

Society How To Guide

Finance - National, Faith and Identity Societies



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 at Reception or 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 sucommunity@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 (31st 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

Income – Fundraising

Adopt A Charity Scheme

- The Adopt a Charity scheme works with societies and to help them fundraise for charities of their choice. There's also an opportunity to claim back up to 50% for your club or society too!
- **Your Fundraising & Volunteer Support Co-ordinator** - If any group or individual has a fundraising idea, the Fundraising & Volunteer Support Co-ordinator and UWE RAG committee can support you with event ideas & planning, budgeting, risk assessments, insurance (whilst ensuring you stay on the right side of charity law!)
- **Taking the boring bits off your hands** - RAG can do those admin jobs like dealing with licenses, counting your collection money, and drawing up the cheque. We've also done all the leg work and found the cheapest suppliers for merchandise so you don't have to. All this means that you only have to do the fun bits. Happy times!
- **Claiming it back!** - Once you've fundraised for Charity, you can then claim up to 50% of it back. This means that of the money fundraised a percentage will go to charity and the rest to your Society Account. We've found that fundraising for your society and for a charity produces much greater results then just for your society, so it really helps.



Contact your Fundraising & Volunteer Support Co-ordinator: rag@uwe.ac.uk, 0117 32 87591 or drop into the Students' Union building to find out more!