

Societies Union Budget Procedure & Guidelines

Development plans and budget requests are submitted online to SharePoint for the Activities Coordinator and VP Activity to review.

During the initial reviewing processes, specific budget requests will be rejected if they are funding either:

- × Food
- × Clothing
- × Leisure or field trips
- × Transport for trips with no educational purpose
- × Activities and venues (separate from the Union) for entertainment purposes
- × Online platforms
- × Impractical or everyday items
- × Awards and trophies

*Exceptions to these guidelines include items that are essential to the running of the society, as well as funds for successful projects that have run in the past. This is shown in a society's development plan and should match their objectives.

VP Activity has agreed for 2016/2017 that societies may have a budget of up to £50, to use for marketing and promotional materials. Societies will be awarded the maximum amount if they requested over the specified marketing budget, but societies that requested a marketing budget under the £50 total, would be awarded the specific amount they originally requested.

VP Activity decided that societies can claim up to 50% of their travel, for approved, beneficial and educational trips and events, competition fees, conference costs and accommodation. The Union will also put forward funds for approved guest speakers to present at the University, contributing 50% to their travel costs. Societies must follow the guest speaker policy and guidelines during this process, as well as handing in an approval form, to the Union, before booking.

Budget Procedure

The Activities Coordinator, VP Activity and Student Activities Manager meet to discuss the budget requests submitted by societies. Each representative reviews the details of the societies' development plans and examines the specifics for each item requested.

Factors that are taken into consideration during budget approvals:

Storage

Will there be enough available storage within the Union to hold the item requested. It should be acknowledged that there is current limitations with storage options in the Union.

Over calculating

Representatives will assess if a society has excessively estimated the amount of funds needed for an item or the amount needed of a particular item. It is the representatives' task to analysis a societies' development plan and check last year's membership numbers, events and objectives. It is then possible to predict the outcomes for the upcoming year 2016/2017 and whether these funds are necessary.

Union items

Societies will ask for funds to buy items that the Union already owns or stocks, and openly offers to societies to hire out or use. For repeatedly requested items which are deemed useful to the Union and all societies, such as amps, microphones or a gazebo, the Activity Zone may decide to buy the item themselves. This means the item can be used or hired out by any society within the university.

Duplicates

Societies may ask for duplicate items which may be deemed unnecessary by the representatives. If societies have asked for identical items the year before, it may be brought into question the condition of the previous equipment and whether it is being maintained to a reasonable standard.

Society sporting activities

Societies whose main activity is not a sporting activity will be unable to apply for funding for sporting venue hire or sports equipment, as it is not essential for the running of the society. This should be paid from a society's own funds or costs split between members. Societies such as rounders or dodgeball are exempt from these restrictions.

Student training

Societies may apply for funding to complete beneficial training for students, which aids the society and the Union. The Union will not cover accommodation costs.

Quotes

Budget proposals from societies, which requested funds without quotes for costs, such as coaches and guest speakers, were paused until societies are able bring forward and produce quotes for the Union. Societies will be informed of this when their budgets are published and any forthcoming quotes will have to be approved by the Activity Zone.