FINANCES AND BUDGETING MANAGEMENT

LSU Committee Training Handbook

Use Ctrl-F to search key words

INTRODUCTION

This training covers how to successfully manage your student group funding, generate income and ensure financial sustainability.

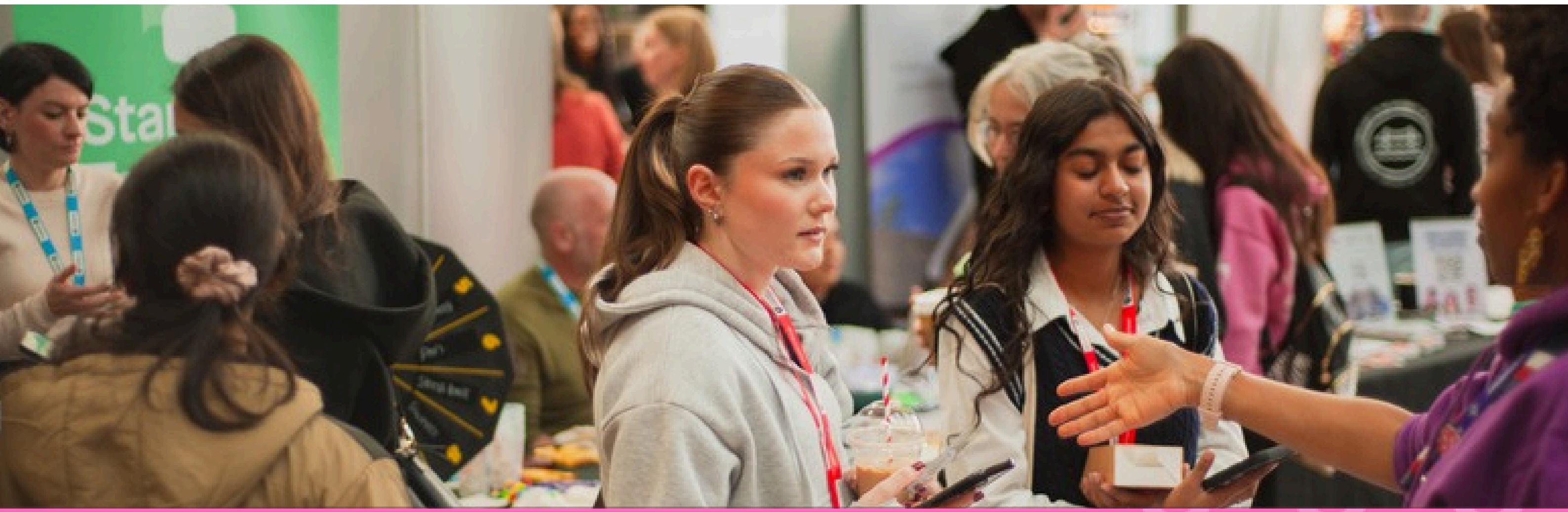
Your funds and how you handle money are your responsibility.
The accounts fall under the monitoring of the Student Union's finance team, but any discrepancies, debt or payments fall under your group to answer for. As committee members you must adhere to the financial procedures policy, processes as outlined by the SU and UK law.

Everybody is Responsible

- Whilst the treasurer should monitor and set budgets, prices and financial plans, the president should be involved in overseeing it in order to ensure plans are in line with the development of the group.

- Events and Social Coordinators should also work closely with the treasurer when setting budgets for their projects and activities or to manage any fundraising.

- If you have seperate roles around kit, equipment, trips, sponsorship or charity, it will also be important to collaborate with them.



THE LEGAL STUFF

- In line with UK Charity Law, Student Groups cannot hold money long-term in a bank account with any other provider, including personal accounts and any bank accounts opened under your Student Group's name.

- As a charity, the SU cannot legally, directly donate money to other charities. In order to make donations from your group account, it must go through the charity donation form.

- Use of your funds must only be for purchases relevant to the group and club activities. Funds legally cannot be used for personal use or benefit and be in line with UK legal definition of fraud.

Donating to Charity

Any fundraising for an external charity must go through the Charity Fundraising Donation Form.

You can use JustGiving or GoFundMe accounts, but there is no way to link it to your SU account. You must therefore have the funds go directly to the charity, with a final donation form being submitted at the end.

Budgeting

BUDGETING

WHY CREATE A BUDGET?

You must set a budget at the start of the year based on what your money was used for last year, what your current balance is and what your committee is planning for next year.

- Ease of communication and sharing information
- Helps you to visualise a year of finances and plans
- Supports you in avoiding overspending or wasting money
- Will be needed if asked for by the Activities Team

We have a master budget template that you can use as linked here.
This includes an example of what can be expected, a year overview, event budgets and kit orders.

Log Date	Purpose/Item	Source/Link	Person In Charge	Quantity	IN/OUT	Total Price	Process Update
	Balloon Arch	Amazon	Event Coordinator	x2	OUT	-£30	PAID
	Table Cloths	Amazon	Event Coordinator	x40	OUT	-£99	PAID
	Ticket Printing	Canva	Publicity Officer	x200	OUT	-£37	PENDING APPROVAL
	DJ Cost	Daniel Jones	Event Coordinator	x1	OUT	-£150	PENDING INVOICE
	Venue Hire	City Rooms	Event Coordinator	x1	OUT	-£1,450	PAID
	Table Toppers	Amazon	Event Coordinator	x40	OUT	-£251	PAID
	Trophies	Silver Trophies	Publicity Officer	x10	OUT	-£98	PENDING PAYMENT
	Certificates	Canva	Publicity Officer	x10	OUT	-£27	PENDING PAYMENT
	Caterer Hire	Anmol	Event Coordinator	x1	OUT	-£200	PAID
	Ticket Sales	MSL	Treasurer	x200 at £35	IN	£7,000	PROCESSED
	Sponsorship	Erray Storage	Treasurer	x1	IN	£500	PENDING APPROVAL
						£5,158	

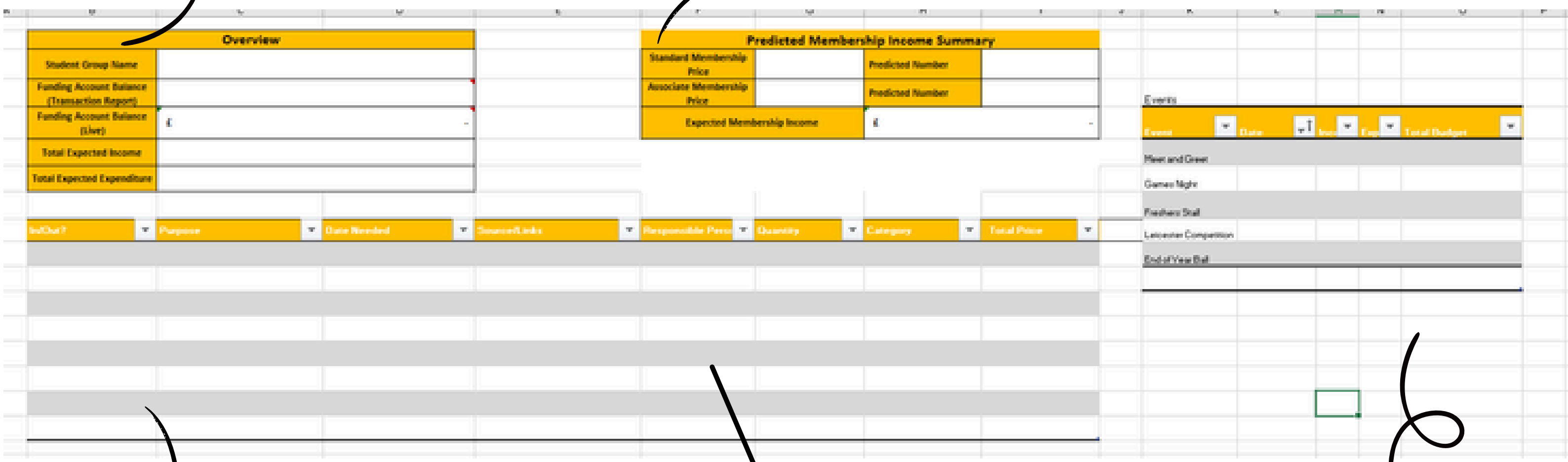
Year Overview | Event Template | Order Template | Sheet4

CREATING A BUDGET

When creating a budget, make sure to consider the following:

Make sure the budgets are agreed on with those involved based on what is necessary, justifable and financially responsible.

You can check how much was made from previous years by utilising your 'sales reports' tab via the website admin tools.



Ensure you are consistently updating your tracker. Tip: Set a specific time in the week to do so.

Always ensure you have spare budget left over for odd payments and for sustaining financial stability.

Don't rely on sponsorships or grants! Start with what you know you can work with and treat additional incomes as a boost.

Generating an estimation or price point:

Is the amount accessible and inclusive to those with financial hardship?

How much was made before? Would an increase provide additional profit if desired?

If its an income, can you justify the amount? Is the asking point reasonable?

Can you cover the cost of expenditures? Can you ensure that the income balances out?

Have you considered any additional or different expenditures this year?

Have you doen your research? How much does items cost and what needs to be prioritised?

KEEPING TRACK

Finance Reports:

You will receive weekly reports via your distrubution email, from the finance team. Here your transactions both in and out as well as your current balance will be confirmed.

If you can't see money that you are expecting on your report, please chase this up with su-finance@le.ac.uk in case they have unallocated funds.

Use your finance reports to update your budget and keep track of your finances.

Refunds:

Don't forget about refunds, plan for unexpected refunds and payments, which might come up.

- We do not process refunds via the reimbursements portal, this must instead be done over email within 21 days of purchase.

- After 21 days, the refund is then at the discretion of the committee. The only exception is memberships purchases solely made for running in the election, which is not refundable.

- Payments made as part of the instalment process, are not eligible for refunds until all payments are made.

Making Payments

MAKING PAYMENTS

What can and cannot be paid for using your student group account?

- ✓ Resources and materials that will be used during the event/activity for participant use or to aid committee with running the event
- ✓ Competition, event or activity entry fees
- ✓ Transport to/from events, trips or activities
- ✓ Promotional marketing materials
- ✓ Reusable equipment or kit

- ✗ Personal use or anything for individual gain
- ✗ Paying committee or other people for services without qualification or self-employment registration proof
- ✗ Paying for committees memberships
- ✗ Alcohol (without prior authorisation)
- ✗ Making direct donations to charity

Ultimately it is at the discretion and approval of the Activities or Finance Team.

2 WAYS OF DOING IT!

Reimbursement:

For when somebody on committee makes the payment directly and needs reinbursing for the payment they made on behalf of the group.

<u>Examples are:</u>

- In person payments with receipts
- Uber or direct transport payments
- Fuel reimbursements
- Situations where you need specific accounts or log in to pay

Pay Direct:

For when you are paying via an invoice, online or with a company. We recommend this method when the item does not require immediate payment.

<u>Examples are:</u>

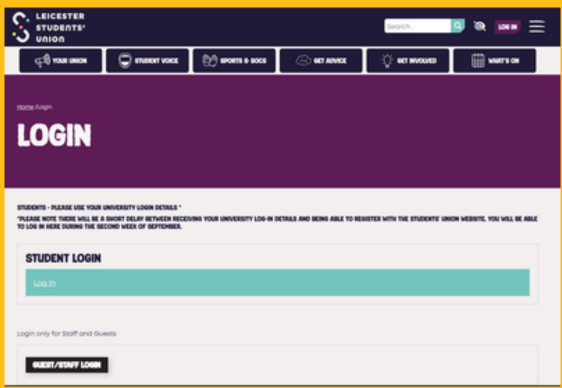
- When you have an invoice, bank details or link to pay
- Large purchases such as venue hire or kit orders
- Deposits on venues, orders or equipment
- Anything else! Always pay directly where possible

Anybody on committee can submit a request other than the president.

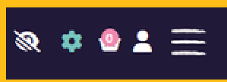
HOW TO SUBMIT A FINANCE REQUEST

To make a payment, your Student Group will need to submit a reimbursement request on the Students' Union Website. The process is as follows:

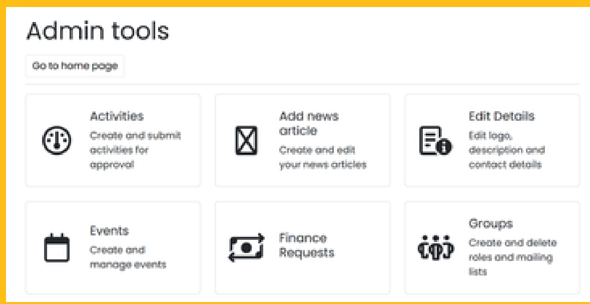
1. Log into the SU website using your student account



2. Go to your admin tools and select 'finance requests'

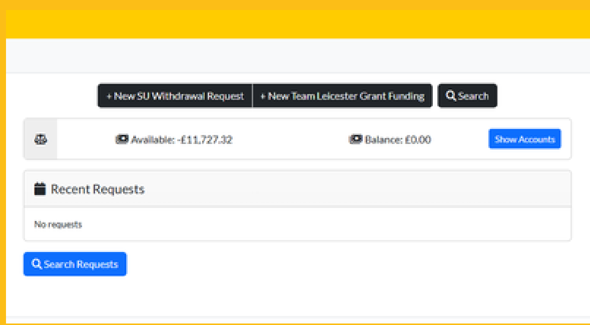


Cog Symbol

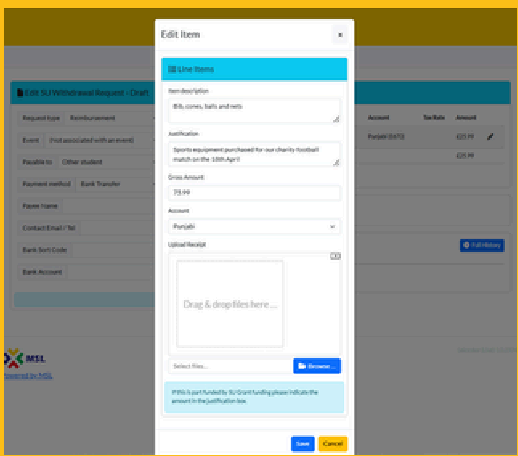


3. Select 'New SU Withdrawl Request'

For Team Leicester Groups - You can also select your Team Leicester funding here, be aware of which pot you are drawing from



4. Submit your request!



The process from there is as follows:

1. Submission of the request
2. Treasurer approves it (or refers it for re-review)
3. President approves it (or refers for re-review)
4. Activities Team approve it (or decline/refer)
5. Finance Team process the payment (normally within 5 working days)

Accepted/Rejected Proof of Payments:

Requests must include proof of payment such as a receipt, invoice or payment confirmation. This must include proof of the total price being asked for relating to the purpose of the payment.

- ✓ Printed Receipts (Total costs and items must be included)
- ✓ Invoices (Must include purpose of the purchase and bank details)
- ✓ AA Map Calculations (for fuel reimbursement)
- ✓ Payment Confirmations (Digital receipts provded by the supplier)

- ✗ Handwritten Receipts
- ✗ Bank Statements
- ✗ Receipts without item description or cost breakdowns
- ✗ Text messages or emails
- ✗ Anything that does not evidence a transaction being made

Common Reasons For Referral/Rejection:

- No proof of payment provided.
- Receipts not being readable or badly scanned.
- Gross amount not matching the amount in the proof.
- Not enough justification or relevancy.
- Payee name not matching the account details.

Fuel Reimbursement:

To reimburse fuel, you should use AA Route Map to show the route the payee has taken.

We reimburse fuel at a maximum rate £0.45 per mile. We don't reimburse car travel according to petrol station receipts.

A copy of the route and the calculation should then be attached as evidence in your reimbursement request.

Generating Income

GENERATING INCOME

Student groups are required to be financial independent and self-efficient with generating income for themselves.

You can create income through:

- . Membership sales
- Selling products, merchandise or resources at a profit
- Sponsorship and external partnership
- Ticket sales and event participation
- Fundraising initatives
- Academic department partnerships

Invoices and Payments:

You can use the Invoice Template to invoice a third party, such as a sponsor, for money owed to the group. This contains the bank details and address of the Union finance office. Be aware that if the third party doesn't reference your group, the funds will not be allocated into your account.

SU Account Bank Details:
Reference: Your Student Group Name
Bank Name: Nat West Bank
Account Name: University of Leicester Students' Union account (LUSU)
Account Number: 00940690
Sort Code: 56-00-55

MEMBERSHIPS

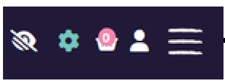
Memberships must only be sold on the SU website. They are automatically put on sale from the 1st September by the Activities Team, using the information provided in your Constitution.

Please do not attempt to put them up yourself as it will not link to an actual product and will cause further issues.

<u>Here's some guidance on memberships:</u>

- We recommend a minimum of £5 charge, but that you are cautious to ensure it reflects what you are offering.
- Ensure you are transparent about what comes with membership and what it goes towards with your members.
- A larger up front payment at the start of the year is recommended as it gives you a better budget plan for the rest of the year.
- Cheaper memberships are more accessible for entry but can spread costs thin and make it harder to budget unless you are a group that does not require large payments throughout the year.
- To add or change memberships, you must update it in your constitution and then send it to the Activities Team for re-approval.

You can track membership sales and your members via your website admin tools:



Cog Symbol

Sales Reports
View membership, products and ticket sales

Members
View members

SPONSORSHIPS

Sponsorships can take many forms including:

- Monetary
- Discounts on products and services
- Skill exchanges

Consider what your Student Group would like to gain from the sponsorship, consider publicity and professional expertise instead of only thinking about finances.

FINDING A SPONSORSHIP

What kind of company or organisation would be relevant to your group?

Make sure that the company reflects your values. What benefit do your members get from it and how does the organisation reflect on you as a group?

How likely is it that the organisation will want to work with you?

Local or smaller business are more likely to respond.
But also the more relevant you are to them, the more likely they are to work with you.

Put yourself in their shoes, what is appealing about you and your platform?

At the end of the day it is an exchange. Consider what it is that you offer them. Show how your platform is unique and beneficial. Ensure you consider both ends of the deal, not just what they can give you.

SPONSORSHIP DONT'S

The following sponsorship options are not permitted:

- Pizza companies (due to the Students' Union's agreement with Dominos)
- Gym providers (due to us having facilities on campus)
- Sports kit providers (Team Leicester only)
- Fur Traders
- Gambling Companies
- 'Adult service providers'
- Animal breeders
- Housing companies (due to the Students' Union's agreement with Sulets)

PROCESSING SPONSORSHIPS

- **Before signing anything, you must send contracts or agreements to the Activities Team where we will review it in order to ensure your contract is fair and in line with our guidelines.**
- **Please use the sponsorship template.**
- **When you are invoicing a company, please copy su-finance@leicester.ac.uk in or let the finance team know separately when you are expecting money.**

GRANT FUNDING

Every year, the SU has funds to support affiliated Student Groups in their development, and achieving their constitutional aims and objectives. This money is awarded to help cover the costs of Student Group events, campaigns, trips, equipment and much more.

Key Details:

- Grant Funding is an application and grant process, not an automatic allocation or guarantee. It is ultimately based on the Societies Council's decision based on the other applications, relevancy and impact.

- It should be treated as a potential boost opportunity. So do not rely on it when creating budgets or plans.

- Please always read through the handbook before applying.

- Maximum Asking Amount 26/27:
  £1000 - All groups and tier 1-3 Team Leicester
  £1450 - Performance groups, non-TL sports clubs and tier 4 TL

- Applications are done termly, in the holiday before the funding is needed in. There are set deadlines and application dates, so please check via the finance webpage.

WHAT CAN IT BE GRANTED FOR?

Can Apply For:
Purchasing resources or equipment that is reusable and has longevity, with direct correlation to the student group purpose
For subsidising costs of large impact or one-off opportunities that benefit all members and would otherwise not be accessible to students
For supporting development initiatives that would otherwise not be possible or accessible to students or have a high impact on the student groups development

Cannot Apply For:
Single-use unsustainable purchases or items that cannot be reused
Events/purposes that can otherwise be covered financially by the student group, participants or self-efficient fundraising
Anything that only benefits the committee
Anything that benefits non-uol students in any capacity
Events/opportunities that have already happened as a reimbursement of costs
To cover debts or overdraft funds in the student groups account
All of the costs to be covered by grant funding, with no evidence of self-efficient funding or student group contributions (without a justifiable reasoning)
Any purposes that occur outside of the term you are applying in. You can only use the funding within the term that it has been approved
Anything that exceeds the £1000/£1450 maximum that you can ask for
For purchasing alcoholic products or for the purpose of gambling
For charity donations or fundraising towards charity/charities (due to UK Charity Law)
Groups with a membership price below £5

THE PROCESS

Student Group Submits The Application By the Deadline

Application is Reviewed by the Activities Team at which point it is rejected or referred to the Societies Council:

Societies Council

Will then review the application and respond with one of the following:

Rejected

You have the option at this point to appeal the decision if you feel it was made unfairly or with missing knowledge/information.

An appeal can then either be approved or rejected. At the point of rejection following an appeal, no further appeals can be made.

Approved

You need to specify that the expenditure is coming from grant funding on your withdrawal request. It is not automatically transferred.

Referred

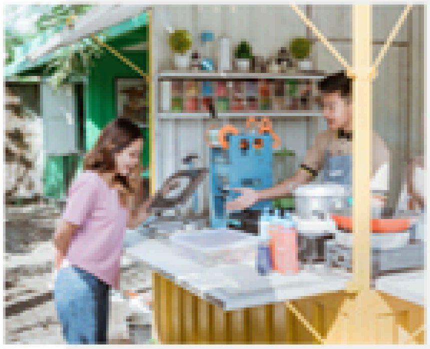
You will be asked for additional information and answers to questions to be sent to the council for further consideration.

At this point your application could either be approved or rejected. At the point of rejection following a referral, no further appeals can be made.

Fundraising Guide

PERFORMANCES/BUSKING

If you are an arts/performance group, you could put on charity performances, busking or flash mobs. You can do this on campus at no cost and it is a fun way to catch peoples attention.



STALL SALES

The classic example is a bake sale but you could also hire a stall to do second hand car boot style sales, sales of work produced by members or merchandise sales.

SPORTS/MARATHON GO FUND ME'S

You could do sponsored activities such as danceathons, marathons, walk challenges or anything that is classed as a challenge that people sponsor members of your society to do. For example, taking the activity your society does and doing a 12/24 hour sponsored event.

CHARITY SESSIONS/EVENTS

You could put on an event on campus where peoples ticket sales go towards charity. For example a charity sports tournament, give it a go session or themed workshop .e.g. if your a medical group raising money for cancer research, doing a career based workshop themed around that.

THEMING YOUR SOCIAL

A great way to get people involved is to theme your social that week to the cause, getting people to dress up as something related. For example, if your doing breast cancer awareness, getting people to come to social wearing pink and with a donation. This can then be incorporated into your social activites.

Whatever it is you do, please make sure you are being respectful and considerate of the cause you are raising money for, ensuring you are not sending the wrong message! Make sure your event is unique, appealing and accessible.

STUDENTS' UNION

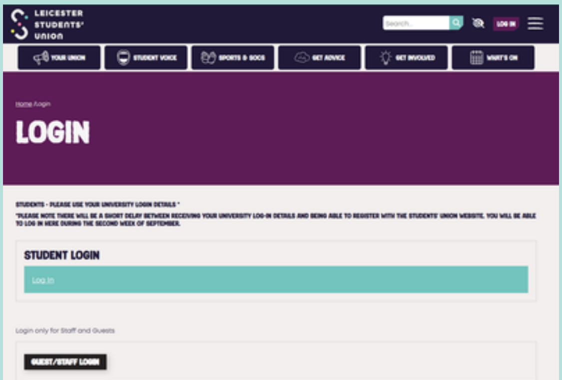
Using the Website

PRODUCTS AND REPORTS

As a student group, you can set up products for any payments outside of the membership such as kit orders, merchandise or event tickets.

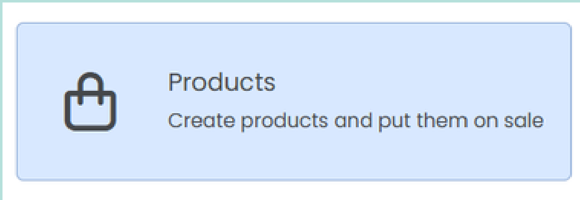
Here is how to:

1. Log into the SU website using your student account



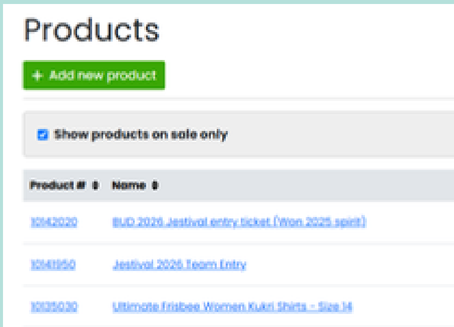
2. Go to your admin tools and select 'products'

Cog Symbol



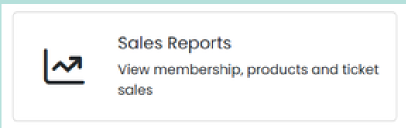
3. Select 'Add New Product'

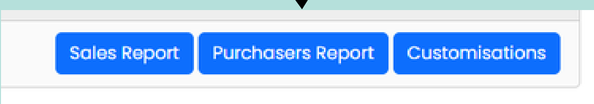
Make sure you specify an end date to avoid it staying on your webpage past the selling point!



4. Check Your Sales/Purchaser Reports via the Seperate Admin Tool

Make sure you specify the dates from when they went on sale until now.





Products show up at the bottom of your student group webpage under the 'products' tab.

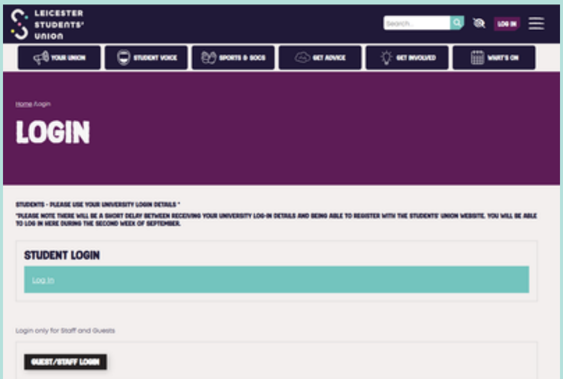
TICKET SALES

Any and all ticket sales for Student Group events must be done through our website and not through seperate providers such as EventBrite and Fatsoma.

This is so that the funding raised automatically goes into your student group account and is therefore traceable.

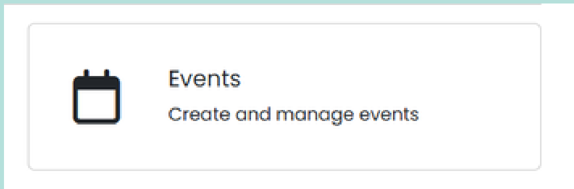
If you have tickets for externals such as other university students, they will just need to make a guest account.

1. Log into the SU website using your student account

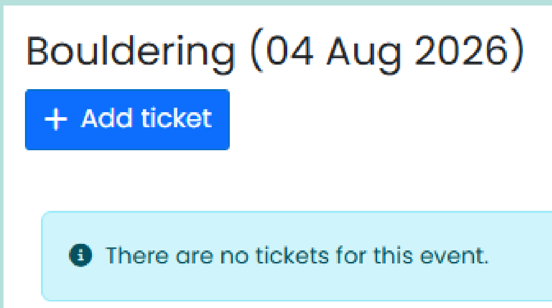


2. Go to your admin tools and set the event up using the 'events' tab

Cog Symbol

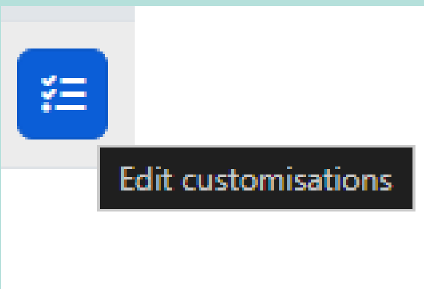


3. Once the event is set up, go to the 'tickets' tool and add tickets



4. Customisations

You can add customisations to tickets if you need specifications on dietary requirements, accessibility or contavt information.



To keep track of purchases, please follow the steps in the prior page regarding sales/purchaser reports.

INSTALMENT PLANS

Memberships:

The Membership instalment plan is a procedure where societies can set up an instalment plan for members to pay their membership costs in installments, to support students affected by the cost-of-living crisis or financial hardship.

- For a SG to be eligible for the instalment plan, their membership costs must be £30 or more.

- The instalment plans for memberships must only be set up by the Activities Team. Please do not attempt to set it up yourself as the membership will not work.

- Membership instalments are not applicable to Team Leicester Sports Memberships.

More information on the process can be found in the plan and procedure document.

Products and Tickets:

Student groups can set up instalment plans for any products, outside of the memberships, themselves.

You just need to set up the instalments as seperate products vai your admin tools. Ensure that they have different start and end dates in line with when the instalments need paying and that it is clear which instalment is which.