



**OBSU
Guide to
Society Finances
2009/10**

PART 1 – FINANCIAL RESOURCES AVAILABLE TO SOCIETIES

Introduction

Societies affiliated to Oxford Brookes Students' Union each have their own account within the Students' Union finance system. Societies can also receive grants from the Students' Union for their activities. This guide will explain the funding available to societies and financial procedures that should be followed.

Sources of Income

Societies basically receive income from four sources:

- Membership fees
- Students' Union
- Surpluses from events
- External sources

Membership Fees

Societies set their own membership fees (normally £3-£5 but ranging much higher). The fee is to join the Society until the end of the academic year. Membership fees are normally collected during Freshers Fair and at Society events throughout the year.

Membership fees should be paid in to the Finance Department with a copy of the details of the new members (names, student numbers, email address, mobile number).

As buying membership of the Society is a commercial transaction, it is subject to VAT. If a student pays £5 for membership, £4.35 will be credited to the Society account.

Income from the Students' Union

A Society can receive money from the Students' Union from four different streams:

- Society Grant
- Special Development Fund (SDF)
- Events Fund
- Fund for SU Events

Society Grant

Each Society will receive funding in return for undertaking a range of activities including having paid members. These activities are aligned to the objectives of the Students' Union. The activities and reward are listed in the table below.

Matched funding of Membership Fees paid in (up to £400)	When your members pay in membership fees, the Students' Union will automatically match the fee (including the VAT) pound for pound, up to a maximum of £400 per society. For example, if you have 20 members paying £3 each, the Students Union will add £60 to your account. If you have 200 members paying £4 each, the Students' Union will add £400 to your account.
At least one committee member attending Societies Training Day	The Societies Training Day was held in May. All attendees were asked to sign in. A list of

(£50)	Societies who had at least one committee members attend has been kept and those societies will be automatically rewarded.
Having a stall at Freshers Fair (£50)	All Societies who book a stall for Freshers Fair and turn up will automatically be rewarded.
Having a safety bus driver/co-driver (£50)	Every safety bus volunteer (driver or co-driver) who does a shift can nominate a society to be rewarded. Each volunteer may only nominate one society and each society may only be rewarded once during the academic year
Having a recruitment poster up for a semester (£50)	The Society should have at least one A4 poster up on any campus for 12 weeks. The Society will need to prove to the Societies Executive Committee that this has happened.
Having at least one recruitment stall on campus (£50)	All Societies can book a space for a stall on each campus (speak to Site Services). They are a good tool to recruit new members and sell tickets to a society event. After it has happened, the Society should submit a report to the Societies Executive Committee stating the date and time of the stall, the number of new members and include any photos of the stall. A recruitment stall can be combined with promoting a society event. A Freshers Fair stall will not count in this category.
Having a mini-site on the SU website (£50)	Each Society can work with the SU Communications Department to create a mini-site on the SU website. When the site is active, the Society can present it to the Societies Executive Committee to be rewarded under this category. For more information about mini-sites, please email dmccann@brookes.ac.uk .
Getting a positive story about the Society in the press (£50)	If a Society activity gets a positive story then a report should be submitted to the Societies Executive Committee to be rewarded under this category.
Holding a joint event with a community group (£50)	If a Society works with a community group to deliver a successful event the then a report should be submitted to the Societies Executive Committee to be rewarded under this category.
Using the safety bus for a Society event (£50)	The Safety Buses can be used by Societies to transport their members. Societies will be charged the normal rate. After the first time a society uses the buses, it will automatically be rewarded.

Society Development Fund (SDF)

The Society Development Fund is there for when societies do not have enough money available to make a specific purchase or put on an event. Each Society can apply up to three times a year for up to £150 (giving a total of £450).

To apply, the Society needs to complete an SDF form and submit it with the Societies Budget Form (see below for more information). These forms will be sent to the Societies Executive Committee for approval, and the Society will be asked to send a representative to explain the request. If the SDF is granted, the staff of the Students' Union will make sure the Society is credited.

Event Funds

The Event Fund can be applied for when a Society wants to make a large purchase or to plan a large event. The Event Fund consists of £6000, divided into three categories (Arts societies, Cultural societies, and other societies). Each category contains £2000. Each Society is allocated into one category and can only apply once.

To apply, the Society needs to complete an Event Fund form and submit it with the Societies Budget Form (see below for more information). These forms will be sent to the Societies Executive Committee for approval, and the Society will be asked to send a representative to explain the request. If the Societies Executive Committee approves the request, it will go to another Students' Union Committee for approval. This may take a week or two. If the Event Fund application is granted, the staff of the Students' Union will make sure the Society is credited.

Fund for Students' Union Events

This year there is a new source of funding available to Societies. The Students' Union has allocated £5000 this academic year to subsidise society events held in Students' Union venues. This fund will contribute up to £200 towards the internal costs of holding an event in the Union venues (e.g. security or bar staff costs). Events will be subsidised for as long as the fund lasts, and the funding will be allocated on a first-come first-served basis according to the date of the application, not the actual event. That means that each Society can have more than one event subsidised during the year if they apply in time.

To apply for this funding, the Society needs complete a Societies Budget Form stating how much the Society is applying for from the *Fund for Students' Union Events*. The budget will be reviewed as normal (see below) and if approved then the Society will be credited for the appropriate amount.

Surplus from events

All financial transactions relating to a Society event must go through the Society account. If the money paid in exceeds the money paid out then the surplus will stay in the account, ready to subsidise future events.

External Sources of income

External companies may offer you funding in the form of sponsorship, or special deals (for example free entry to a venue in return for promotion of their services). The Students' Union has a number of regulations in place for external funding. This is to ensure that each society gets the best deal possible with external companies without being exploited or damaging the interests of the Students' Union as a whole.

If a Society is offered sponsorship, it must check it out with the Students' Union first (especially if the deal is to put another company's logo on society-branded clothing). The best way to seek approval is to send an email to obsu.societies@brookes.ac.uk attaching

any supporting documents. If the Society has any questions, contact Tom Killick (tkillick@brookes.ac.uk) in the Students' Union Communications department who should be able to help.

Society Expenditure

An event or activity organised by the Society (with or without income or expenditure) must be authorised by the Students' Union in advance. If the budget is not approved in advance then any student who has spent their own money on something society-related will not get their money back.

PART 2 – FINANCIAL PROCEDURES

Society Budget Form

For any financial transaction (e.g. buying hoodies or putting on a society event), a Society Budget Form will need to be completed and approved. The Forms are available on the Societies section of the Students' Union website.

The Society should state the following and attach any quotes etc.

- Expected income (e.g. from ticket sales, grant from the Students' Union, etc.)
- Expected expenditure (e.g. staffing costs, publicity, catering, etc.)

The Society should submit an SDF form and/or Event Fund form with the Society Budget Form if they are applying for those funds.

Societies can reclaim all VAT on expenditure but this means that VAT will be taken from any income- see Membership Fees section. The completed Society Budget Form will show the net income/expenditure of the Society.

Completed Society Budget Forms should be emailed to obsu.societies@brookes.ac.uk. The budget will then be reviewed. This will normally take a few days. However, if it includes income from the Students' Union or has a net expenditure of over £1000 then it will need to be authorised at a committee, which might take a bit longer.

Society Budget Forms can and should be completed and submitted well in advance of any event.

Paying in membership money

Membership money should be paid in at the Reception in the Helena Kennedy Student Centre. The Society will need to provide a list of new members (including the names, student numbers, email addresses and phone numbers). A receipt for the money will be emailed to the society within two working days.

Expenditure within the Students' Union

Any Society expenditure within the Students' Union (e.g. staffing costs) will be transferred automatically by the staff of the Students' Union – as long as the budget has been agreed, the Society does not need to do anything

Expenditure within the University – Printing via Computer Services

If a student prints something when they are logged into a University computer then it will be printed by Computer Services and be available to collect from their various printers. Computer Services have a number of printers that can print up to A1, in colour or black and white, and on glossy or plain paper. Every time Computer Services prints something, a receipt is also printed. The cost of the printing will be taken from the student's printing account. The student wanting to be refunded will need to complete a Societies Expense Claim Form (available online and from the Activities Office) and get it signed by either the President or Treasurer of the society. The printing receipt should be stapled to the back of the form. The completed form should be submitted to the Activities Office.

The cost of the printing will only be approved if a Society Budget Form has been completed and the Students' Union approved the design in advance.

The student will be paid by cash or cheque (available to collect from Reception within a few days) or paid directly into their bank account (up to two weeks depending on when the next payroll will be processed).

Expenditure within the University – Printing via the Print Unit

The Print Unit (located in the Media Centre on the Gipsy Lane campus) produces more complicated printing (e.g. fliers, on coloured paper, booklets, etc.). They will not ask for payment upfront if a Print Requisition Form has been completed. These forms are available from the Activities Office and need to be signed by a Students' Union member of staff.

A Society should email obsu.societies@brookes.ac.uk attaching the design of the poster/flier and stating what they want produced (e.g. size, number of copies, type of paper, colour or black & white, etc.). The Society can collect the completed form one working day later and take it to the Print Unit. The Print Unit will complete the rest of the form, tell the Society when it will be ready, and give the Society the pink copy of the form. Please return the pink copy to the Activities Office. The printing will be delivered with the yellow copy of the form. The Society should keep this for future reference.

Expenditure within the University – Catering

It is a University policy that the catering of any meeting within the University should be provided by the University Catering Services department. The department can give the Society a quote which should be brought to the Activities Office where the staff will do the rest.

Expenditure outside the Students' Union

External suppliers can be paid directly by the Students' Union or by a student who would then be refunded. The expenditure will not be paid unless a Society Budget Form has been completed. The payment can be via a cheque, credit card or directly into a bank account.

It is easier for everyone if the Students' Union pays the supplier directly. The Society should get a quote from the supplier stating the costs and how and when they would like to be paid (some like to be paid in advance, others after an event). The quote should be

submitted to Jon Biggs, the Active citizenship Manager (in person or via obsu.societies@brookes.ac.uk) who will then liaise with the supplier. The money will be transferred out of the Society account without the Society needing to do anything.

There are some situations where a student will purchase something and then need refunding (e.g. food from Sainsbury's). The student claiming the money will need to complete a Societies Expense Claim Form (available online and from the Activities Office) and get it signed by either the President or Treasurer of the society. The receipts for the expenditure should be stapled to the back of the form. The completed form should be submitted to the Activities Office. The student will be paid by cash or cheque (available to collect from Reception within a few days) or paid directly into their bank account (up to two weeks depending on when the next payroll will be processed).

Societies Expense Claim Form

As has been previously stated, the Societies Expense Claim Form must be authorised by the signature of either the President or Treasurer of the relevant society. It is the rules of the Students' Union's Financial Regulations that you cannot authorise yourself to claim back money. What this means is that the President must sign the form for the Treasurer and the Treasurer for the President.

General Advice

There are a number of people available at the Students' Union to help you to run your society, including any financial issues which you may face! If you have any questions or are unsure of something you have read, please do not hesitate to come and find us! The Activities Office in the SU Building is probably the best place to start, or email obsu.societies@brookes.ac.uk for more information.