

# FINANCE



# YOUR ACCOUNT

Your club / society account is held within the Students' Union bank account.

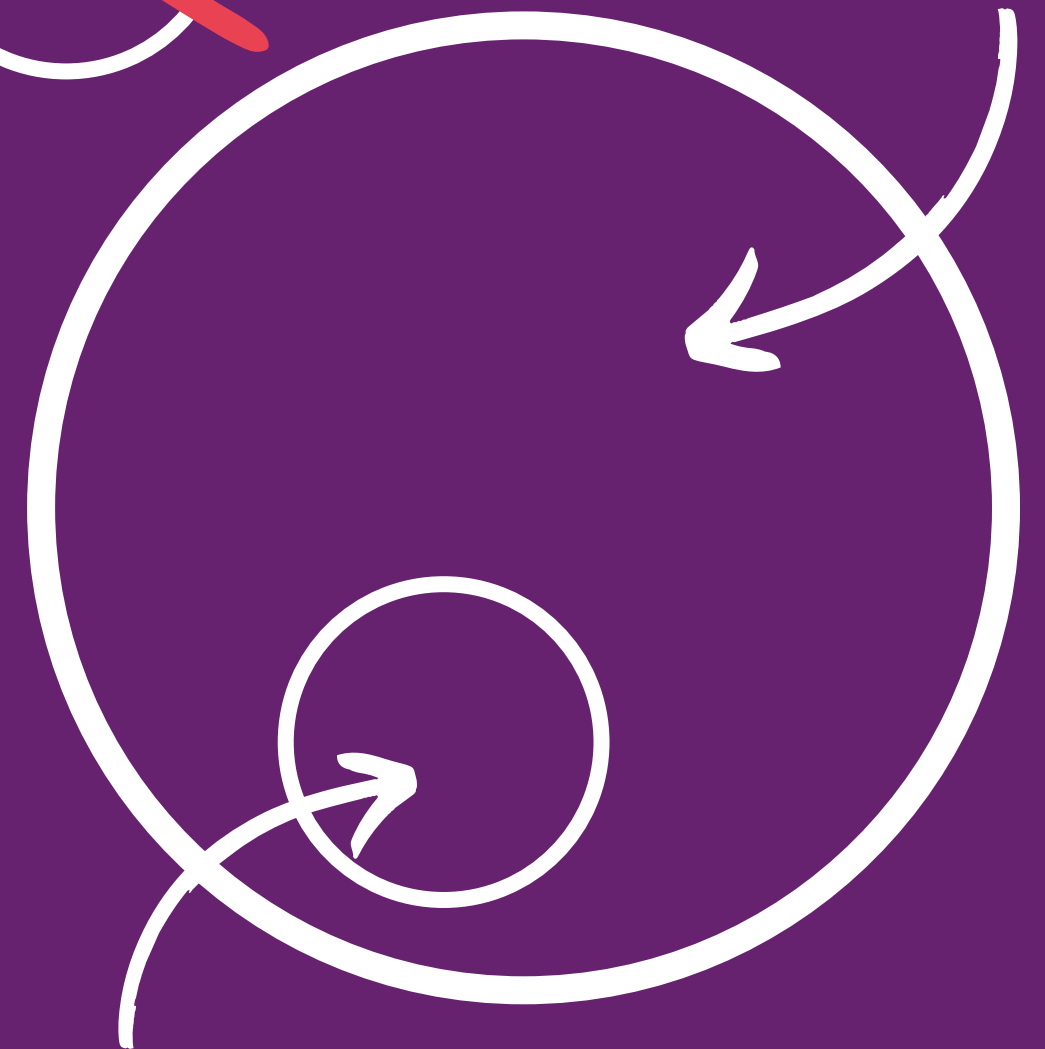
There are NO external bank accounts for sports clubs or societies.

You are not permitted to set up any accounts, including PayPal, monzo etc. If you do - this is fraud!

**NO EXTERNAL BANK ACCOUNTS,  
INCLUDING PAYPAL**



**THE STUDENTS'  
UNION ACCOUNT**



**YOUR CLUB OR  
SOCIETY ACCOUNT**

**ALL CLUBS AND SOCIETIES  
SHOULD BE SELF-SUFFICIENT**

**INCOME = EXPENDITURE**



# INCOME - MEMBERSHIPS



All sports clubs and societies have memberships! This is the main source of income for your club or society, and is crucial for funding your activities. The membership fees must be included in the annual budget form.

**Sports clubs** - Memberships are determined by the committee, must be a minimum of £20, all sports clubs need a minimum of 25 paid members by the end of October.

**Academic & Special Interest Societies** - Memberships are determined by the committee. ASI societies can be free, but they will no longer be eligible to apply for the Societies Top-Up fund. All societies need a minimum of 10 paid members by the end of October.

**National, Faith & Identity Societies** - Memberships are free to join! NFI societies will receive £2 per member that joins before the 31st October (capped at 100 members). All societies need a minimum of 10 paid members by the end of October.

# INCOME - MEMBERSHIPS



All students that join a sports club or society, will need to purchase the sports fee (£23) or the societies fee (£2.50). This money **DOES NOT** go into your club/society account.

The sports fee and societies fee, only has to be paid once in the academic year even if a student joins multiple societies and sports clubs.

***For example:***

*If Joe Bloggs wants to join Basketball and Volleyball, they will only need to pay the £23 sports fee once.*

*If Joe wants to join The Law Society and Basketball, they will need to pay for the £23 sports fee AND the £2.50 societies fee.*

*If Joe want to join the LGBTQ+ society AND the law society, they will only need to pay the £2.50 societies fee once.*



# INCOME- INVOICING

If you need a company, individual, team etc. to be charged for something, we can invoice them for you!

**In order for us to be able to raise an invoice, we will need the following information from you:**

- Customer/company name
- Postal address and postcode
- PO number or payment reference (if applicable - they will need to provide this)
- Contact name, email address and phone number of the company/individual being charged
- Description of charges to be included in the invoice
  - Cost breakdown and total cost being charged

**PLEASE SEND ALL OF THIS INFORMATION TO YOUR RELEVANT COORDINATOR.  
OUR PAYMENT TERMS ARE 30 DAYS OF THE DATE OF INVOICING.**



# INCOME - FUNDING

Your sports club / society can apply for different types of funding throughout the year.

## Student Experience Fund

Supports extra-curricular activity that enhance the student experience. Typically grants range from £500 - £1,000 but grants of up to £3,000 will be considered



## Society Top Up Fund

ASI & NFI societies can apply for up to £400 each term. The fund will consider funding; essential equipment, competitions, trips and events (educational/recreational), campaigns and extra equipment (not essential but will enhance activity). The top up fund will not consider funding for social events or clothing.



## Community Fund

The Community fund grants up to £3,000 per academic year for projects which connect UWE students with local communities around Bristol. Projects should have a positive impact on the local community in one of themed areas: Schools/Education, Sustainability, Health/Wellbeing and Stronger Communities.



## National Governing Bodies

If your sports club or society is associated to a National Governing body, they may have funds or grants that you can apply for!

Just keep in mind, you may need to hit targets or meet criteria in order to receive this funding! If these targets are not met - they may ask for the money back!





# INCOME - SPONSORSHIPS & DONATIONS



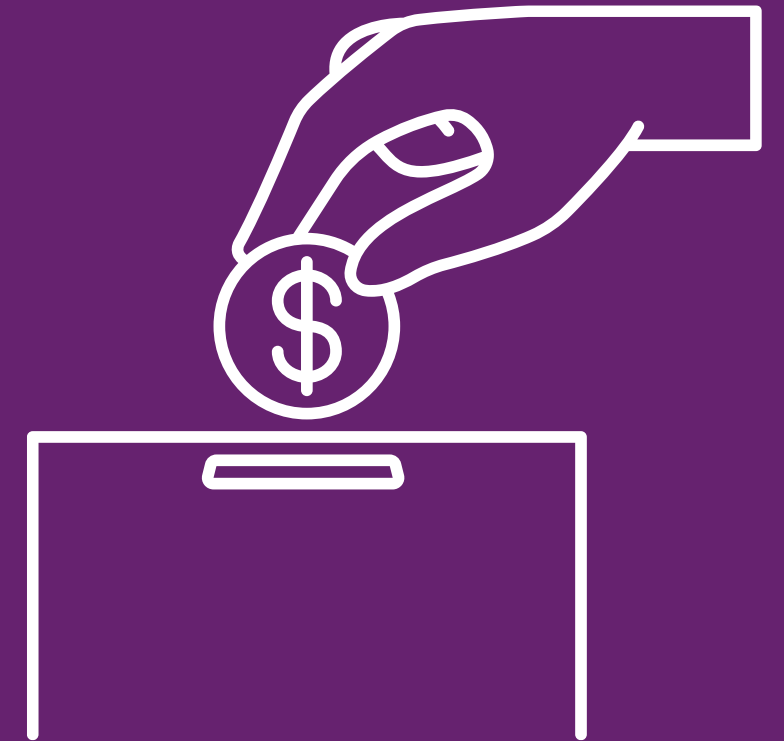
As sports club / society, you can accept and organise sponsorship deals.

It is important you know the difference between a donation and sponsorship, and ensure the business/individual and your committee understand the expectations of the agreement.

Sponsorship - Clubs/societies may receive cash, goods or services as apart of a sponsorship deal. The company/business providing the sponsorship may want publicity or advertising in return.

**ALL SPONSORSHIPS REQUIRE A CONTRACT - ALL CONTRACTS AND AGREEMENTS MUST BE SIGNED OFF BY THE STUDENTS' UNION STAFF TEAM ONLY. DO NOT AGREE ANYTHING YOURSELVES (VERBALLY OR WRITTEN).**

Donations - You may also receive donations in the form of cash, goods or services! It is important to make sure the company/individual doesn't want anything in return, and recognition is usually done in private (saying thank you)!







**YOU ARE NOT PERMITTED TO TAKE ANY  
MONEY YOURSELVES FROM MEMBERS OR  
EXTERNALS!**

**THIS INCLUDES CASH AND BANK  
TRANSFERS! ALL TRANSACTIONS MUST GO  
THROUGH THE STUDENTS' UNION!**



# EXPENDITURE

## BEFORE SPENDING ANY MONEY YOU MUST CHECK THE FOLLOWING:

1. All committee members agree on expenditure.
2. You have authorisation from a member of the Opportunities staff team
3. Your club or society account has enough funds to cover the expenditure

## THERE ARE 3 MAIN METHODS OF SPENDING:

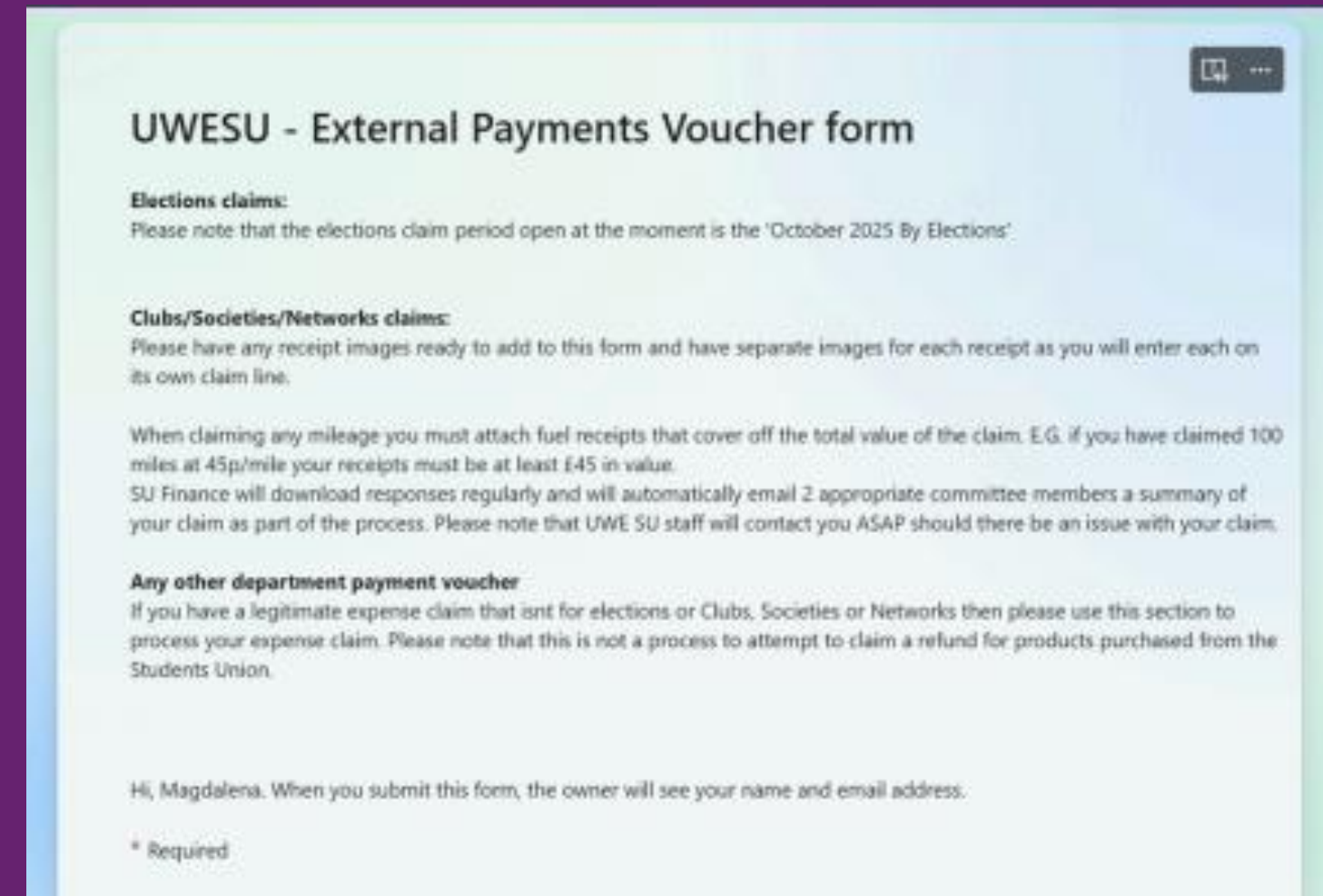
1. SU credit card - Please try to be specific, provide weblinks, all details of the items, and make sure estimate delivery times/prices are checked.
2. Payment voucher - committee members can purchase items on behalf of the club/society, and get their money reimbursed. A VAT receipt must be provided along with the payment voucher.
3. Invoice - Committee members can email invoices from companies/businesses to the relevant coordinator. For invoices to be paid, they must be addressed to “The Students’ Union at UWE”, and must not be a proforma invoice.



# EXPENDITURE - PAYMENT VOUCHER FORM

1. FILL OUT THE PAYMENT VOUCHER FORM - ANSWER ALL QUESTIONS
2. 2. ATTACH VAT RECEIPT TO THE FORM

2 MEMBERS OF THE CORE COMMITTEE WILL RECEIVE AN EMAIL REGARDING EACH SUBMISSION MADE FOR THE CLUB AND SOCIETY



The screenshot shows a digital form titled "UWESU - External Payments Voucher form". It includes sections for "Elections claims", "Clubs/Societies/Networks claims", and "Any other department payment voucher". The "Elections claims" section notes that the claim period is for the "October 2025 By Elections". The "Clubs/Societies/Networks claims" section instructs users to attach receipt images and provides details about mileage claims, including a requirement for receipts to be at least £45 in value. The "Any other department payment voucher" section is for legitimate expense claims not related to elections or clubs. A footer note states: "Hi, Magdalena. When you submit this form, the owner will see your name and email address." A legend indicates that an asterisk (\*) denotes required fields.

**PAYMENT VOUCHER FORMS MUST BE SUBMITTED (CORRECTLY) BY 23:59 ON WEDNESDAY TO BE PROCESSED/PAID ON THE FOLLOWING TUESDAY. ALL PAYMENT VOUCHER FORMS MUST HAVE A VAT RECEIPT ATTACHED. NO RECEIPT = NO REIMBURSEMENT**



# EXPENDITURE - PAYMENT VOUCHERS

All payment vouchers must be emailed to [suopportunities@uwe.ac.uk](mailto:suopportunities@uwe.ac.uk) , with 2 other committee members CC'd into the email for approval.

**THIS PROCESS MAY CHANGE SLIGHTLY  
OVER THE SUMMER - PLEASE KEEP THIS  
IN MIND!**



# EXPENDITURE - INVOICES

In order for invoices to be paid the following dates must be included:

- A unique identification number (invoice number).
- The company name, address and contact information (company that is invoicing).
- Address to the “The Students’ Union at UWE” and the SU address.
  - A clear description of what you’re charging for.
- The date of goods or services provided (supply date).
  - The date of the invoice.
- The amount(s) being charged.
  - VAT amount (if applicable).
  - The total amount owed.

[WWW.GOV.UK/INVOICING-AND-TAKING-PAYMENT-FROM-CUSTOMERS/INVOICES-WHAT-THEY-MUST-INCLUDE](https://www.gov.uk/invoicing-and-taking-payment-from-customers/invoices-what-they-must-include)

# BUDEGT FORMS



# BUDGET FORMS

All clubs and societies must submit a budget form over the summer. Budget forms are used to help plan for the academic year, to ensure your club/society will have enough funds to cover all of your activities and to ensure that funds are being used appropriately.



Overview of Income & Expenditure	
Your overview of everything you have entered over the following worksheets. A summary of key totals can be found on the top right of the page.	
Expenditure - Non Pay	
Advertising/Freshers Fair	£0.00
Clothing	£0.00
Equipment Purchase	£0.00
Equipment Maintenance	£0.00
Facility/Venue Hire	£0.00
Travel - Car Mileage	£0.00
Travel - Other	£0.00
Vehicles - Hire & Petrol	£0.00
Accommodation	£0.00
Subscriptions	£0.00
Insurance	£0.00
Development Courses	£0.00
Miscellaneous	£0.00
<b>Sub Total: Expenditure - Non Pay</b>	<b>£0.00</b>
Expenditure - Pay	
Casual Wages	£0.00
Other Staff	£0.00
<b>Sub Total: Expenditure - Pay</b>	<b>£0.00</b>
Income	
Competitions	£0.00
Sponsorship & Fundraising	£0.00
Membership	£0.00
<b>Sub Total: Income</b>	<b>£0.00</b>

Summary	
Sub Total Expenditure: General	£0.00
Sub Total Income	£0.00
Budget Requested	£0.00
Budget Percentage	#DIV/0!
Budget Per Member	#DIV/0!

YOU JUST NEED TO MAKE SURE THAT THE "SUB TOTAL INCOME" IS SLIGHTLY HIGHER THAN THE "SUB TOTAL EXPENDITURE"

# BUDGET FORMS

Budget forms can be broken down into 3 main sections.

1. Totals
2. Income
3. Expenditure

THIS IS THE TOTALS TAB - YOU DO NOT NEED TO DO ANYTHING TO THIS TAB, IT WILL UPDATE AUTOMATICALLY\* WHEN YOU FILL OUT THE INCOME AND EXPENDITURE TABS.

\*IT WILL ONLY UPDATE AUTOMATICALLY IF THE CELL FORMULARS ARE LEFT ALONE! PLEASE DO NOT TOUCH THESE WITHIN THE SPREADSHEET

# BUDGET FORMS - INCOME

In the income tab, you will need to list all of your memberships, and the expected membership numbers. You will also need to list any other income, such as ticket income for trips and events, income for clothing being purchased, and any secured sponsorship.

Income - General				
Membership Income				TOTAL Income
Detail	Predicted members	Club Fee (£)	Total	£0.00
Number of anticipated members			0.00	
			0.00	
Total			£0.00	
Competition/Trip Income				
Detail	Fee (£)	No. of Players	No. of Games	Total
				0.00
				0.00
				0.00
Total			£0.00	
Secured Sponsorship				
Name of SECURED Sponsor	Amount (£)	or Other agreement e.g. equipment		
		0.00		
		0.00		
		0.00		
Total		£0.00		
Fundraising				
Fundraising Event	Target Income (£)			
Total		£0.00		

# BUDGET FORMS - EXPENDITURE

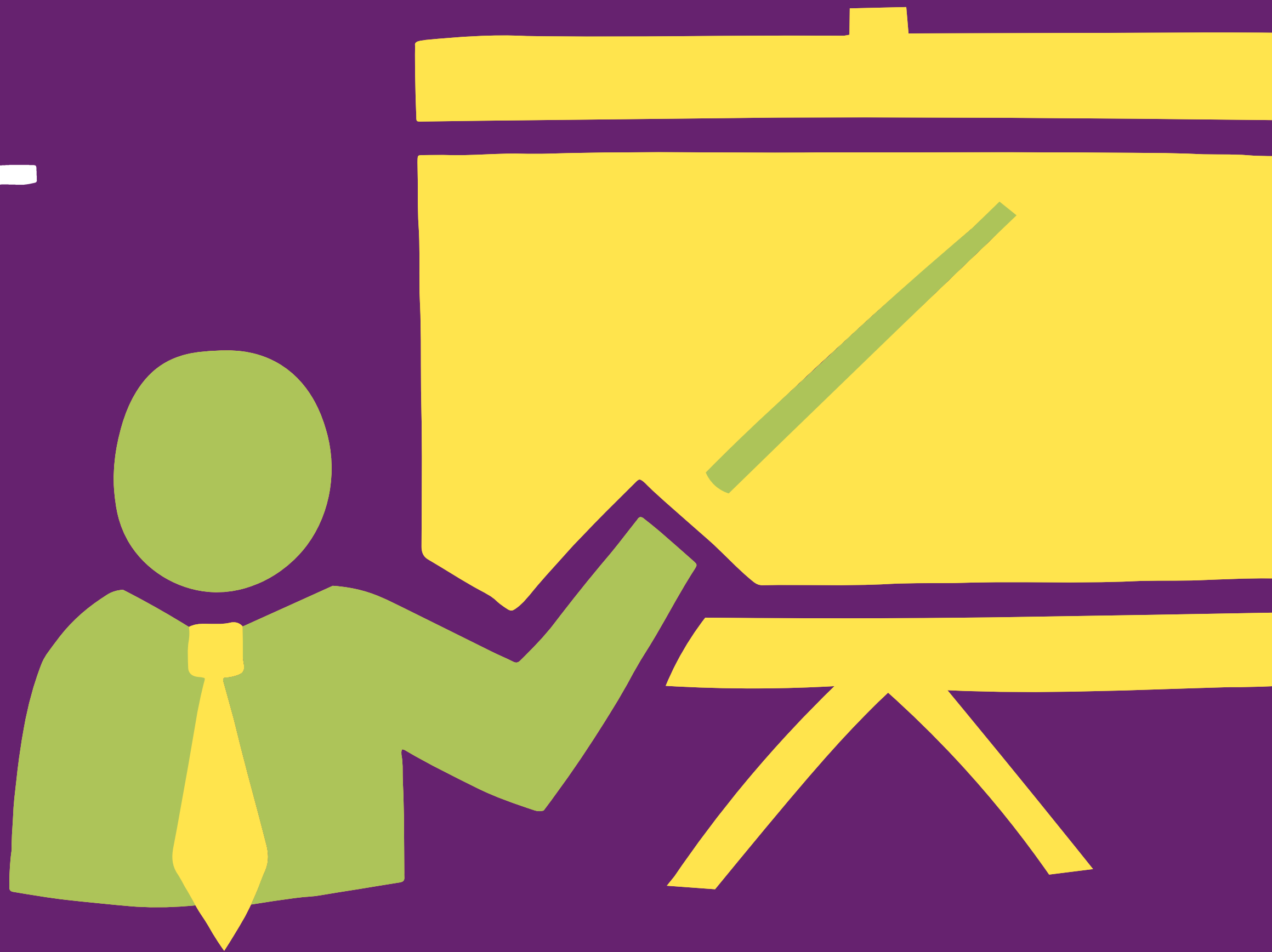
In the expenditure tab,  
you will need to list all of  
your costs for the year,  
including any freshers  
fair costs, costs of  
kit/clothing, equipment,  
affiliation  
fees/subscriptions, cost  
of courses etc.

	A	B	C	D	E	F	G	H	I	J	K	L	
1	Expenditure												
2													
3													
4	Advertising/Freshers Fair Costs				TOTAL Expenditure £0.00 Expenditure - Pay £0.00 Expenditure - Non Pay £0.00				Subscriptions   Affiliation				
5	Item Description	Qty	P/Item (£)	Total (£)					NGB   Player Reg	Total Fee	or Cost per player	No. of Players	Total
6	eg banner printing			0.00					eg Bucs Men's 1st				0.00
7	eg hire of bouncy castle			0.00									
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**THERE IS A LOT THAT NEEDS TO BE INCLUDED IN THIS TAB - IF YOU AREN'T SURE ON WHAT TO INCLUDE, ASK YOUR RELEVANT COORDINATOR FOR LAST YEARS BUDGET FORM AND AN ACCOUNT UPDATE OF THE PREVIOUS ACADEMIC YEAR!**



# PAYING SELF-EMPLOYED SERVICES AND OFFICIALS



# PAYING SELF-EMPLOYED SERVICES AND OFFICIALS



THE INDIVIDUAL MUST  
COMPLETE A  
DETERMINATION FORM



ONCE THIS HAS BEEN  
APPROVED BY OUR FINANCE  
TEAM WE CAN PAY THEM VIA  
BACS (INVOICE)



THE INDIVIDUAL WILL NEED  
TO SEND INVOICES  
ADDRESSED TO THE  
STUDENTS' UNION AT UWE

As a committee member  
you need to make sure...



The self-employed  
service/official knows of this  
process before providing their  
services



You are responsible for  
ensuring the individual  
completes the determination  
form



You are responsible for  
ensuring their invoice includes  
all of the information needed in  
order for the invoice to be  
processed



You are responsible for sending  
all invoices over to your  
relevant coordinator!

# ACCOUNT UPDATES

Your relevant coordinator will be able to provide you with an account update for your club or society!

This will list how much income has come into your account, and what has been spent.

	► 2024-2025
▼ Income	
▼ Clubs & Societies Income	
57010: Membership Fees	8,624.17
57021: Funds from previous year	3,120.30
57040: Event Income	674.00
57050: Merchandising Income	401.49
Clubs & Societies Income	12,819.96
▼ Specific Costs	
▼ Activities	
82076: Vehicle Fuel & Toll Costs	-850.00
82092: Kit	-988.92
82094: Coaching	-2,018.00
82096: Trip / Tour Costs	-1,400.00
82099: Other Costs	-131.25
82192: Competition Entry	-2,464.00
Activities	-7,852.17
Total	4,967.79

**THIS IS YOUR TOTAL!**



# KEY THINGS TO REMEMBER...

- All payment vouchers and invoices must be submitted (correctly) before 23:59 on a Wednesday, for payment to be made the following.
- All invoices must be addressed to “The Students’ Union at UWE”.
- All payment vouchers must have a VAT receipt(s) attached.
- All self-employed services and officials must complete a determination form before payment can be made.
- Please give us plenty of notice if you need anything paid for/purchased using the credit card! We are not able to process payments last minute!
- Make sure all expenditure is authorised - by both your committee and a staff member!
- All clubs and societies must be self-sufficient!
- Our financial year runs from the 1st August until the 31st July. Keep this in mind over the summer, when purchasing kit and equipment!

