

Making the most of your Finances



Introduction

All Committee members are responsible for the financial sustainability of your club or society. This session will get you up to speed on the basics, how to generate income and changes to how you spend Society funds.

Finance Basics

All clubs have a bank account held within SUBU.

You must not have any other Society accounts held externally. If you do – come and talk to us.

You do not get a bank card or pin number; to access your funds you must follow a specific process.

All Societies are given a unique Nominal Code, this is 4 digits long and will remain with that Society.

Any income generated from your Society webpage will automatically be deposited into this account.

Your account does not have an overdraft.





Membership Fees



Ticket Sales



Sponsorships



Merchandise



Fundraising



Grant funding

Grant Funding Types

General Grant: Funding to cover general costs such as trips, competition entries or external speakers.

Facilities Grant: Funding that can cover up to **50%** of the full cost of insurance, storage, venue hire and equipment for your club or society.

Transport Grant: Funding of up to **50%** towards the cost of one external vehicle hire such as coaches, minibuses, and trains per term.

Accessibility Grant: Funding that can cover the cost of an activity/equipment that will enable your society to be more accessible to members who may not be able bodied and/or neurodiverse.

Give It A Go: Up to £75 to host a 'Give It A Go' event during 27th September-12th October. Separate application form for this one!

Grant Funding Deadlines

10th September 2025

6th October 2025

24th November 2025

9th February 2026

23rd March 2026

11th May 2026

Spending your funds

As your account doesn't come with a bank card and pin number, there are two specific ways you can access and spend your funds:

1. Purchase Order Requests
2. Claims Forms

PO Requests

POs are a legal guarantee between your Society and a supplier that you are going to pay them a certain amount of money in return for goods or services.

PO's can be paid directly from the Society account, meaning your Committee Members are not expected to foot the bill for your activities.

A PO can be used whenever a supplier can provide an invoice.

PO Requests act as your permission for our Finance team to make the payment on your behalf and must be submitted before a purchase is made, ideally with a minimum of 4 weeks' notice.

This makes them useful for big planned costs such as trips or merchandise orders!

PO Requests cont.

The Committee Zone Finance page has a section on PO Requests including the link to the form.

The form will ask you for some specific information:

- Your club details including the Committee member who is raising the requests details
- Your supplier details including their business address
- Delivery details, particularly useful for things like merchandise orders
- The details of the order itself

This must be sent to the suclubs inbox for approval. You will be provided with a PO Number; we will contact your supplier directly. Once they provide their invoice we handle the payment.

PO Requests – Getting an Invoice

When you make a purchase, you must have a VAT receipt or Invoice to evidence the cost.

Ensure it has an itemized breakdown of your spending, for example if you are booking a venue and they want a deposit it must be separated as its own item in the invoice for the Finance team to be able to process the deposit payment.

You can also request invoices to be raised for people that owe you money, this could be sponsors or other Societies at other Universities who have taken part in large scale events you have organized.

A group of about ten young adults, mostly in their 20s or 30s, are posing for a photo outdoors. They are holding various skateboards of different colors and designs. The background features a city skyline with several tall buildings and a body of water. The scene is brightly lit, suggesting it's daytime. A semi-transparent blue box with rounded corners is overlaid on the lower half of the image, containing white text.

Remember!

Don't raise the invoice yourselves – we have a dedicated form for you to request the Finance team to do it, this also means the Finance team can chase them if they haven't paid.

If you do not follow this process, we can't support you when things go wrong!

PO Requests

Make sure there is
a minimum of 4
weeks before the
payment needs to
be made

We provide you with
a PO number, and
get an invoice from
supplier

Payment
processed! :)

Fill in the PO
request form, with
all the required
information

Send the completed
form to [suclubs@
bournemouth.ac.uk](mailto:suclubs@bournemouth.ac.uk)



Claims Forms

A Claim Form is used when a Committee member has made a purchase on behalf of the club and needs to be reimbursed.

The Claim Form is straight forward in that you must provide information on:

- What was purchased
- Evidence of the cost - receipts
- Confirmed bank details of the person receiving the refund
- 2 core committee member signatures, you cannot sign a claim form if you are the person being reimbursed.

Claim Forms must be submitted within 3 months of the purchase being made.

Claims forms cont.

Claim Forms have an imposed maximum limit of £250!

If you intend to make a purchase with an expense higher than this, contact the team to discuss your options before making any payments.

We will not process a claims form if you do not have the funds available.

SUBU operates on a fortnightly payment run, claims forms are not immediate refunds and depending upon when you submit it during the payment cycle you may need to wait until the next payment run.

Payment Run Dates and Deadlines

Thursday 18/09/25 Thursday 08/01/26 Thursday 16/04/26

Thursday 02/10/25 Thursday 22/01/26 Thursday 30/04/26

Thursday 16/10/25 Thursday 05/02/26 Thursday 14/05/26

Thursday 30/10/25 Thursday 19/02/26 Thursday 28/05/26

Thursday 13/11/25 Thursday 05/03/26 Thursday 11/06/26

Thursday 27/11/25 Thursday 19/03/26 Thursday 25/06/26

Thursday 11/12/25 Thursday 02/04/26 Thursday 09/07/26

Please submit 1 week prior

Thursday 23/07/26

Thank you

