

By-Law 10 Appendix C - Club and Society Financial Responsibilities

1. The Sports and Societies Officers have responsibility for overseeing the activities and finances of Clubs and Societies.
2. Club and Society Exec Members are personally responsible and liable for the finances of their Club or Society by virtue of the fact that each Club and Society is considered in law to be an Unincorporated Association.
3. Club and Society Executive Officers are required to abide by the SU's Financial Regulations and Procedures.

Bank Accounts:

In accordance with the SU's Financial Regulations and Procedures:

1. SU Clubs and Societies must process all transactions through the SU's Finance Office and are not allowed to operate their own separate bank accounts.
2. Therefore, all financial transactions will follow the standard financial regulations and procedures of the SU.

Budgets:

In accordance with the SU's Financial Regulations and Procedures:

1. Each Club and Society must submit an annual budget and bid for funds to the Sports or Societies Federations. This will include a statement of activities from the past year and those planned for the following year and a justification for the figures in the budget.
2. Clubs and Societies that fail to submit a budget may have their accounts frozen, be fined or be de-recognised by the Sports and Societies Execs.
3. The Sports and Societies Officers, in consultation with the Finance Office and Student Activities Staff, review and recommend the allocation of Sports and Societies Federation grant money and may amend a Club or Society's budget if they believe it necessary. This decision shall be approved by the Sports or Societies Execs.
4. The Sports and Societies Officers will notify Clubs and Societies of the likely amount of their Sports or Societies Federation grant(s) by the end of Term 3. The actual grant will be made near the beginning of Term 1.
5. The Sports and Societies Officers and Student Development Staff are responsible for ensuring all Clubs and Societies have access to suitable training relating to financial regulations, procedures and budgets.

Income:

In accordance with the SU's Financial Regulations and Procedures:

1. Clubs and Societies may set their own membership fees within criteria set by the Sports or Societies Execs.
2. Clubs and Societies may approach external companies and organisations for general or specific sponsorship.
3. All fees and income once collected are to be banked with the Finance Office as soon as possible.
4. Clubs and Societies may not seek income from external companies or organisations currently boycotted by the SU as decided by an All Student Meeting (see By-law 5) so long as Policy passed specifically mandates that all Clubs and Societies.

Expenses:

In accordance with the SU's Financial Regulations and Procedures:

1. Expenses may be paid to reimburse a member of a Club and Society for money they have spent on behalf of the Club or Society (for example, money spent on equipment or activities for the Club or Society).
2. Expenses must be approved by the Club or Society's Chair/President or Treasurer before being submitted. A Chair/President or Treasurer may not approve expenses payable to themselves.
3. Expenses must be submitted to, and can only be paid from, the Finance Office. Expenses must be approved as follows:
 - a. Expenses for activities below £500 must be approved by a Sabbatical Officer (usually Sports or Societies Officer) prior to payment.
 - b. Expenses for activities between £500 and £5000 must be approved by a Sabbatical Officer (usually Sports or Societies Officer) and a senior member of SU Student Activity Staff prior to payment.
 - c. Expenses for activities above £5000 must be reviewed by the Sports or Societies Officer, in consultation with Finance Office and Student Activities Staff. They must then make a recommendation to the Trustees for approval (as delegated to the SU Finance and Human Resources Sub Committee) prior to payment.
4. Payments can be collected from the Finance Office.
5. In the event of a Club or Society overspending this overspend is carried forward and recouped from the future years' budget allocations. Every effort must be made to clear any overspends before the year end in consultation with Student Activities and the Finance Office through debt planning.

Equipment:

In accordance with the SU's Financial Regulations and Procedures:

1. All equipment purchased remains the property of the Sports and Societies Federations.

2. The SU maintains an annual inventory of equipment which is distributed to the relevant Sabbatical Officers and Staff.
3. All equipment should be stored safely and securely by the Club or Society. If they are unable to do so, they may request the SU's help in providing safe and secure storage if available.

Charity Fundraising:

The SU is a charity. Charities fundraise for their own charitable cause and spend their funds for their primary purpose. It is very unusual for charities to raise money for other charities. In order for the SU to support fundraising by students for other charities, all charitable activity is run through RAG in accordance with the SU's Governing Document.

1. Student Activities must formally review and approve the fundraising for external charities. This may be either at the start of or throughout each year. The external charities must be registered in the UK.

Fundraising Procedure:

1. A Club or Society wishing to fundraise for an external charity should complete a Fundraising Form containing the contact details, date and nature of collection and the external charity chosen. This form should be submitted to the appropriate member of SU Staff prior to the fundraising event.
2. Clubs and Societies may count and donate all funds raised for their chosen Charity themselves. They may also ask the Finance Office to do this if the resources are available. In either case, the SU should be made aware how much was raised by the Club or Society.
3. The SU monitors the actual collections and ensures safe practices around cash collection such as:
 - a. Appropriate collection buckets.
 - b. Guidance around conduct when collecting cash in accordance with prevailing fundraising practice or legislation.
 - c. Guidance on best practice for cash counting and storage during fundraising.