with me" section.

3. Are budget forms submitted anywhere, or just saved on the Drive?

Budget forms do not need to be submitted. They can be accessed and reviewed via the Drive.

4. Do we have separate transport and other accounts?

The Transport/Other account is a joint account used for travel or other purchases not covered by restricted or social accounts. It's not two separate accounts.

5. What funds go into each account?

Membership funds go into the restricted account, while the social account receives funds from fundraisers or social event payments. Transport/Other account covers transport costs or specific society expenses. Grant account holds any received grant funding.

6. Can funding be applied for specific accounts?

No, all funding from student group grants goes into a grant account, but its purpose can be specified, such as for social events.

Events & Fundraising

1. Can we fundraise for other charities?

Yes, but only profits can be donated. Fundraising costs must be covered by your account.

2. Are reimbursements necessary for donated items?

No, reimbursement is not required if items are donated willingly for fundraising purposes.

3. Is the guest speaker process changing with freedom of speech policies?

The process remains largely unchanged from a student perspective, updates will follow upon finalization of the process.

4. How do we acquire a Sum Up card machine?

Submit a request through Freshdesk with the required information.

5. Is notification necessary for online fundraisers?

Yes, submit an event proposal and risk assessment on Freshdesk for any group activities, including online fundraisers.

Group Admin

1. Can deadlines be summarized?

July 10: Deadline for 2022-23 expense claims and invoices.

August 13: Deadline for budget forms, risk assessments, constitution, and code of conduct.

2. How do we contact you?

Email us at studentopportunities@su.rhul.ac.uk or submit a ticket on Freshdesk.

3. What's Freshdesk?

Freshdesk is a platform for contacting the helpdesk and student opportunities team for assistance with student group matters.

Memberships

1. Can social members upgrade to standard membership?

Yes, they can refund the social membership and repurchase a standard membership.

2. What is a social member?

A social member participates in group social activities but not core group activities.

3. Is a social membership option necessary?

No, it's optional and up to the committee's discretion.

General

1. Where can recordings be found?

All recordings of SGT are available on Freshdesk in the Student Group Training solution article.

2. What happens if a committee member feels overwhelmed?

They can resign at any time by emailing the VP Societies & Sport, who can also assist with any concerns or help needed.

3. Who should I contact about wellbeing or conduct issues?

Contact the VP Societies & Sport and the Student Opportunities Manager.

Sports Clubs

1. When is the facility allocation form deadline for off-campus facilities?

Clubs training off-campus will be contacted via email to discuss facility space for the next year.

2. How are members calculated for facility allocation and competition funding?

It's based on the total number of standard members from the year.

3. Can funding be obtained for non-BUCS competitions?

Yes, notify the Student Opportunities team and discuss funding options.

4. What is a national governing body?

The governing body for each sport that sets rules and guidelines.

5. How do I complete the bus induction?

Contact helpdesk@su.rhul.ac.uk to book a bus induction.

6. Do we need approval for non-Samurai kit purchases?

Yes, contact Freshdesk for kit approval following brand guidelines.