

## Paying cash into your subs account

As much as possible, we advise committees to deal with cash, whether it's taking cash, or paying with cash, as little as possible!

This is simply to protect yourselves, your student group, and any other third parties, and to reduce the risk of losing this money.

However, there will be times where dealing with cash is essential, such as if you are fundraising for your student group or for charity, or if you are selling a product (such as a bake sale) and need a float to give people change.

If you have received cash that you need to pay into your student group subs account, follow this process:

- You'll firstly need to collect a 'deposit form' from the Opportunities team in the Union Office
  - These are in the pink tray on the storage shelves of the opportunities section
- Fill in the form with each individual amount of money
  - Make sure you have counted the money accurately
- This form will then need to be taken, with the money, downstairs to the Bar staff who will count the money and sign the form
  - You will also need to sign the form
  - It is also worth taking a picture of the form after it's been signed to ensure you have the record of this yourselves and could send this to the finance team if there are any issues
- The bars team will then process this and it will appear in the student group subs account within 2 weeks

If you have any specific questions about this, do email the [Opportunities](#) team or the [Finance](#) team if it is about the status of the processing.