



Edinburgh Napier University
Sports Union

EDINBURGH NAPIER UNIVERSITY SPORTS UNION

FINANCE POLICY

(REVISED 2009)

Introduction

The Sports Union receives a subvention from the University each year to support sports activity amongst students. The University appreciates the benefit of sport as part of higher education and encourages all students to participate. A proportion of the funds received by the Sports Union is distributed amongst the clubs to assist both novices and accomplished sportsmen and sportswomen to enjoy their chosen sport.

It must be appreciated that the funds available are limited and the Sports Union has an obligation to support all clubs. For this reason members of Sports Clubs must be prepared to contribute to their sport and raise funds where possible.

Each club must nominate a Treasurer to be responsible for all transactions between the club and its members and the Sports Union. The Sports Union must be informed of the Club Officials, including the Treasurer, prior to the start of each academic year.

Bank

NO CLUB IS TO HOLD AN EXTERNAL BANK ACCOUNT – this is due to the Office of Scottish Charity Regulators (OSCR) policy on finance and in line with the NSA constitution. All moneys taken in by an association affiliated club must be accounted for according to these regulations. Any club found to be holding an external account would be in direct breach of these regulations and withdraw as a Napier Students' Association and Edinburgh Napier University Sports Club.

The NSA finance office is the main point of contact for depositing and withdrawing money from either the BUDGET or the CLUB account.

On the submission and approval of the club budget form, your club will be issued with unique codes that are centrally held through the NSA account with the Royal Bank of Scotland. The club will be provided with a Budget account that is money provided by the NSA from the Sports Union subvention and for capital items such as officials fees, affiliations, equipment etc... clubs will also be provided with a club account that is for membership fees and any sponsorship or clothing deposits for your members. Any money that is not spent out of the budget account by 31st July of each year is recycled into the pot and redistributed amongst the clubs for the following year. Club account money runs on from year to year unless it remains idle for a period of one year, then that money will be recycled into the generic Sports Union account.

Budgets

Budget forms can be collected at any time from the Sports Union office or on the NSA website www.napierstudents.com and should be submitted to the Sports Union as soon as possible after your club AGM, all budget forms for returning clubs should be submitted to the Sports Union President before the 31st May. Failure to submit will result in a delay of allocations and a secondary deadline of 1st October will be set for new club budget applications.

Format

The budget requirements can be predicted by comparing the club accounts for last session and with some knowledge of forthcoming fixtures. Clubs will always have to travel to fixtures and equipment requests should be made taking into consideration funds received from other sources such as sponsorship and Alumni awards.

The budget is allocated specifically according to the request presented, i.e. money allocated can ONLY be spent on items detailed in that category, e.g. a club allocated £200 for travel cannot claim this money to cover the cost of affiliation fees. The budget for each club is allocated to the following categories:

Entry Fees, Referee Fees, Travel, Miscellaneous Equipment

It is vital therefore that realistic values are submitted for each. Should your club committee wish that money from one category be re-channelled to another this must be requested in letter format to explain the necessity of such a transfer to the Sports Union President who will take the request to the NSA finance committee and Sports Executive.

Affiliations

Affiliation costs will be paid centrally by the Sports Union. It is essential that the Sports Union Administrator is informed, in writing, of all affiliations due by the Club, which could include National Governing Body, Regional Association, League etc. together with the amount and date due. The information should also indicate details of any insurance included in the affiliation.

Claims

The budget will be allocated against claims presented. These will only be paid out if:

1. Club members have paid their Sports Union membership fee.
 2. The claim form, available from the Finance Office, is **accurately** filled in.
 3. All relevant **receipts/invoices** have been supplied by the club Treasurer to accompany the claim.
 4. The claim is for funds previously detailed on the budget submission.
 5. Claims are only for official club events as recognised by the Sports Union.
 6. Your club has adequate funds remaining in their budget. Submissions over and above budget will only be processed on the authorisation of the Sports Executive Committee.
- The Finance Officer, processes all claims. Please allow 24 hours in normal circumstances for rebate of money. Cheques will be left for collection in the finance office. It is essential that each club use their budget wisely for the benefit of all members. Associate members to clubs will not be funded.

Amount

There are limits to the amount that can be claimed in each of the above categories, as detailed overleaf.

Category Claimable Against Proportion Covered

Entry Fees University & Scottish League Competition teams and individuals 100%

Accommodation BUCS competitions
As agreed by the Executive Committee.

Travel • *The Cheapest mode of travel*

- Only when booked with NSA – Sports Union Minibus (SUM) & Hire Vehicle (HV)
- 2/3 2nd class Rail with a student rail card
- SUM = See transportation policy
- HV = See transportation policy

Referee Fees Receipted Referee fees as agreed in Budget 100%

Miscellaneous As agreed in budget 100%

Equipment Equipment previously agreed in budget 100% (subject to equipment policy)

Personal Contribution

The Sports Union assumes that every participant in an event should contribute an amount towards travel. The amount collected by the club should be sufficient to cover the Personal Contribution.

Representative Competition (BUCS & SUS)

Please refer to the Representative Policy included within the Policy Documents.

Alumni

From time to time the Alumni and Development Office provide funds for the Sports Union Clubs to purchase equipment and/or fund specific events. All such requests for support to the Alumni Fund must be made through the Sports Union on the official form, available from the Administrator. Please note that the Alumni will not respond to individual Club requests made directly to the Alumni which have not been endorsed by the Sports Union.

Financial Problems

Should any club experience any financial problems or foresee them for the future they must contact the Sports Union President to discuss the matter. Any ignored issues will only get worse in the long run.