

FINANCE GUIDE

Main focus on
Treasurer, but all
committee
members can
help

MEET THE TEAM

David and Karen will be our
facilitators for this session.

The goal of our session is to teach your
society committee how to efficiently and
affectively manage you society money



ACCESING FUNDS

All Society funds are held in the Students' Union bank account which Committee members can request to retrieve money from.

No Money can be held outside of the Students' Union Bank account

1 Fill out Fund Request form



2 Forms review on Thursday of each week

3 Needs to be signed off by another committee member

solent students' union

Details of the person that is filling out the form; not necessarily who is owed money

Name*

Jane Doe

Date*

12/07/23

Society Name*

Animal Society

MUST add the receipt or invoice to receive money

Description of item bought*

Cat Food

Price of item*

£20

Do you have more items you wish to claim for?*

YES

NO

Please attach a photo of the invoice/receipt you received for purchasing the item/items

CHOOSE A FILE

If you could not attach a photo, please attach a document of the invoice/receipt you received for purchasing the item/items

CHOOSE A FILE

Requestor name*

Jane Doe

Date of request*

12/07/23

Committee Authroisation, Treasurer or President Only (you may not sign off on your own payments)*

John Smith (Treasurer)

Date signed*

12/07/23

Does not have to be a committee member

Cannot be the same person as who is
requesting money
Preferably treasure but does not have to be

Account name (of the account you would like the money transferred to)*

Jane Doe

Sort Code*

12-12-12

Account Number*

12324423

Submit

Ensure that this information is correct
before submitting



Society Income Budget
2023/24

Society Name

XXXXXXXXXXXXXXXXXX

Society Number

XXXX

No.	Description	Quantity	Unit Price	Total Price
Mandatory	Balanced passed over	N/A	N/A	£ 500.00
Eg.1	Memberships (Freshers)	30	£ 5.00	£ 150.00
Eg.2	Tickets (Musical) - General Admission	100	£ 10.00	£ 1,000.00
Eg.3	Tickets (Musical) - Concessions	50	£ 5.00	£ 250.00
1				£ -
2				£ -
3				£ -
4				£ -
6				£ -
7				£ -
8				£ -
9				£ -

Total Income:

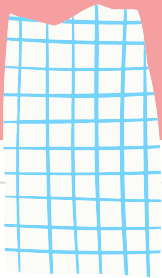
£ 1,900.00

Total In Account:

£ 1,290.00

Make sure I am not in the negative!!

BUDGET
TEMPLATE



Society Expenditure
Budget 2023/24

No.	Description	Quantity	Unit Price	Total Price
Eg.1	Stage Light	1	£100.00	£ 100.00
Eg.2	T-shirts	50	£ 10.00	£ 500.00
Eg.3	Stickers	100	£ 0.10	£ 10.00
1				£ -
2				£ -
3				£ -
4				£ -
5				£ -
6				£ -
7				£ -
8				£ -
9				£ -

Total Outgoings:

£ 610.00

ADDITIONAL FUNDING

Not certain
you will get
funding

Cannot be
for general
running
costs

Experience unexpected financial strain?

SU provides funding for expenses that were not expected in the budget report

- 3 decision dates close on 31st October, 31st January and 10th April.
- Requests reviewed within 14 days
- 3 quotes from 3 different suppliers if applying for equipment
- No limit to the number of requests



More info in
the Student
Handbook