



# Club Conference 2011: Club Finances

Buying, saving, invoicing,  
claiming and *not* going  
over budget.

# Aims of the session

Know where your money comes from

Understand your financial  
responsibilities

# Your Accounts

## UBS (Grant) Account

- Day-to-day expenditure: transport, equipment, wages, facilities
- Flexible expenditure (within reason)
- Accounts are zeroed every year

## Guild Account

- Fundraising and social activities
- Rolls over every year
- Long-term saving/expenditure

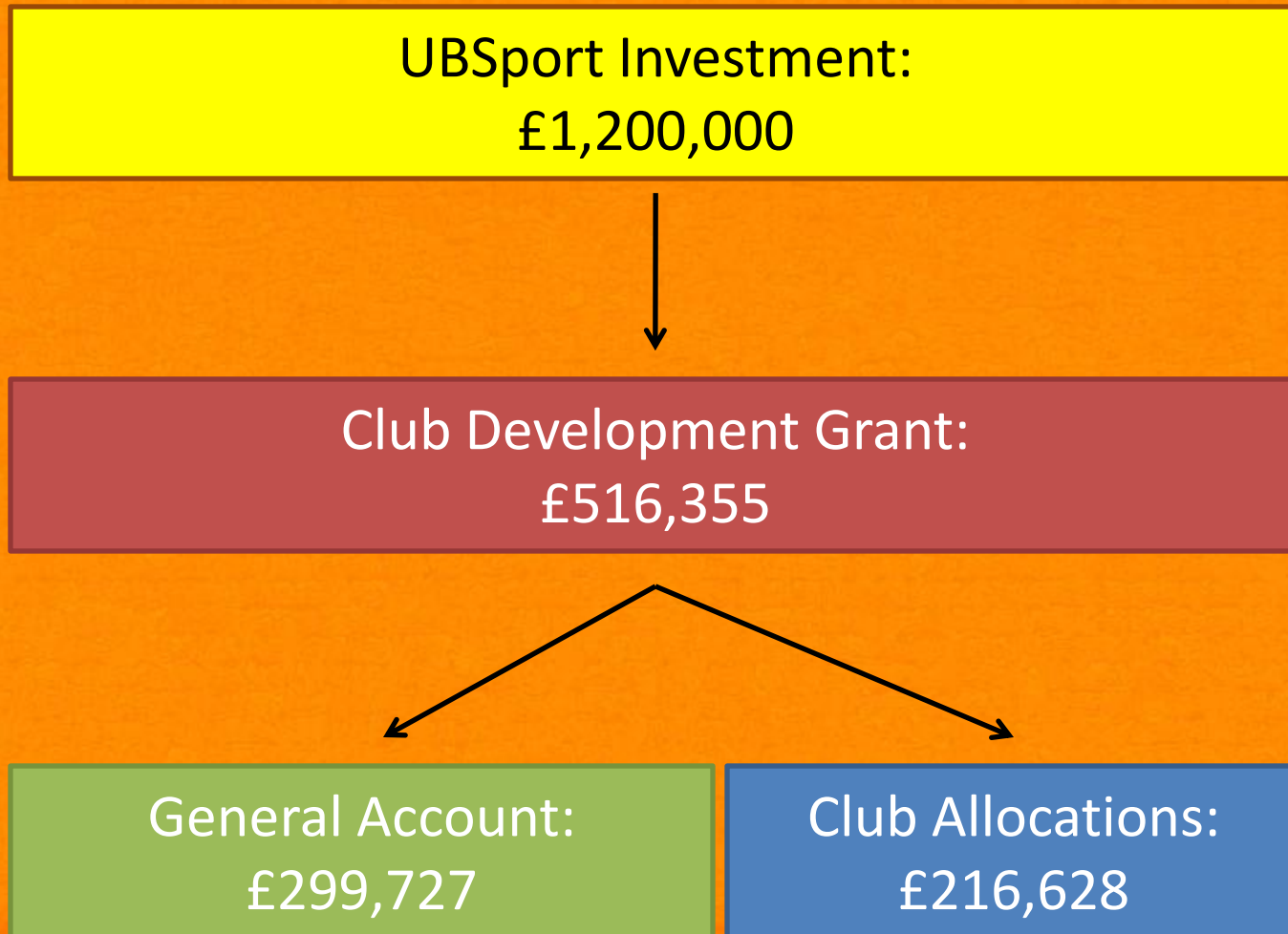
# Guild Account Overview



Welcome:

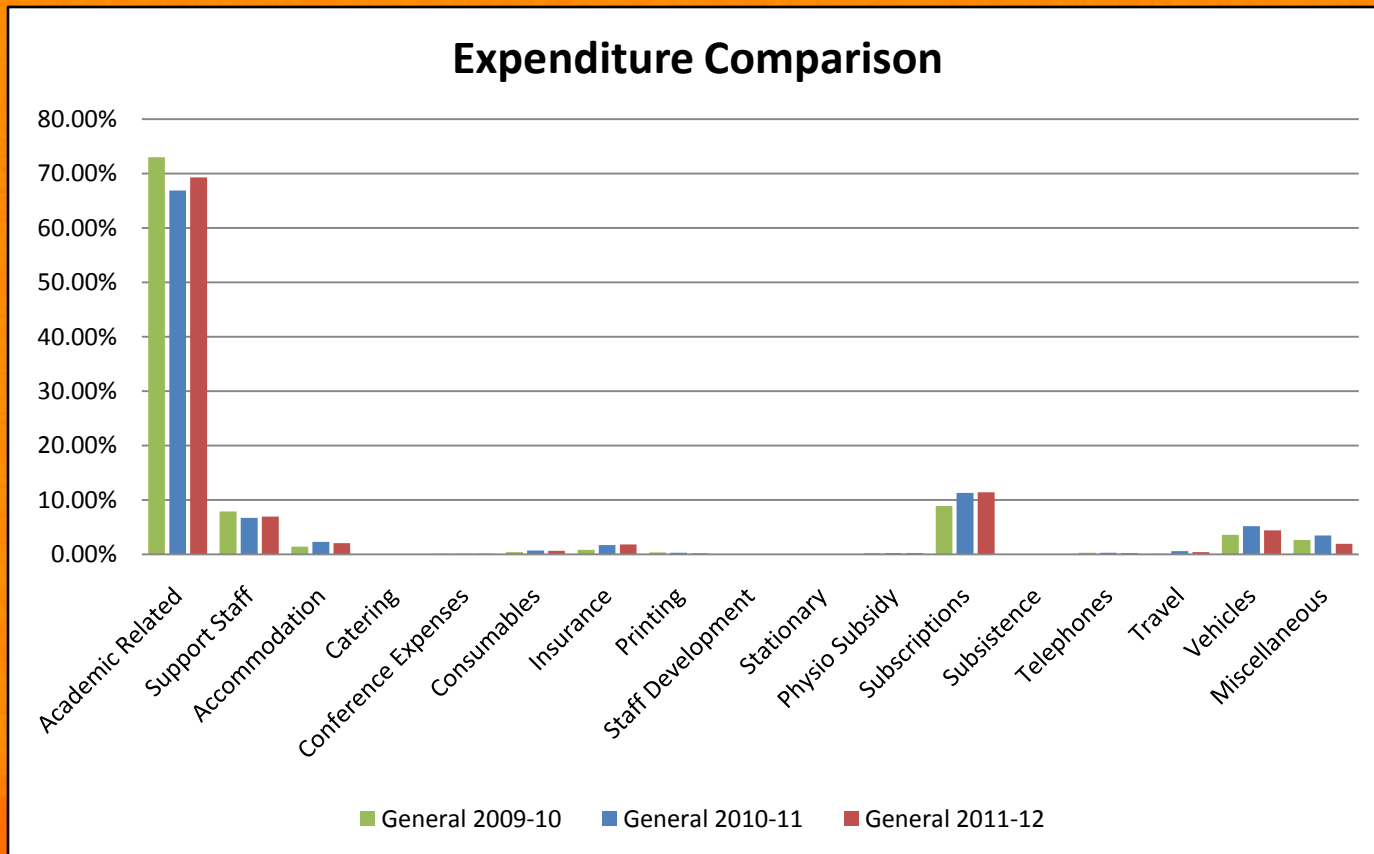
**Steve Streatfield**  
Student Group Coordinator

# UBS Overview



# Club Development Expenditure

General Account:  
£299,727

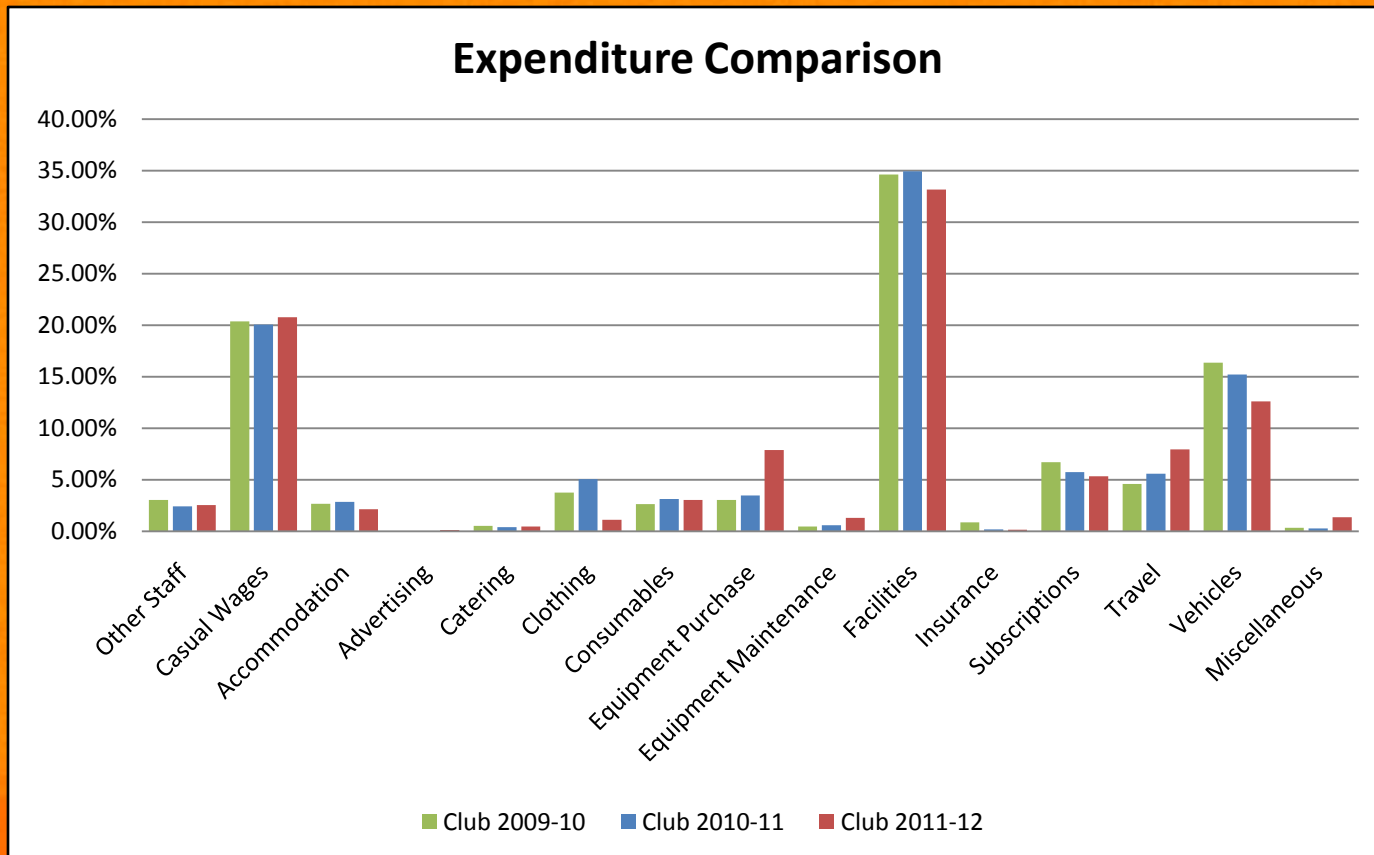


# Club Expenditure

Club Allocations:  
£216,628



Club Income:  
£335,348



# How Budgets Work



- Must meet income to spend entire budget
- Cannot overspend without bringing in extra income
- Expenditure is flexible – to a point

# Club Expenditure

## Committed Spends

Wages

Facilities

Insurance

Subscriptions

## Restricted Spends

Accommodation

Equipment

Transport

Vehicle hire

There is flexibility within the budget –  
but not at the cost of committed spends

# Spending Money: Internals

- Costs inside the University
  - Catering
  - Facilities
  - Transport



## **Timescale:**

Automatically debited at the end of each month

# Booking transport



For everything else:

- Pick up form outside Sports Dev Office
- Take to Transport Services
- Need a week's notice

# Spending Money: Invoices

- Companies and organisations must first be set up on our Approved Supplier List
- Invoices addressed to UBS
- If urgent you need to tell us!



## **Timescale:**

Approved Supplier List – 2-3 days

Payment – as per invoice details

# Spending Money: Credit Card

- Used for online and phone payments
- Predominantly used for travel and accommodation
- £500 per transaction; £5,000 per month
- Must come into the Sports Dev Office to use



## **Timescale:**

Transport and accommodation:  
a minimum of 3 working days prior to date





# Club Income

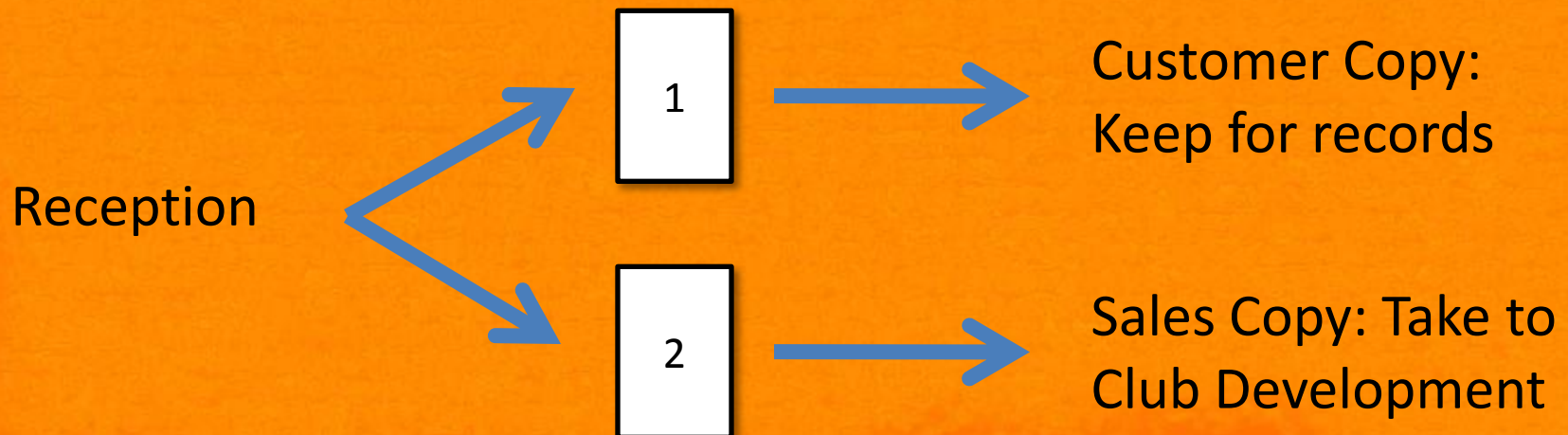
1. Membership fees
2. Match/Mat/Competition Fees
3. Sponsorship
4. Fundraising

Must meet income to spend entire budget



# Paying in Money

- Pay all money in at Munrow Reception
- Keep one receipt and bring other to Sport Development Office



# Common Problems

Affiliations

Transport

Incorrect receipts

Time constraints

# Keeping Track of your Money

- Termly 1-1 Meetings
- Monthly reporting:

Expenditure - Pay	August	September	October	November	December	January	February	March	April	May	June	Cumulative	Budgeted	Remaining
Other Staff			£90.00	£85.00	£130.00	£90.00	£175.00	£455.00	£1,786.00			£2,811.00	£2,430.00	-£381.00
Casual Wages			£842.00		£420.00			£500.00		£1,000.00	£830.00	£3,592.00	£3,960.00	£368.00
<b>Sub total</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£932.00</b>	<b>£85.00</b>	<b>£550.00</b>	<b>£90.00</b>	<b>£175.00</b>	<b>£955.00</b>	<b>£1,786.00</b>	<b>£1,000.00</b>	<b>£830.00</b>	<b>£6,403.00</b>	<b>£6,390.00</b>	<b>-£13.00</b>
Expenditure - Non-Pay	August	September	October	November	December	January	February	March	April	May	June	Cumulative	Budgeted	Remaining
Accommodation								£300.00	£417.00			£717.00	£1,620.00	£903.00
Advertising												£0.00	£0.00	£0.00
Catering						£600.00			£217.50			£817.50	£375.00	-£442.50
Clothing												£0.00	£0.00	£0.00
Consumables		£1,168.00										£1,168.00	£1,023.00	-£145.00
Equipment Purchase												£0.00	£0.00	£0.00
Equipment Maintenance												£0.00	£0.00	£0.00
Facilities		£2,010.00	£2,680.00	£3,802.25	£2,815.20	£755.30	£5,418.52		£3,077.90	£469.00	£3,350.00	£24,378.17	£24,118.00	-£260.17
Insurance												£0.00	£0.00	£0.00
Subscriptions				£1,131.00	£1,456.73		£1,138.50		£1,920.00			£5,646.23	£3,818.00	-£1,828.23
Travel		£69.00	£18.00	£862.40	£1,133.75		£394.84	£1,364.11	£553.50	£984.93		£5,380.53	£9,744.00	£4,363.47
Vehicles			£3,403.62	£5,706.98	£2,084.10	£1,425.20	£2,146.08	£2,448.37	£864.64	£181.76		£18,260.75	£18,390.00	£129.25
Miscellaneous												£0.00	£225.00	£225.00
<b>Sub total</b>	<b>£0.00</b>	<b>£3,247.00</b>	<b>£6,101.62</b>	<b>£11,502.63</b>	<b>£7,489.78</b>	<b>£2,780.50</b>	<b>£9,097.94</b>	<b>£4,112.48</b>	<b>£7,050.54</b>	<b>£1,635.69</b>	<b>£3,350.00</b>	<b>£56,368.18</b>	<b>£59,313.00</b>	<b>£2,944.82</b>
Income	August	September	October	November	December	January	February	March	April	May	June	Cumulative	Budgeted	Remaining
Miscellaneous				£1,332.46	£1,231.05			£3,604.00				£6,167.51	£9,539.00	£3,371.49
Membership								£19,730.00				£19,730.00	£17,235.00	-£2,495.00
<b>Sub total</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£1,332.46</b>	<b>£1,231.05</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£23,334.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£25,897.51</b>	<b>£26,774.00</b>	<b>£876.49</b>
													Amount to spend if spending stopped now:	£2,055.33

# Your responsibility

- Meet your income
  - Ensure members pay their fees
  - Bring in agreed match fees
  - Fundraise to the agreed levels
- Don't spend without authorisation
  - No guarantee that you will be able to reclaim costs

Chris's Final  
Thought:  
Finance is only  
numbers so  
don't let it  
scare you!

