

STUDENT ACTIVITIES FINANCIAL REGULATIONS & PROCEDURES

The University of Bolton Students Union (UBSU) Sports & Societies Councils are the student bodies responsible for the organisation of Student Activities. As with all Students' Union departments and services, the Sports and Societies Councils are given annual budgets's and are expected to live within the financial constraints.

The purpose of these *Financial Regulations and Procedures* is to instruct student activity officials on the Council financial matters, and to clarify areas where Union staff and Officers of student activities find it difficult to function.

INCOME

Membership Money

- (i) All student activity membership fees must be accompanied by a membership form with the appropriate fee, paid to the Student Activities Co-ordinator at the Students' Union.
- (ii) Membership fees for 2011/12 are:

Sports Clubs	October - December	January - March
BUCS Team Sports	£15.00 per club	£7.50 per club
SU Recreational Clubs	£10.00 per club + (£5.00 if entered into a BUCS competition)	£5.00 + (£5.00 if entered into BUCS competition)
Associate Membership	£25.00 per club	£12.50 per club

Society Membership	Fee
Any Society	£5.00 each
Associate Membership	£25.00 per society

- (iii) The Student Activities Co-ordinator or appointee shall record all monies received in the Students' Union by the issue of an official receipt.

EXPENDITURE

Budget Money

- (i) All club and society budgets must be submitted on the Official Budget Form (available on request from Student Activities Co-ordinator).

- (ii) The treasurer or appointed deputy shall be responsible for the submission budget. Three written quotes must be obtained.
- (iii) Budgets shall be submitted to the chair of Council for inclusion on the Agenda.

Orders

All budgets passed by the Council must be made through the Student Activities Co-ordinator using the Students' Union Official Form.

BRITISH UNIVERSITIES & SPORTS COLLEGES (BUCS)

The Sabbatical Officer of the Students' Union shall sign all competition entry forms for teams.

Match Officials

- (a) Only qualified umpires/referees qualify for payment.
- (b) The treasurer shall complete the official form for the request of fees.
- (c) The treasurer/captain shall collect the monies from the Student Activities Co-ordinator.

No student will be paid for officiating first team matches. Other matches may be officiated if they are qualified and neutral.

FINES

Fines from individuals and teams will not be paid by the Students' Union. Unpaid fines by any student will lead to a suspension from the team by the Sabbatical Officer until the fine is paid.

TRANSPORT

Training/BUCS Matches

- (a) Transport fees paid for training/matches must be accompanied by details of member's names each time there is an SU activity journey.
- (b) Transport fees for training and matches 2011/12
 - Training £1.00 each
 - Matches £2.00 each
- (c) ***Private Vehicles***
Payment will be made for BUCS fixtures only. Students who register their cars must be a member of a club. All cars must be registered with the Student Activities Co-ordinator before a trip commences or monies will not be paid. Forms are available from the Students' Union. Mileage will be calculated before your journey paid at 20p per mile.

Transport for Social Events

Coaches and minibuses may be booked, but due to the expensive hire charges, strict rules must be applied:

- The club/society must endeavour to recoup 50% of the cost of hire.
- The hire of transport must be included in a budget proposal, and submitted at the next available Sports or Societies Council for inclusion on the agenda.

All requests for booking vehicles must be made by the trip organiser to the Student Activities Co-ordinator.

FUNDING FOR COACHING COURSES

Additional training and funding for student activity members can be provided if it raises the overall safety of its members, or raises the level of knowledge or experience within individual activities.

Factors will be based on:

- Student Activity
- Membership Numbers
- How it will improve safety within the activity.
- The current experience and commitment of individuals have towards the activity.
- What committed members will give back into the student activity to train new or existing members?

BANK ACCOUNTS

IT IS AGAINST THE RULES OF THE UBSU CONSTITUTION TO HOLD A BANK ACCOUNT FOR A CLUB or SOCIETY OUTSIDE THE UNION.

NO LIABILITY WILL BE ACCEPTED BY UBSU FOR EXTERNALLY HELD ACCOUNTS.

Updated May 2011