



UNDERSTANDING YOUR SPORTS CLUB BUDGET

Using a fictional example, we'll explain what each section of your Sports Club Budget sheet means.

To make life easier, this year we've put your budget sheet all on one page.

It lets you know how much your club cost to run the previous year, how much you have been granted this year, and a suggestion on how to make up the difference (if needed).





UNDERSTANDING YOUR SPORTS CLUB BUDGET



Here's how your Sports Club Budget Sheet looks:

EXAMPLE - Gaelic Football	
Cost of running Sports Club 2017/18	£1,384.00
Affiliation Fees	£215.00
Coaching	£860.00
Referee Fees (Non-BUCS)	£0.00
Travel	£94.00
Entry Fees	£178.00
Facility Hire	£0.00
Equipment	£25.00
Other	£12.00

Contribution from Students' Union to your Sports Club for 2018/19	£662.00
Coaching	£250.00
Equipment - Balls, Cones, Kit	£300.00
Minibus Test	£60.00
Freshers Fair	£10.00
Food Hygiene Certificate	£12.00
First Aid Course	£30.00

Number of active members 2018/19	19	Number of active members 2018/19	25
Membership Fee 2017/18	£30	Active member fee 2018/19	£30
Contribution from members 2017/18	£570	Contribution from members 2018/19	£750

TOTAL (SU Budget + Membership Fee - 2017/18 Costs)	£28.00
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All* BUCS League & Cup costs will be covered for your club by the Students' Union during the 2018/19 academic year. This includes BUCS entry fees, transport costs to fixtures and cost of officials.

2017/18 spending for your Sports Club on BUCS:	£1,487.00
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The above costs do not affect your required club membership fee, it is just to create awareness of some of the costs related to running your club.

*Accommodation and Travel costs may be subject to charge in relation to our Accommodation and Travel Policy.

Gaelic Football Club Savings (as of 17.08.2018)	£1,222.23
Unrestricted Fund	£781.23
Click/Restricted Fund	£441.00
Equipment	£441.00

If your 'Total' is **positive**, you're good to go! Do consider that although your club is fine for money now, it could be wise asking your members for an extra £5 or £10 per year to contribute to fundraising and club savings, helping to make your club self-sustainable.

If your 'Total' is **negative**, you will have to re-assess your budget. You may need to increase your membership fee, reduce some of your previous costings or use savings.

... and here's what it all means.



THE COST OF RUNNING YOUR SPORTS CLUB



EXAMPLE - Gaelic Football

Cost of running Sports Club 2017/18	£1,384.00
Affiliation Fees	£215.00
Coaching	£860.00
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Entry Fees	£178.00
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Equipment	£25.00
Other	£12.00

This table shows the cost of running your Sports Club in 2017/18. It includes all expenditure, other than BUCS costs which are in a different section.

You may think this figure is too high/low, but it is the total money spent by your club the previous year. It all depends on what your club did.

If you think it is too low, it may be because your club did not complete as much activity as planned in 2017/18, perhaps you had a cancelled trip. You may wish to do more in 2018/19 as a result.

If it's higher than expected, it may be that your club had unexpected costs (e.g. using a more expensive method of transport than planned) or did more than you had budgeted for.

Either way, it's a helpful starter to identify what your club costs to run and important when deciding on playing membership fees.

EXAMPLE - Gaelic Football

Number of active members 2018/19	19
Membership Fee 2017/18	£30
Contribution from members 2017/18	£570

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If your club had a membership fee in 2017/18, we've provided the total number of students that paid that fee, how much it was, and how much income it generated for your club.

Membership fees are used to contribute to the cost of running your club. Your allocated budget may not have covered all the costs you needed it too, so having your active members pay a small fee to train and compete will help.

Remember, any unspent income (e.g. through membership fees) **goes into your club savings at the end of each year.** It is not used elsewhere, and can be spent in years to come by your club.

If you didn't have a membership fee, we've listed your 'registered members' for last year, which is how many people purchased your free club membership.

EXAMPLE - Gaelic Football

Contribution from Students' Union to your Sports Club for 2018/19	£112.00
Coaching	£250.00
Equipment - Balls, Cones, Kit	£300.00
Minibus Test	£60.00
Freshers Fair	£10.00
Food Hygiene Certificate	£12.00
First Aid Course	£30.00

Contribution from Students' Union to your Sports Club for 2018/19	£662.00
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Freshers Fair	£10.00
Food Hygiene Certificate	£12.00
First Aid Course	£30.00

This table shows your allocated Sports Club Budget for the 2018/19 academic year. This money is given to you by the Students' Union as part of our grant from the University.

Equipment granted will have a note (e.g. Training balls, match kit) that we have specifically granted you that money to spend on.

All Sports Clubs have received £112 for Sports Club Development. This includes:

- £10 to spend to promote your club at Freshers Fair (e.g. Flyers, Sweets/Freebies)
- £12 for a member to complete a Food Hygiene Course
- £30 for a member to complete a First Aid course
- £60 for a member to take a minibus test, required in order to use Students' Union minibuses.

All clubs will have a contribution to **coaching**, to ensure your members can develop skills with an expert. It's likely though that all clubs will need to add to this money through membership fees to continue having access to coaching.

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Active member fee 2018/19	£30
Contribution from members 2018/19	£750

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As mentioned, you may need to charge a membership fee to contribute to cost of running your Sports Club.

Based on the number of members you had in 2017/18, the cost to run your club in 2017/18 and the budget you have been granted for 2018/19, we have provided a **guide** for how much you may have to charge your members.

Ultimately, it's your decision if you would like to charge your active members, and how much.

Consider that although your club may be fine for money now, it could be wise asking your members for an extra £5/10 per year to contribute to fundraising and club savings, helping to make your club self-sustainable.

All* BUCS League & Cup costs will be covered for your club by the Students' Union during the 2018/19 academic year. This includes BUCS entry fees, transport costs to fixtures and cost of officials.

2017/18 spending for your Sports Club on BUCS:	£1,487.00
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The above costs do not affect your required club membership fee. It is just to create awareness of some of the costs related to running your club.
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The **money given to clubs to compete in BUCS comes from a separate grant**, and is therefore **not included in your allocated club budget**.

For your reference, we have included the cost of your club competing in BUCS in 2017/18.

It is useful information to know in terms of how much things cost, but also will help to justify potential membership fees to those in your club.

If your club does not compete in BUCS, you will not have this information on your budget sheet.

Gaelic Football Club Savings (as of 17.08.2018)	
Unrestricted Fund	£781.23
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Total	£1,222.23

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Total	£1,222.23

If you did not receive enough money in your allocated club budget for 2018/19, consider using your savings.

Your **unrestricted fund** can be used on anything that will benefit the club. This could include coaching, equipment or additional facility hire. Alcohol cannot be purchased with this fund!

Click/restricted funds must be used for the reason they were raised. For example, if you raised £800 using a Click project for equipment, you must spend that on equipment. If you have a restricted fund, a note underneath will specify what it must be spent on, in this case 'Equipment'.

Remember, to top up your savings, you can fundraise for yourselves! Whether it's a Click project, through membership fees or through a show – it is important you replenish savings that have been spent.



TOTAL



TOTAL (SU Budget + Membership Fee - 2017/18 Costs)	£28.00
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Note: Use savings to purchase additional equipment if required.

The 'Total' section gives you a quick overview of your projected club finances for 2018/19 using the following sum:

$$\text{Allocated Budget from SU for 2018/19} + \text{Proposed 2018/19 Membership Fee} - \text{2017/18 Running costs} = \text{TOTAL}$$

Example: £500 (Allocated Budget from SU) + £250 (Membership fee of £25 x 10 people) - £692 (2017/18 Running Costs) = £58

If your 'Total' is **positive**, you're good to go! Do consider that although your club is fine for money now, it could be wise asking your members for an extra £5 or £10 per year to contribute to fundraising and club savings, helping to make your club self-sustainable.

If your 'Total' is **negative**, you will have to re-assess your budget. You may need to increase your membership fee, reduce some of your previous costings or use savings.

Some clubs may also have a note, with an explanation for the allocation or as a suggestion (e.g. use savings).