

# Society How To Guide

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## Finance - National, Faith and Identity Societies

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## How do I know how much our Society has in its account?

- Each committee member is responsible for their own Society account income and expenditure, and must work with their treasurer to plan and budget for any activity they undertake.
- Your Society account is held within The Students' Union, and all of your Societies finances must come through this account. The account is in place so that you should never have to spend your own money and therefore never be personally liable for Society costs.
- Having your Society money within the Students' Union account means you are financially protected should a worse-case scenario ever happen. It is for this reason that all financial transactions must go through this account alone, **never in any circumstance set up an external bank account.**

Report for:	28A	Mairavans SA		
To the end of:	12	July 2017		
	Current Month	Total for Year	# of Clubs	Total for Year
<b>Income</b>				
Membership Pass	67110	671	1	322
Report of Membership Fee	67111	0	0	0
Allocation from Union	67120	0	0	0
Financial Support from other	67121	0	0	0
Sponsorship	67170	0	0	0
Market Contribution	67180	0	0	0
Grants	67190	0	0	0
Logistics Allocation	67195	0	0	0
Other Income	67199	0	0	0
Other CAS Income	67199	0	0	0
<b>Expend</b>				
CAS Equipment	82001	0	0	0
CAS Clothing	82004	0	0	0
CAS Power/Generator	82102	0	0	0
CAS Computer/Printer	82102	0	0	0
Logistics Costs	82102	0	0	0
Logistics	82102	0	0	0
CAS Group Learning	82102	0	0	0
Other CAS Costs	82102	0	0	0
CAS Training Costs	82104	0	0	0
Specialist Charges	82107	0	0	0
Logistics Support	82111	0	0	0
Logistics Support	82111	0	0	0
Food/Drink Recharges	72002	0	0	0
Printing Costs	72102	0	0	0
CAS Fees	72106	0	0	0
Vehicle Costs	82170	0	0	0
Travel & Expenses	72111	0	0	0
<b>Membership Income</b>				
CAS Membership Costs	82010	0	0	0
CAS Membership Costs	82010	0	0	0
<b>Top-Up Income</b>				
CAS Top-Up Costs	82010	0	0	0
Event Income Expense	82010	0	0	0
CAS Events/Event Costs	82010	0	0	0
<b>Overall Balance (Excl. VAT)</b>		<b>£2</b>		<b>£1,833</b>
<b>Associated costs met by the Union</b>				
Insurance	74000	0	0	0
C.S. & PENSIONS	82000	0	0	0
Activities Safety	82000	0	0	0
		<b>£0</b>		<b>£0</b>

## Understanding your account

- A print out of your Society account is available on request from your Societies coordinator.
- If you are unable to get to Frenchay campus then you can request a print out to be emailed to you by sending a request to [suopportunities@uwe.ac.uk](mailto:suopportunities@uwe.ac.uk)
- It is the role of the Society Treasurer to ensure that they keep up-to-date with accounts.

**Please be aware that some income/expenditure takes up to two weeks to process, and may not show immediately on your account report. These items need to be taken into account when planning any future expenditure.**



## How do I spend money from our Society account?

### Authorisation:

- Ensure all purchase have been approved by your committee.
- Let your Society Coordinator know what you are planning to spend your money on so that they can ensure it is within your guidelines.
- You must get prior authorisation to guarantee access to your account.

### Placing an order with the SU

- Many items can be ordered online, or via invoice.  
Where this is possible, you can email your Societies Coordinator with a URL link of what it is you would like to purchase, the quantity, and your deadline.
- They will be able to purchase this item for you directly from your account.
- You would use this method for: transport costs, equipment, accommodation, clothing, and misc items through ebay/amazon etc.
- Please give as much notice as possible to ensure items can be purchased on time for you.

### Reimbursement (Purchasing items yourself)

- Sometimes you may prefer to buy items yourself from local shops. If you do this you must ensure keep the VAT receipt so that The Students' Union can refund you.
- The maximum you can claim back with this method is £200. Please remember to seek authorisation prior to making purchases.
- To claim back your money, you will need to fill out a **'Payments Voucher'** which can be found on-line [here](#) with details of your personal Bank Account Number and Sort Code and The Students' Union will refund you via BACS.

- If you are unable to bring a payment voucher into The Students' Union, this can be emailed in to your Societies Coordinator or to [suopportunities@uwe.ac.uk](mailto:suopportunities@uwe.ac.uk)
- All payment vouchers must be signed by two committee members.

**All monies must be claimed back by the end of the financial year (31<sup>st</sup> July).**

## Affiliation Fees

- If your Society would like an affiliation with any external organisation this MUST be declared each year in your development meeting.
- All Affiliations must be authorised by the VP Societies and Communication. Your membership fee should be adjusted accordingly.

## VAT and Societies

- Societies must pay VAT on all income with the exception of;
  - Trips that are budgeted to be non-profit
  - Donations
- However VAT is reclaimed on all Societies Expenditure as long as a VAT receipt is provided.

## Income – Nationality & Cultural, Faith & Belief and Identity

### Membership Fees

- Community Societies do not generally have a membership fee.
- If you Community Society decided to charge a membership fee they are not entitled to any additional funding.

### £50 start of year allocation

- Each Society will receive a base allocation of £50 at the start of the year for initial events activities and Freshers' costs.
- If this £50 is not spent by May, it will be removed from your account and put back into central Societies funding for others to access.

### Membership Subsidy

- As part of Union strategy, we offer **Nationality & Cultural, Faith & Belief and Identity Societies** the option of having free membership, with lost income subsidised at £2 per member to a maximum of 100 people. This is given out once a year, at the end of October. If there is a new Society set up, they will have their subsidy allocated after four weeks.
- If this is not spent by May, it will be removed from your account and put back into central Societies funding for others to access.

### Top up fund

- You may apply for further allocation throughout the year. You may use this funding option to subsidise events, trips or other expenses that you cannot cover from ticket sales or other income sources. It is your responsibility to plan this activity financially.
- We would be happy to fund any activity which will enhance the wider Student experience at UWE or involves collaboration between Societies and Clubs.
- As there is limited funding, the Students Union will prioritise high impact events/ campaigns and essential equipment. There are over 30 Community Societies so The Students' Union will endeavour to ensure that funding is spread equally and fairly.
- Please let your Society Coordinator know in advance for any requests for expenditure so she can budget and plan ahead to make sure all Societies can access the funding.

## Income – Sponsorship, Donations

### Sponsorship

- Sponsorship is where you enter a contract with an individual or an organisation where your society receives money with expectation of return of some kind.  
E.g. putting their logos on your clothing, using their venue for your socials, promoting their services.
- If you have received money from an individual or organisation where something is expected in return, then you have received *sponsorship*
- You must ensure that you work with the Students' Union to create this contract. Please come and talk to us when you have an idea of who you would like to sponsor you.
- Please do not sign any contracts yourselves!

**ALL SPONSORSHIP CONTRACTS ARE NOT VALID UNLESS SIGNED BY THE COMMUNITIES MANAGER.**

### Donations

- A donation is a sum of money or a gift that is given as a contribution to your society with nothing expected in return.
- Donations are VAT exempt

