ESSEX BLADES · UNIVERSITY OF ESSEX STUDENTS' UNION

FINANCE TRAINING

All Exec Training · 2026/27

WELCOME

Session format

- **Ask questions any time,** or we'll take them at the end.
- **Complete the Moodle test** afterwards to mark your training as done.
- **These slides will be shared** with you on the Sports Toolkit afterwards.
- **Essential guidance** for running your club smoothly, financially and legally.

Take notes.



YOUR ROLE

President & Treasurer

- **Share primary responsibility** for club finances.
- **Ensure all members pay** their membership fees.
- **Pay in income** from events, fundraising and donations.
- **Approve expenses,** Treasurer only (Under £50).
- **Budget for the year,** so income covers costs: equipment, transport, socials, member expenses.
- **Most importantly:** the club must not lose money.



YOUR ACCOUNT

Understanding your account

- **All club finances go through your official SU club account. (By Law)**
- **Weekly reports look like a bank statement,** but clubs don't have their own bank accounts.
- **Clubs cannot open separate bank accounts,** it's illegal and results in disciplinary action.
- **Each club has a unique finance code,** e.g. AMF for American Football.
- **Not a formal bank account,** no card, sort code or account number, but transactions are secure.

YOUR ACCOUNT

Reading your finance report

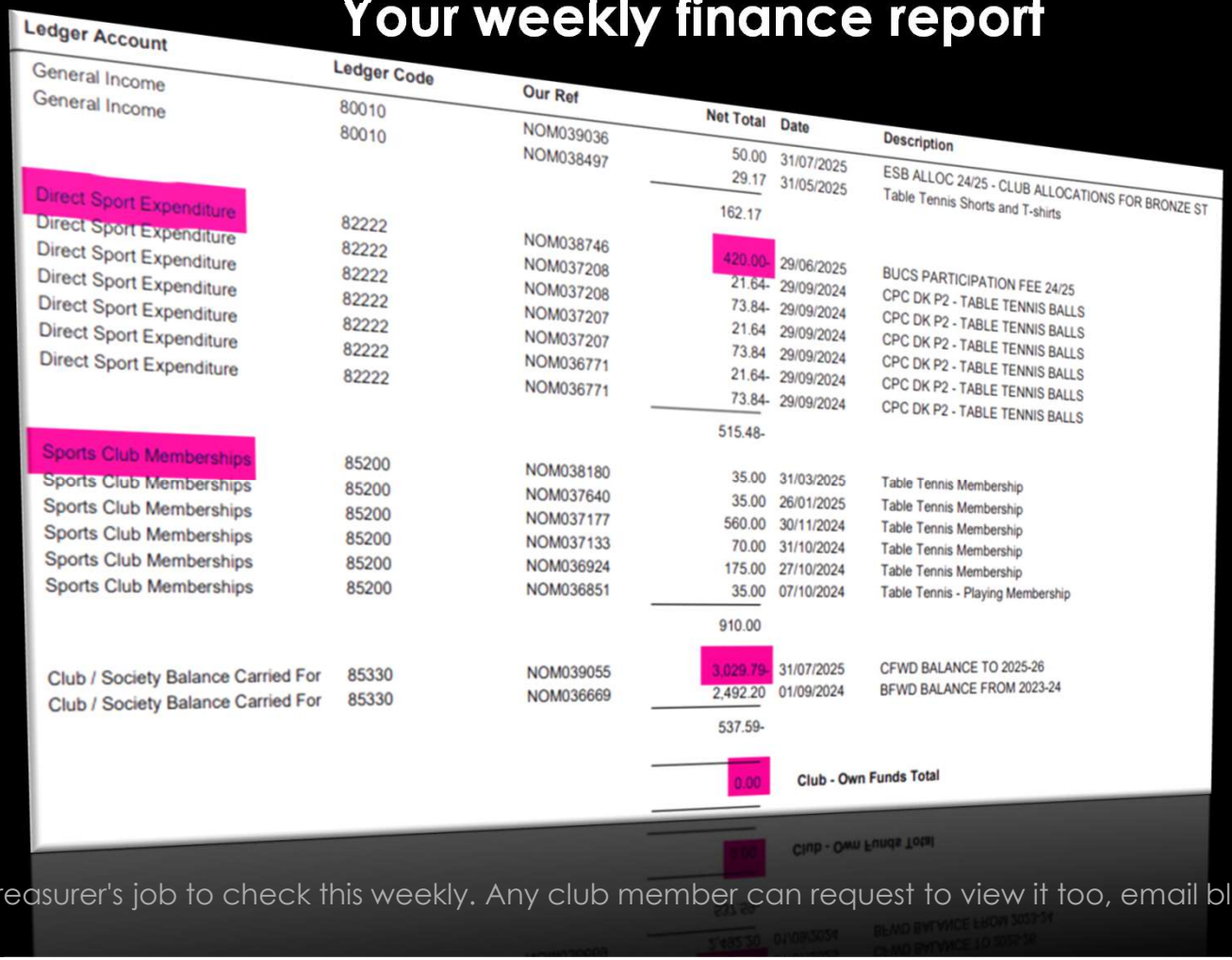
Club presidents and treasurers get a weekly PDF report by email. Not receiving one? Confirm we have the right details for your club.

Income = positive	**Expenditure = negative**	**Balance shown at the bottom**
Keep 'Own Funds Total' steady year on year	Some entries appear twice, they usually balance out	Contact blades@essex.ac.uk if anything looks wrong
Club Memberships show at the end of each month	BUCS Expenditure. Will be taken out of accounts and then added back in.	Ledger Account, Ledger Code and Our Ref. All for internal SU Finance Team use.

Any club member has the right to view the club's finance report. They can request to review the report by emailing blades@essex.ac.uk

YOUR ACCOUNT

Your weekly finance report



Ledger Account	Ledger Code	Our Ref	Net Total	Date	Description
General Income	80010	NOM039036	50.00	31/07/2025	ESB ALLOC 24/25 - CLUB ALLOCATIONS FOR BRONZE ST
General Income	80010	NOM038497	29.17	31/05/2025	Table Tennis Shorts and T-shirts
			162.17		
Direct Sport Expenditure	82222	NOM038746	420.00-	29/06/2025	BUCS PARTICIPATION FEE 24/25
Direct Sport Expenditure	82222	NOM037208	21.64-	29/09/2024	CPC DK P2 - TABLE TENNIS BALLS
Direct Sport Expenditure	82222	NOM037208	73.84-	29/09/2024	CPC DK P2 - TABLE TENNIS BALLS
Direct Sport Expenditure	82222	NOM037207	21.64	29/09/2024	CPC DK P2 - TABLE TENNIS BALLS
Direct Sport Expenditure	82222	NOM037207	73.84	29/09/2024	CPC DK P2 - TABLE TENNIS BALLS
Direct Sport Expenditure	82222	NOM036771	21.64-	29/09/2024	CPC DK P2 - TABLE TENNIS BALLS
	82222	NOM036771	73.84-	29/09/2024	CPC DK P2 - TABLE TENNIS BALLS
			515.48-		
Sports Club Memberships	85200	NOM038180	35.00	31/03/2025	Table Tennis Membership
Sports Club Memberships	85200	NOM037640	35.00	26/01/2025	Table Tennis Membership
Sports Club Memberships	85200	NOM037177	560.00	30/11/2024	Table Tennis Membership
Sports Club Memberships	85200	NOM037133	70.00	31/10/2024	Table Tennis Membership
Sports Club Memberships	85200	NOM036924	175.00	27/10/2024	Table Tennis Membership
Sports Club Memberships	85200	NOM036851	35.00	07/10/2024	Table Tennis - Playing Membership
			910.00		
Club / Society Balance Carried For	85330	NOM039055	3,029.79-	31/07/2025	CFWD BALANCE TO 2025-26
Club / Society Balance Carried For	85330	NOM036669	2,492.20	01/09/2024	BFWD BALANCE FROM 2023-24
			537.59-		
			0.00		Club - Own Funds Total

It's the Treasurer's job to check this weekly. Any club member can request to view it too, email blades@essex.ac.uk.

YOUR ACCOUNT

If your funds run low

£1,000

the threshold: below this, we work with you to build funds back up.

£0.00

your final BUCS balance should always land here, BUCS costs are always reimbursed.

- **BUCS costs** run through 'BUCS League Expenditure' and come back as 'ESB Funding RE BUCS Expenditure'.

FINANCE CODES

Income categories

Sports club accounts for 2026/27 split into the following.

- Sports Club Memberships, 85200
- Session/Match Fees, 85300
- General Income, 80010
- Donations, 80301
- Alumni CLICK, 80302

FINANCE CODES

Expense categories

- Direct Sports Expenditure, 82222
- General Expenditure, 86100
- Irrecoverable VAT, 75120
- BUCS League & Cup, 85316
- BUCS Individual & Team Champs, 85317
- BUCS Team Entry Fees, 85315

VAT

Value Added Tax

20%

UK VAT, added to most purchases, deducted on general income.

Exempt

Sports clubs, on anything directly related to sport: equipment, match officials, travel.

- **Not sport-related** (socials, tours, general hoodies) is charged VAT, budget for it.
- **Claim VAT back** only if you ask for a VAT receipt at the time of payment.
- **VAT** is charged on funds that are paid into club account. Example: Members paying in funds for Surridge garments.

VAT

What a VAT receipt needs



Must show the VAT registration number and a breakdown. Non-sport general expenses: VAT can be reclaimed.

VAT

How to calculate VAT

÷ 1.2

to find VAT deducted from a price. £30 ticket → £30 ÷ 1.2 = £25 to the club.

× 1.2

to set a price that includes VAT. Need £30 → £30 × 1.2 = £36 ticket price.

- **Always factor in VAT when budgeting,** or you risk a loss.

Question:

£462 = ? VAT

SPENDING MONEY

Four ways to pay

1

Invoice. Ask, most companies will invoice on request, we can supply a PO number.

2

Department card. For large expenses or when an invoice isn't possible, speak to the Blades staff team.

3

Claim it back through Expense In. Only for purchases under £50, if the member can afford to front the cost.

4

Amazon. As an SU we have an Amazon prime business account, so can pay via invoice through the account.

Always check with the Treasurer first, funds available and they agree to the purchase. Every purchase should benefit the whole club, not one individual.

1. INVOICES

Why use an invoice

Paid directly from your club's fund, no waiting to be personally refunded. Most companies will invoice, just explain you're a sports club.

Competition entry fees

Accommodation costs

Equipment purchases

1. INVOICES

How to send one

- **Email to** suinvoices@essex.ac.uk, cc blades@essex.ac.uk.
- **The Club Treasurer** should deal with invoices.
- **Must be addressed to:** University of Essex Students' Union (your club name), Wivenhoe Park, Colchester, Essex, CO4 3SQ.
- **Wrong address** delays payment while we wait for a correction.
- **Payment Run** Is made on a Wednesday and will reach account on Friday. Provide plenty of time to allow it to be paid.



1. INVOICES

What it must state

Missing details mean we wait for the supplier to correct it, that slows the approval process down.

- Bank details of who's being paid
- Date the service was provided
- A clear description of the product or service
- Must be addressed correctly.
- Must be an invoice in PDF format

1. INVOICES

Deadlines

30days

usual payment terms

Wed

payment runs, weekly

Fri

payments usually land by

Must be signed off by the Blades Team before payment, submitting alone isn't authorisation.
Many suppliers need upfront payment, request invoices early to avoid delays.

1. INVOICES

A few reminders

- **Allow plenty of time** for invoices to be raised and paid.
- **Strict deadline, e.g. entry fees for competition?** Notify the Blades Team and follow the approval timeline.
- **No payments during closure periods**, e.g. Christmas to New Year.
- **Address:** University of Essex Students' Union (your club name), Wivenhoe Park, Colchester, Essex, CO4 3SQ.



2. DEPARTMENT CARD

Buying via department card

Want the Blades staff team to purchase on your behalf? We'll need:

- **A hyperlink to the item(s)**
- **Size information**
- **Colour**
- **Quantity**
- **Any other relevant info**

EXPENSES

Expenses run through ExpenseIn

Two account types:

- Submitting account, for making claims
- Approval account, for approving claims



EXPENSES

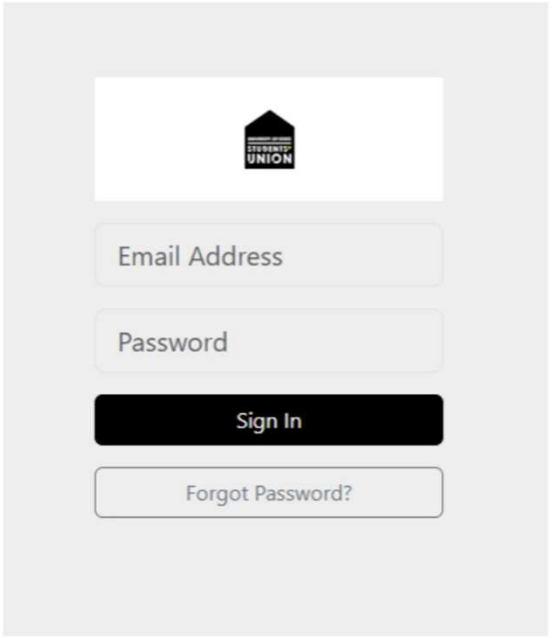
Registering for ExpenseIn

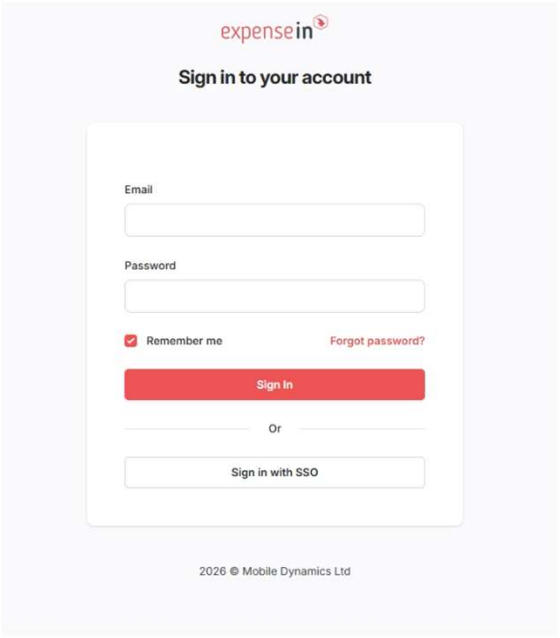
1. Complete the Typeform on the Sports Toolkit.
2. Email confirmation, not automatic, within 2-4 working days.
3. Log in once your account is active.
4. Make your claim.

Treasurers automatically get an approval account. Want to claim too? You'll also need a submitting account. Everyone else, including Presidents, needs a submitting account.

EXPENSES

As the Treasurer, you can have two accounts





EXPENSES

Approval flow



EXPENSES

Approval flow: Treasurer's own claims

1

Treasurer submits an expense on their normal account.

2

Sent to Blades Sports Staff for secondary, final approval.

3

Outcome notification sent to the Treasurer.

EXPENSES

The rules

- **Track any pending claim** in your ExpenseIn account.
- **Membership must be paid,** otherwise claims are rejected.
- **Receipts and evidence must be attached,** otherwise claims are rejected.
- **Alcohol cannot be claimed back.**
- **Blades staff can reject** any expense claim.



EXPENSES

Mileage expenses

Mileage claims always go to the Blades team for approval. Send us a photo of your licence and insurance in advance, avoids hold-ups.

25p	30p	35p	40p	45p
1 person in car (driver)	2 people in car	3 people in car	4 people in car	5 people in car

State the postcode you started and ended at, plus full names of eligible passengers, another player or match official, not spectators.

We do not reimburse the costs of tanks of fuel, any fuel expenses will be calculated using the expense in system.

EXPENSES

SCENARIO

3 people are headed to Surrey which is 55 miles away (one way) for a BUCS badminton game.

How much can you claim?

SPENDING MONEY

Ordering & equipment

- **Personalised items from Surridge -** are paid for personally, into the club account with a clear reference. Club can cover some costs, depending on health of finances .
- **Tickets** can go on your club webpage for easier payment.
- **Surridge orders:** charged to your club, email blades@essex.ac.uk, with your request.
- **New equipment:** email blades@essex.ac.uk, needs Treasurer approval before purchase.



FUNDRAISING

RAG: Raise and Give

- **Donations to external charities** go through the RAG account, not club funds, the SU is a registered charity.
- **Applies to all fundraising:** online, card machine, or cash at SU Reception.
- **Complete a RAG form:** amount raised, club name, charity name, address and bank details.
- **Donations are on hold** until the correct details are provided.
- **RAG Card Machines:** Must be used for any funds that will be donated to charity.



FUNDRAISING

Taking cash payments

- **Use a cash float** for sales, have another member check the amount before you start.
- **Need a float?** Contact the Blades team, we liaise with SU Finance.
- **Pay all cash into SU Reception promptly** and complete a paying-in form.
- **Return the float** to SU Finance.



IMPORTANT

Pay it all in, then claim it back.

Never offset expenses against income and pay in the difference, that avoids VAT and is illegal. Example: you raise £100 through a bake sale but spent £20 of your own money on ingredients, you must pay in the full £100 before claiming any expenses back. You cannot pay in £80.

RA1

FUNDRAISING

Card machines

- **Book to borrow one** from our Communities Department, you can't use your own under any circumstance.
- **Directly linked** to the SU club accounts.
- **5 to borrow:** 2 are RAG machines for charity donations, 3 send funds to your club account. Be clear where your income is going.
- **Plan ahead,** they're first come, first served, and get booked up quickly, especially around key times. E.g Christmas, Valentines Day etc .



Slide 33

RA1 Each club should have their distinct prices that act as codes

Rahoojo, Ata, 2026-10-02T10:27:38.331

FUNDRAISING

How to book a card machine

1

Email blades@essex.ac.uk with event details, as much notice as possible.

2

Attach the Card Machine Form, plus a RAG Form if it's for charity. (Templates can be found on Sports Toolkit)

3

Blades confirms availability, collect from SU Reception.

4

Use it for your event only, return it right after. Weekend: back by Monday morning.

DONATIONS

Paying in a donation

- **Paid into the SU bank account.**
- **Reference format:** Club code / Initial.Surname / Donation. Example: AMF/T.Smith/Donation.
- **Email suexpenses@essex.ac.uk and blades@essex.ac.uk with:** donor's name, amount donated, and confirmation it's a charitable donation.



DONATIONS

SU bank details

30-92-16

Sort code, Lloyds

00379913

Account number

- **Always include the reference:** club finance code / initial.surname / Donation.

SPONSORSHIP

Not permitted

Clubs can be sponsored externally, but not where it conflicts with the SU, University, or contractual suppliers:

Local bars & pubs (SU Bar)	**Cinemas (Cine 10)**	**Lettings agencies (SU Homes)**	**Supermarkets & shops (SU Stores)**
Other universities	**Soft & alcoholic drink suppliers**	**Bus transport companies**	**BDS-targeted suppliers**

SPONSORSHIP

Getting it approved

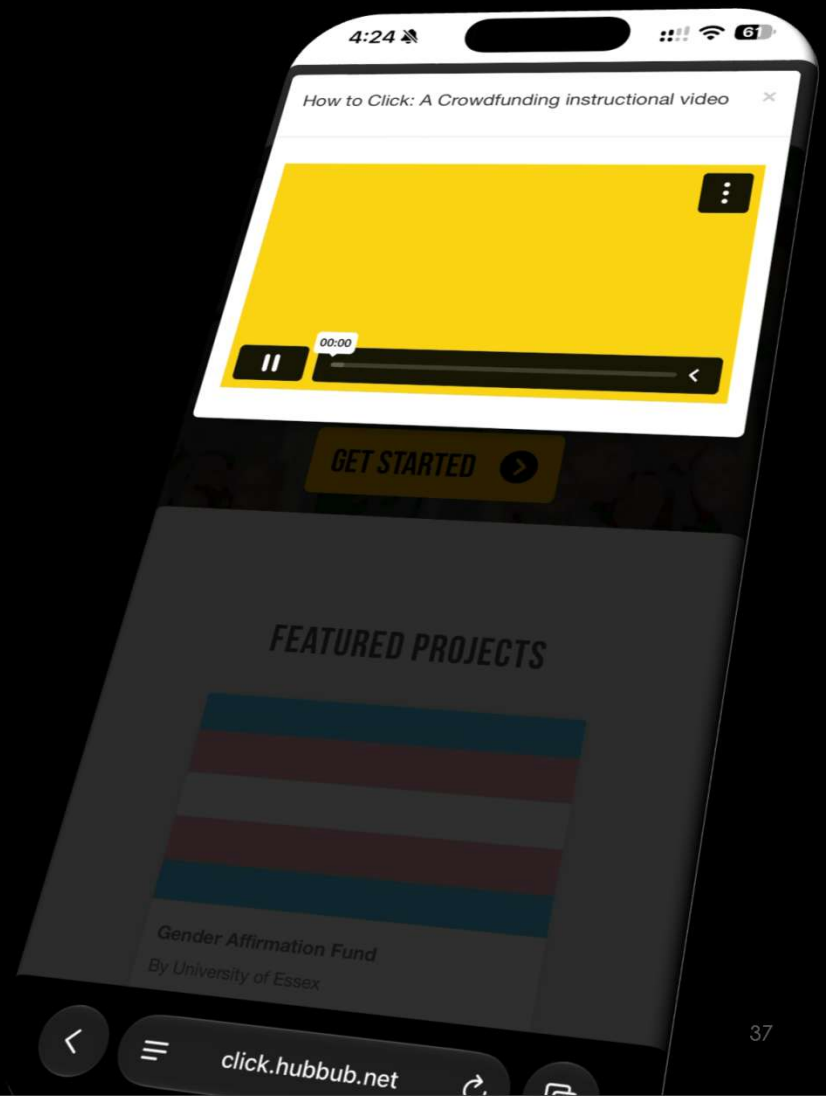
- **Read the Financial Policies & Procedures** first.
- **The sponsorship agreement** is on the Sports Toolkit.
- **After signing**, email blades@essex.ac.uk for SU approval.



MORE FUNDING

CLICK crowdfunding

- **Essex's own crowdfunding platform**, free for students and alumni to raise money for their ideas and projects.
- **Up to £500 match funding:** the University matches donations £1 for £1, up to an agreed limit.
- **Example:** £100 of match funding means every £1 raised is worth £2, until the total reaches £200.
- **Find out more** at click.hubbub.net.



BEFORE YOU GO

Any questions?

- **You've got a few minutes** to ask us anything.
- **Stick around,** there's still a Moodle test to complete.



BEFORE YOU GO

Moodle test

- **20 questions,** 16/20 to pass.
- **Once you're in and can see the test,** you're free to head off.

BEFORE YOU GO

Training Feedback

- **A quick Typeform to share how you felt training was**
- Please be honest with your feedback. Once this is answered, you're free to leave.

Thank you for listening.

Got questions? Email blades@essex.ac.uk or WhatsApp us on 07935 134538.