

Club Finances

Looking after the pennies so the pounds look after themselves



Aims of the session



Know how to manage your
income and expenditure

Understand your
financial responsibilities

Your accounts



UBSport Club Account

- Day-to-day expenditure: transport, equipment, wages, facilities
 - Flexible expenditure
 - Accounts run to zero

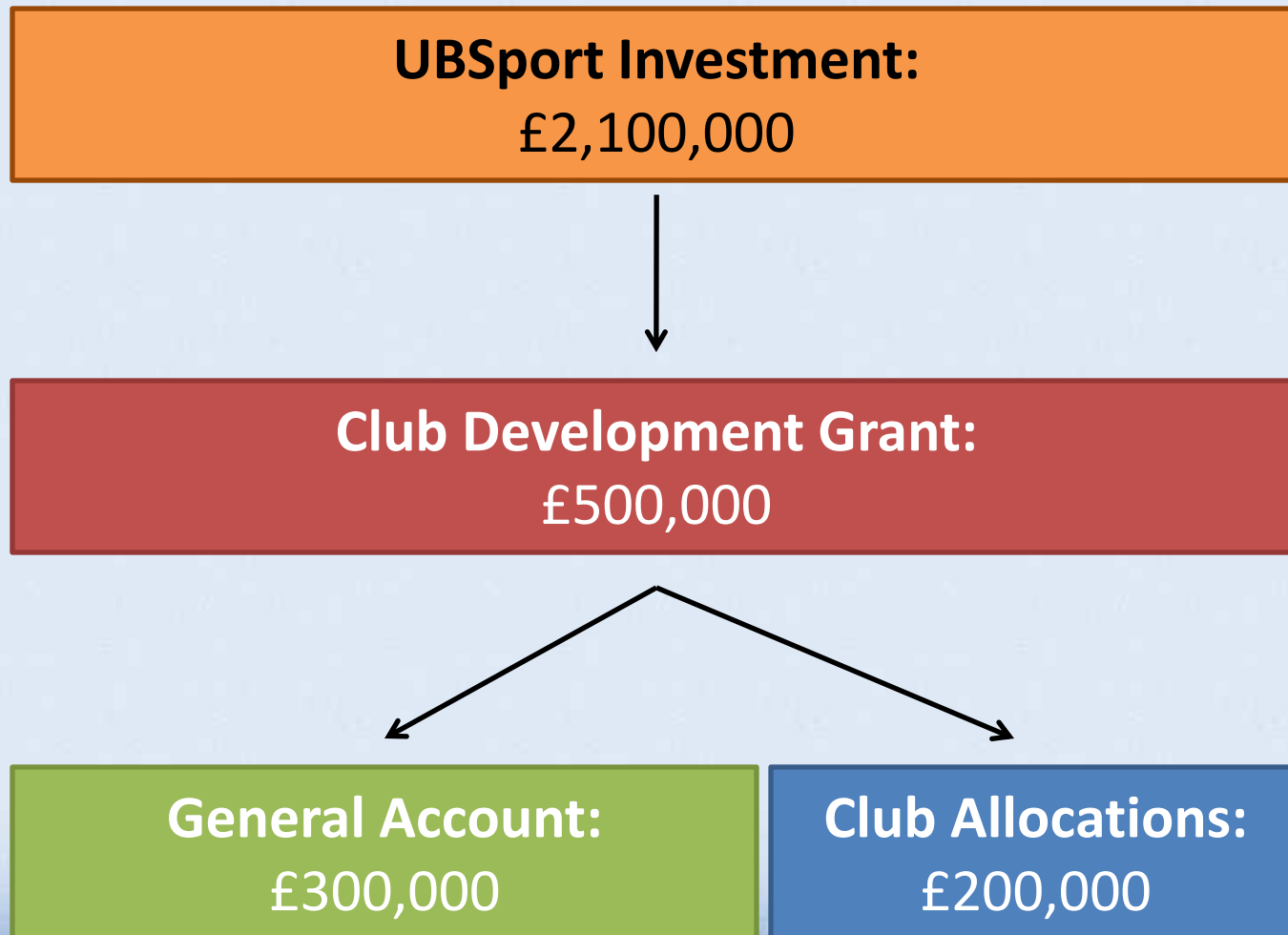
Guild Account

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



Steve Streatfield
Student Group Coordinator

UBSport overview



How budgets work



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

Your responsibility: track money



Termly development 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
Sub total	£0.00	£0.00	£932.00	£85.00	£550.00	£90.00	£175.00	£955.00	£1,786.00	£1,000.00	£830.00	£6,403.00	£6,390.00	-£13.00
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
Sub total	£0.00	£3,247.00	£6,101.62	£11,502.63	£7,489.78	£2,780.50	£9,097.94	£4,112.48	£7,050.54	£1,635.69	£3,350.00	£56,368.18	£59,313.00	£2,944.82
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
Sub total	£0.00	£0.00	£0.00	£1,332.46	£1,231.05	£0.00	£0.00	£23,334.00	£0.00	£0.00	£0.00	£25,897.51	£26,774.00	£876.49
													Amount to spend if spending stopped now:	£2,055.33

Club income



1. Membership fees
2. Match Fees
3. Sponsorship
4. Fundraising

Must meet income to spend entire budget



Fundraising



Balloon Launch FAIL - Funny & Original Balloon ...



Paying in money



Pay all money in at Munrow Reception



Can't accept personal cheques
or
Large amounts of cash

Your responsibility: income



Meet membership targets

Bring in agreed match fees

Ensure sponsors honour their contract

Fundraise to the agreed levels

Club expenditure



Committed costs

Wages

Facilities

Insurance

Subscriptions

Flexible costs

Accommodation

Equipment

Transport

Vehicle hire

There is flexibility within the budget –
but not at the risk of committed expenditure

Spending money: internals



- Costs inside the University
 - Catering
 - Facilities
 - Transport



Timescale:

Automatically debited within the first few days of subsequent month

Booking transport



For everything else:

- Pick up form outside Sports Development Office
- Take to Transport Services
- Need at least 1 week's notice

Spending money: invoices



- Companies and organisations must first be set up on Approved Supplier List
- Invoices addressed to UBSport
- 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
- £500 per transaction; £5,000 per month
- Must come into the Sports Dev Office to use



Timescale:

Transport and accommodation:

As early as possible; minimum of
3 working days

Spending money: wages



UNIVERSITY OF BIRMINGHAM FIN14 NON STUDENT
 REQUEST FOR PAYMENT OF FEES AND EXPENSES
 (for claimants who are not staff or students of the University)

SECTION 1: Personal Details (All boxes to be completed in block capitals)
 N.B. Please refer to guidelines before completing this claim as any omissions will result in the form being returned and the payments delayed.

Payroll ID No.		Finance Office Ref	
National Insurance No.		Employer/school for whom work completed	UBS, MUNROUS
Surname		Title	First payment of fees claimed? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N
Forename		Bank Name	
Date of Birth		Sort Code	
Gender		Account Number	
Ethnic Origin Code		Disabled	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N
Nationality			
Email Address			

Home Address:	Account Codes	£ Amount	p
	47515 TW2 251576	500	00
	Total	500	00

SECTION 2: DETAILS OF APPOINTMENT CODE
 (Code to specify nature of work can be found on the guidelines) N3C

SECTION 3: DETAILS OF FEE TO BE PAID (Payment will be made in accordance with University and Inland Revenue Regulations and processed in the next available weekly payroll run)

DESCRIPTION AND EXACT DATES OF WORK (INCLUDING HOURS WORKED AND RATE USED)	£	p
Dates of Work From To 1/4/11 30/4/11 ATHLETICS COACHING	500	00
EXPENSES RELATING TO ABOVE FEE		
Travel by car	From To	Miles Rate
Other		

CONFIRMATION OF EMPLOYEE ELIGIBILITY TO WORK IN THE UK (TICK BOX USED FROM ATTACHED STATEMENT ON THE GUIDELINES) A B

In submitting this form the Authorising Signatory certifies that the above individual has completed the duties specified, and accepts that if for any reason the costs of this post cannot be met from the source/s identified above, the College will be responsible for meeting the costs from an alternative account.

Claimants signature: *[Signature]* Authorising Signatory: *[Signature]*
 Name: ANJEL MISTRAH Date: 05/02/11 Ext No: 46712
 Date: 29/4/11

- Claim at the end of each term
- Committee must initial forms to confirm hours

Timescale:

Forms processed Thursdays at 12pm
 Payment takes 10 working days



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POLOZKA # 30112572
PSLEV KOBREC
LOZKA # 10157496
V KOBREC
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998,00
1597,00

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1597,00

2097,00
IKEA

500,00

5549,00

Proof of payment is essential!

Train – copy of ticket

Hotel – detailed invoice

Your responsibility: expenditure



- **Claims received within 2 weeks**
 - Includes referee expenses
- Don't spend without authorisation
 - No guarantee that you will be able to reclaim costs
- Correct receipts used



Common problems



Affiliations

Transport

Incorrect receipts

Time constraints

Aims of the session were...



Know how to manage your
income and expenditure

Understand your
financial responsibilities

The sooner you start fundraising the easier it is

Yum Drink
Lemonade 25¢

