

Part 6 –Sports Clubs, Societies, Networks & Groups

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Budgets

Sports clubs and societies funding is allocated annually by the relevant Council as outlined within the Sports Policy and Societies Policy.

The Finance Manager will be notified of the budget allocations for 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 overspend 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 then approved by the Trustee Board.

The Chief Executive will allocate any other budgets for representation networks and student groups.

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, network or group 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.

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

Monthly statements are issued and it is the committees' 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. On a monthly basis the Activities Manager will review affiliated sports clubs and societies in deficit and will encourage corrective action. The Finance Manager will not normally approve any payments for affiliated sports clubs, societies, networks or groups that are in deficit.

Annually each affiliated sports club and society committee are required to agree their statement balance. This is required by our auditors to ensure accuracy of accounts.

Deposits

Any cash deposits of £200 or lower should be deposited at the Welcome Desk, normally open Monday to Friday 9am until 5pm, and anything over £200 should be deposited in the Finance Office. The Welcome Desk has a card machine where we can accept debit/credit card payments to deposit money into a sports club, society, network or group account. For GCU London any deposits shall be made by an employee based on the London Campus who will then pay it into the Students' Association bank account and notify the Finance Manager.

Any fundraising income raised by a sports club, society, network or group 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, network or 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, networks and groups can deposit funds by bank payment using their nominal code or name as the bank reference. An email should also be sent to the Finance Manager confirming the bank payment.

Ticket Sales

A sports clubs, societies, network or group 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 the use of the website is strongly encouraged to protect against fraud. There are no booking fees for affiliated sports clubs, societies, network or groups. The Welcome Desk can also take payments for events through the Remote Sales of the website, with a RECEPTION SALES FORM completed.

For website sales the email that the student receives upon purchase would act as a ticket and the receipt. 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 OneVoice, and in exceptional circumstances PayPal, for internet sales if approved by the Activities Manager.

Membership Income

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 or payment card.

Sponsorship/Other Income

Sports clubs, societies, networks or groups can request sponsorship or other income from a bar/nightclubs or other external companies using our INVOICE TEMPLATE. An email should be sent to the Finance Office to inform them that an invoice has been sent and confirm the name of company and the amount requested. A follow up email can be sent to the Finance Office to confirm if the money has been received. It is the responsibility to the sports club, society, network or group

to chase up any unpaid invoices. The money will not be shown in their account until it has been paid into the Students' Association bank account.

Withdrawals

When goods or services are required for an affiliated sports club, society, network or group, it will be necessary to withdraw funds from the relevant account. It is the responsibility of sports 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, networks or groups will usually be done using an individual's own money and this can then be reclaimed back from the relevant account. This can be done using an ACCOUNT WITHDRAWAL FORM. Payment will only be made on the production of receipts. A COACH AND UMPIRE PAYMENT FORM can be submitted as a receipt for payments to Umpires, Coaches and Referees. Payments will be made by bank transfer.

Steps for Collecting Funds Already Spent

- Step 1 – The Account Withdrawal Form is completed by a Committee Member or Officer
- Step 2 – A second committee member is required to authorise payments of £50 or above for sports clubs, societies and groups. The Senior Student Adviser will authorise payments of £51 or above for networks.
- Step 3 – The Finance Office will normally make bank transfers within 3 working days.

Payment Advances

Occasionally funds may be required in advance of making a purchase. The ACCOUNT WITHDRAWAL FORM should be completed to a maximum of £500 with the estimated costs. It is imperative that receipts are obtained and submitted to the Finance Office within one week of the advance being made. The Finance Manager will routinely notify the Activities Manager or Senior Student Adviser of any person failing to do so. As advances are usually an estimate of how much something will cost, any funds left over should be returned to the Finance Office and any additional funds required should be claimed on an ACCOUNT WITHDRAWAL FORM.

Failure to return receipts or payment advances will result in no further advances being paid out to the student and may affect future advances for the sports club, society, network or group. Any suspension to advances for a sports club, society, network or group would be reviewed in the subsequent academic year.

Payment Advance Process

- Step 1 – The Account Withdrawal Form is completed by a Committee Member or Officer
- Step 2 – A second committee member is required to authorise payments of £50 or above for sports clubs, societies and groups. The Senior Student Adviser will authorise payments of £51 or above for networks.
- Step 3 – The Finance Office will normally make bank transfers within 3 working days.

Credit Cards

The ACCOUNT WITHDRAWAL FORM should be submitted in advance with the estimated costs, such as a website screenshot. The sports clubs, societies, networks and groups should then arrange a meeting with the Activities Manager (or another Credit Card Holder) to make a purchase using a Students' Association credit card. The Credit Card Holder can double check with the Finance Office that there are sufficient funds and check for any variances between estimated costs and actual costs before making a purchase. The Students' Association Credit Card details should not be saved in website accounts. The sports clubs, societies, networks and groups should keep a copy of the receipt for their records.

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.