

Societies Funding Guide



***** New for 2010 ! *****

SOCIETIES TRAINING AND REWARDS SCHEME (STARS)

UMSU have developed a new system for recognising & rewarding societies. The new system links society activities and plans for development with their ability to get funding, as well as other privileges, including better access to resources or better Union promotion.

For 2010/11 USMU will retain the 'pay-per-member' system but also combine it with a merit scheme for additional funding and other privileges. As well as collecting sign-ups from members, societies will be able to work towards *Silver* and *Gold* awards, which will advance their status and give them better access to Union funding and resources.

There will be 3 levels of merit: *Bronze*, *Silver* and *Gold*. To be an officially recognised society, (to receive union funds, book rooms, etc.) each society must achieve at least Bronze status.

n.b. All registered societies will automatically have (at least) Bronze status

*** USMU BRONZE SOCIETY AWARD ***

Bronze Requirements:

- Completed Registration Forms
- Attendance at a Treasurer Training session (usually Society Treasurer)

Bronze Rewards:

- £2 per member (up to a maximum of 250 members)
- Booking: Up to 1 room in Biko Building (Main Campus) and 1 room in Barnes Wallis (North Campus) per week
- Free access to basic union equipment (e.g. projectors, craft materials etc.)
- Society pigeonhole (in the Student Activities Centre)
- Union web resources (e.g. email listserv)
- Use of Union publicity in general (noticeboards, poster-run, USMU website, etc.)

**** USMU SILVER SOCIETY AWARD ****

Silver Requirements:

- Attendance at at least 3 USMU societies training sessions (by at least 1 committee member), which must include either the 'Society Development' session or the 'Running a Campaign' session.
(n.b. A committee member may not register as representing more than one society at any training session, with the exception of Treasurer Training.)
- At least one committee member to attend at least one USMU General Meeting.

- A 300-500 word report to be submitted after having attended either the 'Society Development' session or the 'Running a Campaign' session.

Silver Rewards:

- An additional £1 per member (up to a maximum of 250 members)
- Limited access to special funding (further details from Societies Committee)
- Silver Society status marked on website and other union publications
- A certificate of UMSU Silver Society award for your society (on request)

***** UMSU GOLD SOCIETY AWARD *****

Gold Requirements:

On attaining their Silver Award, societies will receive a Gold Award Nomination Form. After submitting the form, societies will attend a Societies Committee meeting, at which they will present evidence that their activities merit a Gold Award. There are no set criteria as we recognise that all societies are different. However, suggestions include:

- A sound society development plan
- Evidence of involving lots of people and/or collaborating with other societies
- Representation at several UMSU General Meetings
- Attendance at lots of societies training sessions
- A good Web presence and other effective Communication/Publicity.
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Gold Rewards:

- 1 extra room p/week in Biko Building (Main Campus) **and** Barnes Wallis (North Campus)
- Enhanced access to special funding.
- Gold Society status marked on website and other union publications
- A certificate of UMSU Gold Society award for each of your regular committee members (on request).
- A prominent position in the Welcome Week Student Fair at the start of the next academic year
- Use of Union to order subsidised society hoodies
- Society Chair can be on recorded keylist for societies storage room.

This is a new scheme and still in a test phase, so please remember to give us your feedback and suggest other trainings, rewards, etc. that you think the union can offer for societies.

Contact Miles at activities@umsu.manchester.ac.uk

BUDGET ALLOCATION:

Once your Society has been fully recognised by the Societies Committee you will be allocated a budget. This is based on the number of UMSU student members in your society, taken from the form (J5) you filled in when you registered.

[We recommend that you photocopy all of your membership signup forms and keep a copy for your society before handing them in to us]

How much do we get ?

*You receive £2 per student member.

*You can submit extra members throughout the year and your budget will be increased accordingly, **up to a maximum of 250 members.**

*If your society achieves Silver status (including Gold societies), your budget is automatically increased to £3 per student member, (up to a maximum of 250 members).

How does it work ?

Your budget allocation is not a lump sum paid into your bank account !

It is a maximum amount that you can claim against. The money is only put in your account after the Societies Committee agrees your claim.

i.e. you must spend the money first and then claim it back.

Bank Accounts :

All societies must hold a bank account with the Union's bankers – the Cooperative Bank. No other bank accounts may be held.

New Societies:

If you are setting up a new society, you must complete a Business Account Application to set up your bank account.

- Forms are available from the Student Activities Centre.
- Return completed forms to the Student Activities Centre.
- Applications take about 2 weeks to process, then a chequebook & paying in book will be sent to the Student Activities Centre for you to collect.

Previously registered Societies:

If you have previously had a Society Bank Account, you must complete a Change of Business Account Signatories Mandate when you elect a new Chair and Treasurer.

- Forms are available from the Student Activities Centre.
- Return completed forms to the Student Activities Centre.
- Changes take approximately 2 weeks to take effect.

- Please see separate 'How to fill out your bank forms' notes about which sections on the forms to complete -

DEPOSITING CASH/CHEQUES:

THERE IS NO NEED TO VISIT THE CO-OPERATIVE BANK IN PERSON.

Cash & cheques can be deposited at the Finance Office (Ground Floor, Steve Biko Building) between 10am-4pm, Monday-Friday.

- Collect banking envelope(s) from the Student Activities Centre.
- Fill out your paying-in slip and place it in the clear window on the envelope. (if not sure how to fill out slip please ask in Student Activities or Finance).
- Cash and cheques should be deposited in separate envelopes. (make sure each envelope has a paying in slip).
- If you have lots of change, please ask Finance for cash bags and sort it (they can also change coins for notes).

Deposited cheques can take up to 10 working days to clear - make sure sufficient funds are available to cover any outgoings.

MAKING A CLAIM:

To claim against your Society budget, you must spend the money first.

IMPORTANT: KEEP ALL RECEIPTS FOR PROOF OF PURCHASE!

1. Complete a Claims Form (C1) – remember to attach receipts and provide a brief description of purchase(s) – eg paint for banner making.
2. If claiming for publicity please submit a copy of the publicity material.
3. Return the form (with receipts attached) to the Student Activities Centre for discussion at the next Societies Committee meeting.
4. If approved, money will be transferred from your budget into your Society bank account. You will be informed of this via email / a memo in your pigeonhole.
5. Write yourself a cheque (using the Society Cheque Book) to pay yourself back.

Please note :

- You cannot claim any money from the previous year's budget allocation.
- You may not claim for food & drink.
- You may not claim for any photocopying/printing done outside the Union/U-Print.
- Societies must investigate appropriate UMSU venues for events. Funding will only be approved for external venue hire as a last resort.
- Your budget should be used to '**subsidise**' Society activities – e.g. a proportion of the entrance fees/travel costs for a day trip.
- If you have bought equipment please update your Inventory.
- If you are spending over £100 on one item please contact the Activities Officer for further advice (activities@umsu.manchester.ac.uk)

SPECIAL FUNDING:

Additional money is available from the Union for specific society activities/projects throughout the year. These projects should aim to benefit as many society members as possible.

Special Funding requests can be submitted at any time, and there is no limit to the amount you can request (£250 is a realistic guideline). **Only Societies that have gained Silver or Gold Awards may apply for Special Funding.**

Special Funding is claimed in the same way as normal society funds, but **you must first submit an application for Special Funding and gain approval from the Societies Committee.**

Making a Special Funding Request:

1. Complete a Special Funding Application Form (C2).
2. Attach as much supporting information as you think necessary – e.g. details of the event, quotes you may have received for goods/services etc.
3. Return the form to the Student Activities Centre for discussion at the next Societies Committee Meeting.
4. You will be informed of the committee's decision via email/ a memo in your pigeonhole.
5. If approved, the funds will be allocated to your budget – but the money is not automatically deposited in your Society Bank Account. You must spend your own money first and then claim the funding.
6. Complete a Special Funding Claims Form (C3) to claim your money.
7. Write yourself a cheque (using Society Cheque Book) to pay yourself back.

Please note :

- **Make sure Special Funding is approved before spending any money.**
- Apply for Special Funding well in advance of your event.
- Do not assume that if you received Special Funding for an event last year you will receive it again this year.



There is a **deadline** for all Society Claims (usually mid May). You will be informed of this via memo/email.

Please make sure you submit all claims well in advance of this deadline to avoid missing out.

End-of-year Finance

At the end of the year :

1. If you are not returning or continuing as Treasurer, you will need to complete a Change of Signatories form. Both outgoing and incoming Chair and Treasurer need to complete this.

2. The Income and Expenditure Form (A2) must be completed by the Treasurer, countersigned by the Chair, and submitted to the Activities Centre

**Forms are available from the Student Activities Centre.
Societies that fail to submit accounts will not be recognised next year.**

USEFUL TIPS:

- Keep a record of all income and expenditure (sample sheet supplied).
- Keep copies of all claims forms and receipts.
- Keep all bank statements together in a file – remember to hand over all records to the new Treasurer after AGM/elections.
- Be organised! Keep all your receipts in one place, and make claims as soon as possible.
- If you do get into difficulties, contact the Student Activities Officer as soon as possible (activities@umsu.manchester.ac.uk)
- Make sure outgoing Chair and Treasurer sign Change of Signatories form before they disappear (particularly important for final year students).

For further advice/information please speak to staff in the Student Activities Centre.

HOW TO FILL OUT YOUR BANK FORMS!

- NEW SOCIETIES:

Please fill in the following sections :

***Account Title Section:**

Full Name of Account : Write Society Name here.

***Mailing Address Section:**

Address to which all communications and Statements for this Account are to be sent : Write Society Name above pre-stamped "University of Manchester Union" address.

***Page 2 : "We authorise and request The Co-operative Bank p.l.c. ("The Bank") to:**

Ignore all 'delete as appropriate' instructions. The 'default' will be; cheques and paying in slips can be signed by either the Chair or Treasurer, and statements will be sent monthly.

- REQUIRED: SIGNATURE OF EITHER THE CHAIR OR THE TREASURER AND DATE.

***Page 3 : Signature Verification:**

Full name(s) of account : Write Society Name here.

Please tick the level of signing authority required when making a request or giving an instruction etc : Tick one of 3 boxes : if you want named people to be able to make requests by themselves tick first box, etc..

Fill in Name details for each person you want to be able to make requests regarding your account – e.g. sign cheques, make deposits etc.

e.g.

M.R. E.L.V.I.S.
P.R.E.S.L.E.Y.

Signature

Sign here

Position

Treasurer

Ignore 'For Bank Use Only' section.

Page 4 : Personal Details – Key Account Parties

- Complete personal details for each person listed on the Signature Verification List. Fill in all sections except : Who do you bank with/Bank sortcode/Account number.

***UMSU memo (last page):**

- Account : Write Society Name here.

- REQUIRED: SIGNATURES OF CHAIR AND TREASURER AND DATE

HOW TO FILL OUT YOUR BANK FORMS!

- PREVIOUSLY REGISTERED SOCIETIES:

Again, forms should be annotated, but please complete :

***General Information Required :**

Company/Organisation Name : Society name, Sort Code & Account Number
(ignore account type)

Correspondence address : Insert name of Treasurer.
Address & Tel. No. should already be completed.
Ignore rest of page

***Declaration :**

Insert Date, Chair and Treasurers Signatures as indicated by Xs.

***New Signatories to the Account – all to complete :**

Fill in Name, Nationality, Position (ie Chair/Treasurer).

Do not include personal bank details/home address/telephone numbers.

(the Bank will contact the Union in the first instance with any enquiries and we will contact you if necessary).

Chair & Treasurer must sign and date to confirm their details.

***Signature verification:**

Complete sort code and account details (ignore account type box).

'Level of signing authority required when making a request or giving instructions etc:' Default is 'any one of the signatories to sign'

Chair and Treasurer must complete name & signatures details in boxes provided.

***Outgoing Signatories Section:**

Previous Chair & Treasurer must sign here.

If a signatory has left university and is not contactable please note this here.

***UMSU Memo (Last Page) :**

Account : FILL IN SOCIETY NAME

(new) Chair and Treasurer must sign and date.