

Part 6 –Sports Clubs, Societies & Student Groups

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Budgets

Any sports club or society requiring funds for the year should apply to the Sports or Societies Council using the appropriate Funding Application Form. These forms can be accessed from Students' Association staff who support these areas. When all budgets have been agreed for the Trimester, the Activities Manager will notify the Finance Manager who will allocate funds to the appropriate sports club or society account. Budgets must be strictly adhered to and any overspend will result in the sports club or society having to raise money to cover the over spend and / or use any funds raised from membership fees in the year. Any changes or updates made to the sport and society budgeting process must be approved by either the Sports or Societies Council and approved by the Trustee Board.

The Chief Executive will allocate any other budgets for student groups, including GCU London.

Sports and Societies Membership Fees

The Sports Council must annually set the Sports Club Membership fee before the 31st July for the subsequent financial year (1st August to 31st July). The Sports Club Membership fee cannot be changed during the financial year.

The Societies Council must annually set the minimum Societies Membership fee before the 31st July for the subsequent financial year (1st August to 31st July). The minimum fee cannot be changed during the financial year.

Each individual Sport Club and Society must set their membership fee/s before the 31st July for the subsequent financial year (1st August to 31st July). They cannot change their membership fee/s within a financial year without the approval of the Activities Manager.

Accounts

Each affiliated club or society and other student groups will be allocated an account number by the Finance Office. All correspondence via the Finance Office must quote this number to avoid errors and mispostings. Accounts are then split down into three areas:

100 – Budgets

101 – Fundraising and Charity Donations

102 – Membership Income

All expenses incurred by a sports club, society or student group will be off-set against their budgeted allowance for the year and when this pot of money is finished, any fundraising must be used to cover costs, followed by membership income. **No affiliated sports club, society or student group is permitted to hold funds in any account other than those set up by the Finance Manager.**

Accurate and up to date records of all financial transactions will be kept by the Finance Manager and statements may be requested at any time by committee members. Monthly statements will also be made available and it is the members' responsibility to routinely check these statements and immediately notify the Finance Manager of any errors. If no errors are reported to the Finance Manager then the statements will be deemed as correct. Sports and Society Council meetings are held throughout the year where all statements are presented and reviewed. The Councils will advise the Activities Manager of any action to be taken. In April each year the existing committee members

are required to agree the statement balance before the new committee members are in place. This is required by our auditors to ensure accuracy of accounts.

Cash Deposits

Any cash deposits of £200 or lower should be deposited at the Welcome Desk, normally open Monday to Friday 9am until 8pm (Trimester 1 and 2) and 9am until 5pm (Trimester 3), and anything over £200 should be deposited in the Finance Office. To take account of the Finance Office closing at 5pm, anything over £200 may be deposited at the Welcome Desk after 5pm but only in exceptional circumstances where money could not be deposited before 5pm. It is our aim to reduce risk for students carrying cash whilst also maintaining the safety of lone workers at the Welcome Desk. The Welcome Desk has a card machine where we can accept debit/credit card payments to deposit money into a sports club, society or student group account. For GCU London any deposits shall be made to the GCU London Co-ordinator who will then pay it into the Students' Association bank account and notify the Finance Manager.

Fundraising

Any fundraising income raised by a sports club, society or student groups should be deposited as above. A RECEPTION SALES FORM must be completed by the Welcome Desk or Finance Office who will verify the cash received. A receipt will be given to the depositor who should retain this for their own accountability. Welcome Desk staff will deposit all funds collected on a daily basis with the Finance Manager, who will credit the appropriate sports club, society or student group account. Reasons for fundraising must be given on the deposit form to ensure all account entries are fully understood. Any cheques should be made payable to GCUSA.

Affiliated sports clubs and societies and other student groups are strongly encouraged to use the Students' Association website to take fundraising payments. There are no transaction fees for affiliated sports clubs and societies and student groups. This also assists in preventing fraud.

Ticket Sales

Students' Association student groups, sports clubs and societies can promote and sell tickets through the Students' Association website and set these up themselves. Tickets for any amount can be sold online through the GCU Students' Association website and is strongly encouraged to protect against fraud. There are no booking fees for affiliated sports clubs, societies or student groups. The Welcome Desk can also take payments for events through the Mobile Shop module of the website, with a RECEPTION SALES FORM completed.

For online sales the email that the student receives upon purchase would act as a ticket. The event organiser can also get a list of the names of those who have purchased tickets prior to the event using the website.

The Students' Association currently uses the NUS Platform, and in exceptional circumstances PayPal, for internet payments if approved by the Chief Executive.

Membership Income

Membership fees are determined by each club or society subject to the minimum level set by Sport and Society Councils. Affiliated sports clubs and societies are strongly encouraged not to change their membership fee until the next financial year. Membership fees can be paid online on the Students' Association website, a paper membership form or at the Welcome Desk. Payment at the Welcome Desk may be made by cash, debit/credit card.

The Students' Association currently uses the NUS Platform, and in exceptional circumstances PayPal, for internet payments if approved by the Chief Executive.

Other Income

Any other sports club, society or student group income e.g. sponsorship, charitable collections, etc. should also be deposited at the Welcome Desk using the same method as fundraising deposits above. Any cheques should be made payable to GCUSA.

Card Payments

The Welcome Desk has a card machine where we can accept debit/credit card payments to deposit money into a sports club, society or student group account for all the income streams mentioned above.

Withdrawals

When goods or services are required for an affiliated sports club, society or student group, it will be necessary to withdraw funds from the relevant account. It is the responsibility of club and society committee members or Officer making a withdrawal to ensure they have sufficient funds to do so and that they obtain the necessary signatures and receipts required. Failure to do so will result in funds not being paid out.

Reclaiming Funds Already Spent

Most purchases for sports, societies or student groups will usually be done using an individual's own money and this can then be reclaimed back from the club account. This can be done using a SPORTS AND SOCIETIES WITHDRAWAL FORM. Payment will only be made on the production of receipts.

Steps for Collecting Funds Already Spent

- Step 1 – Fill in a Sports and Societies Withdrawal Form.
- Step 2 – Attach receipts.
- Step 3 – Take the form to two committee members for authorisation. A second signature need only be sought for purchases over £30.
- Step 4 – The form should be authorised. The individuals that require authorising certain amounts are outlined on page 9.
- Step 5 – The form should be taken to the Finance Office. For GCU London it should be passed to the GCU London Co-ordinator who should then scan the form and related receipts and e-mail to the Finance Manager.

Note, funds may be requested in cash (maximum £250 but not at GCU London), by cheque or via bank transfer. If bank transfer is selected then an account number and sort code must be quoted. It is the claimant's responsibility to ensure the safeguarding of cash when it leaves the Finance Office.

It is estimated that Steps 4 – 5 should take no longer than three working days however if funds are required urgently then this should be highlighted to the Finance Manager at Step 4.

The Sports and Societies Withdrawal Form comes in duplicate. The white copy will be retained by Finance, and the yellow copy should be retained by the person collecting funds, for their own accountability.

Cash Advances (Not available at GCU London)

Cash advances may be obtained where there is no other method of payment available. To obtain a cash advance, steps 1 – 5 as above should be followed and the cash advance option selected. Receipts for cash advances must be returned to the Finance Manager within one week of the advance and at this point any excess cash can be returned or further payments made. The Finance Manager will record all cash advances to ensure receipts are being returned. If after one week receipts have not been returned, the Finance Manager will send an e-mail to the recipient asking that receipts or funds be returned. If after a further week receipts are not returned, the Finance Manager will notify the Activities Manager or Representation and Advice Manager. Failure to return receipts or cash advances will result in no further advances being paid out to the student and may

affect future cash advances for the sports club, society or student group. Any suspension to cash advanced for a sports club, society or student group would be reviewed in the subsequent academic year.

Umpires, Coaches and Referees

Payments to Umpires, Coaches and Referees should be done using a SPORTS AND SOCIETIES WITHDRAWAL FORM. A COACH AND UMPIRE PAYMENT FORM should be filled out by the relevant person and funds will be made or transferred within three working days.

Credit Cards

Credit card payments can be made by sports clubs, societies and student groups for purchases. A SPORTS AND SOCIETIES WITHDRAWAL FORM must be completed, signed and authorised by the Students' Association, the individuals that require authorising certain amounts are outlined on page 9. A print out should be taken of the web page which quotes the goods ordered and price (including VAT) for presentation to the Association signatories. The form should then be passed to one of the Credit Card Holders, either the Chief Executive, Representation and Advice Manager and Activities Manager, who will process the payment. A copy of the receipt/order should then be attached to the form. When the transaction is complete the form should then be passed to the Finance Manager. Credit cards must never be taken or used outside of the Students' Association Building by anyone other than the card holder. Cash withdrawals from credit cards are not permitted under any circumstances. For GCU London the withdrawal form should be scanned and emailed to the Finance Manager together with any web page print out in order for payment to be processed by an authorised Credit Card Holder.

Inactive Sports Clubs and Societies Accounts

After three financial years where a sports club or society account balance has not moved and could not be used by a similar sports club or society, these sports club balances will be transferred to the Sports Development Reserve and society balances will be transferred to the Society Development Reserve for the purpose of the development of other sports clubs and societies.