

FINANCES: HOW DO THE FINANCES WORK?

Each Society has two accounts which the Union holds for them. This is done to protect individuals from vulnerability. No other external bank accounts may be used.

1. The budget account is the society's primary spending account which is used for the general running of the society; it must be used within the academic year and must be spent by July every year. This account is made up of societies' membership money and potentially a grant which can be requested from the Union at the start of the year.
2. The society will also have a client account in which they can put any sponsorship, fundraising or donations; this money has no "spend by" date and can be used from year to year.

The budgetary panel from the Union can allocate an amount to the Society and disperse it as and when the society has returned the following items:

1. A completed New Society application form and a completed constitution form (returning societies to update constitution and provide previous years End of Year report)
2. Completed Grant request form
3. The names of at least ten members and the four mandatory committee positions, plus their membership monies of £5 per person (to be submitted at a time and date as agreed at the first general group meeting).

The Union will then be able to allocate a grant to the society. The grant is allocated considering a number of factors – whether this is a new or returning society, the previous year's budget, training and development needs, the size of the society and evidence of events and planned objectives for the year, and any equipment costs. Each form is considered on an individual basis, the full list of criteria can be found on the Grant Request Form

Note: New societies are awarded a nominal amount to see how the money is used in the first year.

It is a good idea to give as much detail as possible when submitting your initial forms to demonstrate that your society is planning ahead with clear goals and objectives.

The grant from the Union will only be released when a minimum of ten paid members have paid membership to the society.

- Should a society fail to use their grant they are subject to having their grant removed at any time during the academic year.
- All monies raised by societies via any means must be banked with RGU: Union. No Society is to use an external bank account.
- When a society makes a purchase, an Expense Claim Form must be completed and brought in, with receipts. These must be signed off by the president or treasurer of the society. Expenses will be reimbursed from the Society Budget Account. You will find an Expense Claim Form on our website.
- The CEO, Student Development and Volunteering Coordinator and President Communications & Democracy have responsibility for managing the accounts for societies.
- The elected treasurer of each society has a responsibility for keeping their own records of how much money remains in each the society's accounts.
- There are three ways in which societies can use money from their accounts to pay for goods /



services:

- A member of the Society pays out of their own pocket, and then completes an expenses form which is signed by the president of the individual Society;
- The goods / service are ordered and an invoice is presented to RGU: Union. A cheque can then be sent on behalf of the Society to the company;
- In some instances, RGU:Union will be able to order the goods/ service on behalf of the Society and pay directly.
- Only the amount of money which is held within the society's accounts can be spent.
- The CEO is the authorised budget holder for all societies.
- Sponsorship may be sought from external bodies. This may be financial or gifts in kind. All external bodies agreeing to offer sponsorship must enter into a contract with the society. However, all sponsorship deals must be discussed with the CEO and Student Development and Volunteering Coordinator. It is important that there is no conflict of interest at play in sponsorship deals. If it is felt that further communication is required, a meeting should be arranged with the proposed sponsor, the Society and the CEO and Student Development and Volunteering Coordinator.
- Students should primarily provide account numbers and sort codes with expense forms to receive refunds in a timely manner..
- While your Society meets on university or RGU:Union property, you will be covered by our insurance. However it is up to you, the society, to ensure that you complete a risk-assessment form before attending any events, on campus OR off (risk assessment guidance and a risk assessment form can be found on the RGU:Union website). You will also need to ensure that you are covered when you are off campus; for example, when planning a paintball event, you will need to ask the paintballing venue if their insurance will cover you while you are present. You'll find an external activities form on our website.

BUDGETING

You can arrange your accounts like this so it's easy to keep track of your finances. Don't worry if the print is a bit small here, you can speak to our Finance Officer if you have any queries about arranging your accounts.

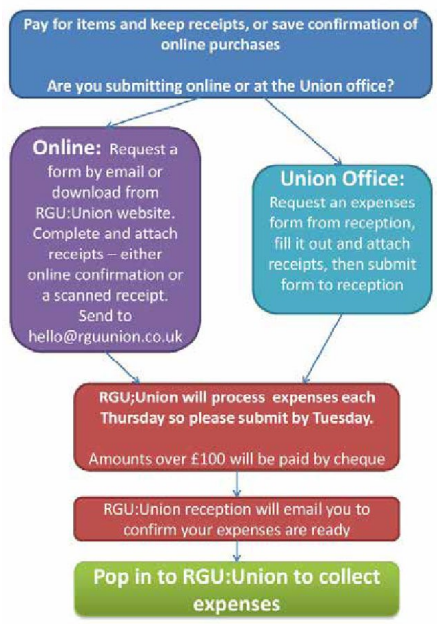
4655 Eddy Merckx Appreciation Society		Budget Acc			
2516					
Date	Description	Membership	Budget	Paid out	Total Paid In
12/10/2016	Budget from RGU:Union		150.00		150.00
11/11/2015	Membership	25.00			25.00
08/01/2016	Membership	75.00			75.00
15/01/2016	Membership	5.00			5.00
10/02/2016	Membership	5.00			5.00
29/02/2016	Photocopy-recharge cost			15.00	
15/04/2016	Fundraising				
	Expense claim - president			25.00	
	Totals	110.00	-	40.00	260.00
	Grand Total	220.00			

Client Accounts:

Client Acc			
Client Acc	Fundraising		
		100.00	
			100.00
Totals		100.00	100.00
Grand Total		200.00	



EXPENSE CLAIM FLOW CHART



BUDGET REQUEST FLOW CHART



FINANCIAL REGULATIONS GOVERNING THE ALLOCATION OF FUNDS OF THE RGU:UNION SOCIETIES

These financial regulations are in accordance with the RGU Students Union's Constitutional Rules.

7. SOCIETY FINANCES

7.1. The Union shall be responsible for the banking and management of all societies funding. No society is permitted to use or set up an external bank account.

7.2. The Staff of the Union shall be responsible for managing the accounts for societies. Each society must elect a Treasurer to keep records of the society income and expenditure. The Union will work with the President and Treasurer of each society to maintain records and process society payments.

7.3. Societies will be given two accounts with the Union.

7.3.1. The Budget Account is the society's primary spending account which is used for the general running of the society with funds such as membership and Union allocated budget. This must be spent by July every year.

7.3.2. The Client Account is the society's savings account which can be used to deposit sponsorship, donations or fundraising for future use as this account can be carried over from year to year.

7.4. Each society shall have designated members who shall be authorised to approve all financial transactions on behalf of the society. The Union must receive up-to-date contact information and sample signatures for each individual, and any changes must be agreed by the society committee.

7.5. Authorised committee members and Union staff shall be responsible for completing all the required paperwork for financial transactions and ensuring no expenditure may be made without sufficient funds present in the society account.

7.6. Societies must provide receipts or invoices for all expenditure. An up-to-date account balance can be requested from the Union's Finance Officer.

7.7. Societies shall receive funding usually through the following sources:

7.7.1. Membership Income: which may be collected by the society or the Union and must be paid into the Union with the necessary membership forms;

7.7.2. Union Grant: which may be allocated to the societies by the Union after consideration of a Grant Request Form;



7.7.3. Fundraising: which is expected to cover the operations of the society in addition to supporting charitable causes and must be undertaken following the Union's fundraising guidelines;

7.7.4. Sponsorship: which must be ratified by Union Staff and the Sabbatical Executive Committee before any contracts are signed with external individuals or companies. Any sponsorship agreements, whether financial or in kind, must not be a conflict of interest and must abide by charity laws.

7.8. Societies shall be able to spend their funds usually through the following methods:

7.8.1. Expenses Claims: where the authorised member of the society pays for an expense themselves, and then collates the receipts and completes an Expense Claim Form and returns this to the Union;

7.8.2. Invoices: where a good or service is ordered and the supplier provides an invoice, which the Union shall then pay on behalf of the society.

7.8.3. Purchases: where the society may work with Union staff to pay directly for an item using the Union's banking methods.

7.9. Societies will be able to apply for a grant from the Union to support their activities during the year. The rules around the distribution of funds shall be that:

7.9.1. Societies must submit the required documentation before a grant can be issued which shall include an inventory, an annual report with details of the previous year's activities, total membership and details of committee members.

7.9.2. Societies must complete and submit a Grant Request Form, detailing their planned activities for the year, their projected expenditure, projected income and request for funding.

7.9.3. All Society Grant Requests shall be considered by the Society Finance Committee, which shall usually include:

7.9.3.1. President (Communication and Democracy);

7.9.3.2. Vice President (Societies);

7.9.3.3. RGU:Union General Manager;

7.9.3.4. Student Development and Volunteering Coordinator.

7.9.4. The Society Finance Committee shall consider the following criteria when assessing society funding requests:

7.9.4.1. available Union funding;

7.9.4.2. previous grant allocations;

7.9.4.3. number of active student members;

7.9.4.4. realistic projected figures;



- 7.9.4.5. planned fundraising activity;
- 7.9.4.6. training of committee members;
- 7.9.4.7. date of submission of application;
- 7.9.4.8. standard of annual report;
- 7.9.4.9. evidence of good financial management;
- 7.9.4.10. plan of activities for coming year;
- 7.9.4.11. interaction with Union and other groups;
- 7.9.4.12. attendance at Societies Forum and events; and
- 7.9.4.13. charitable or community work undertaken by the society.

7.9.5. Funding for societies is not guaranteed and is issued on the assumption that the society and members abide by the regulations and policies of the Union. The Sabbatical Executive Committee have the power to withhold a budget or to inflict a penalty upon societies found to be in breach of stated rules and regulations.

7.9.6. Societies may appeal any decision of the Sabbatical Executive Committee to withhold a budget or to inflict a penalty, any such appeal must be submitted in writing to the President (Communication and Democracy) within 10 working days of the decision of the Sabbatical Executive Committee.

7.9.7. Where an appeal is submitted in writing to the President (Communication and Democracy) within 10 working days of the decision of the Sabbatical Executive Committee, the appeal shall be considered by the Executive Committee who shall have the following options available to them:

7.9.7.1. Prima facie case: where it is deemed a prima facie case exists, the Executive Committee shall refer the case directly back to the Sabbatical Executive Committee for re-consideration, once only, and where any subsequent decision of the Sabbatical Executive Committee is final. The Sabbatical Executive Committee shall communicate their decision to the society. There shall be no further right of appeal.

7.9.7.2. No prima facie case: where it is deemed that no prima facie case exists, the Executive Committee shall submit a recommendation to the President (Communication and Democracy) that the case be dismissed. The President (Communication and Democracy) shall communicate the decision to the society. There shall be no further right of appeal.

7.9.8. Where an appeal is submitted beyond the 10 working day period after the decision of the Sabbatical Executive Committee, then the appeal shall not be considered. The President (Communication and Democracy) shall communicate this to the society. There shall be no further right of appeal.



BANKING

- All Societies shall be given their own Budget and Client accounts by RGU:Union. The Budget account is the Society's primary spending account which is used for the general running of the Society; it must be used within the academic year and must be spent by July every year. This account is made up of societies' membership money and a budget which can be requested from the Union at the start of the year. The Society will also have a Client account in which they can put any sponsorship and/or donations; this money has no "spend by" date and can be used from year to year.
- All Societies shall elect a Treasurer to keep records of Society income & expenditure.
- A Society is not permitted to have a personal/external banking account of any kind. All financial transactions must be made by completing the appropriate paperwork and processing the transactions via the correct channels.
- Designated members of the Society committee shall be authorised as signatories for all financial transactions on behalf of the Society. Full contact details and sample signatures shall be submitted to the Finance Officer at RGU:Union by the authorised signatories prior to the beginning of the academic year. Any changes to these signatories must be agreed by the Society committee and the Union must be notified immediately.
- No expenditure may be made without sufficient funds present in the Society account. Any expenditure must be approved by the Society Treasurer.
- Reimbursements will be furnished only when a Society submits a completed Expenses Form with receipts attached. Expense forms must be signed off by the authorised signatories of the Society and approved by the CEO. Expenses will be reimbursed from the Society budget account.
- An updated account balance can be obtained from the Finance Officer.

MEMBERSHIPS

- All recognised Societies must be open to all Robert Gordon University students.
- Only students of Robert Gordon University and who are members of the RGU:Union shall be eligible to become a Committee Member of their Society.

SPONSORSHIP

- Any sponsorship agreement made with an external individual, company or service provider must be discussed with the CEO and/or the Student Development Co-ordinator before any contracts are signed.

ADMINISTRATION

- All societies shall be given their own print code and e-mail address.
- Societies must not make any public statement (which shall include any statement on the worldwide web) on behalf of the Society if such a statement puts the Union or University at a reputational risk.
- The Sabbatical Committee shall have the power to impose a penalty upon any Society which has acted in a manner prejudicial to the interests of RGU:Union. Societies in receipt of such a penalty have the right to appeal through the Executive Committee.



OTHER USEFUL INFO: SPENDING YOUR MONEY!

As the end of the financial year approaches (31st July) you'll need to make sure all the money from your Budget Account has been spent, as you cannot carry this money over to next year. Your Budget Account contains all your membership money and your budget from RGU:Union – all other money goes into your Client Account and those funds are carried over year-on-year.

So, around March/April, you should look at your balance and figure out a plan for your remaining money. Here are a few ideas of good ways to spend your members' money:

- Purchase some pop-up banners for Freshers Fayre, which you can use at all events throughout the year (ask at RGU:Union for where to order these)
- Other materials for Freshers Fayre – this will save you money from next year's budget if you buy these before the summer
- End of term society gathering – you could put on an event for all your society members, order in some pizzas and make it a social gathering before people go their separate ways over summer
- Order food for your AGM, as everyone seems to be easily won over by the offer of free grub!
- Buy a few prizes for a society raffle – any money raised will then go into your Client Account as it'll be classed as fundraising, so it's a good way of having your money carry over to the following year.

FUNDRAISING GUIDE

As part of our fundraising efforts, RGU RAG has produced a fundraising guide, which is included at the back of this pack and can also be downloaded from our website: www.rguunion.co.uk/getinvolved/societies/forms/

A few important points about fundraising:

If you are doing any fundraising as a society, we strongly advise you to contact RAG for support, but also to make sure you are following the policies on fundraising.

We can supply buckets, lids and security seals for any fundraising events and you will not be able to fundraise on campus without sealed buckets.

All money raised must be paid into your society bank account at the end of each day of fundraising – please do not take money home overnight.

Please keep RAG informed of your fundraising totals so we can add it in to RGU:Union's fundraising figure for the year – email: ragchair@rguunion.co.uk after your event and let them know how you got on.

RAG IS THERE TO ASSIST YOU WITH YOUR FUNDRAISING AND OFFERS MANY BENEFITS (ALL FOR FREE) INCLUDING:

- BUDGETING ADVICE
- EVENT MANAGEMENT ASSISTANCE
- MARKETING/PUBLICITY
- VOLUNTEER RECRUITMENT
- CHOOSING A CHARITY
- NETWORKING AND CONTACTS
- SPONSORSHIP TIPS AND ADVICE
- HEALTH AND SAFETY/RISK ASSESSMENT/INSURANCE ADVICE
- EQUIPMENT

