



EDINBURGH UNIVERSITY SPORTS UNION



TREASURER HANDBOOK



CONTENTS

01 INTRODUCTION

Being a treasurer
Useful contacts

03 ADMINISTRATION

Communication
Bank accounts

08 ROLES AND RESPONSIBILITIES

Budgeting
Treasurer's spreadsheet
Making and collecting payments
Handover of duties

14 SOURCES OF INCOMES

Memberships
Grant income
Sponsorship

18 FUNDING

Representation Fund
Equipment Fund
Reserve and Safety Fund
BUCS Fund
Coaching and Officiating Fund
Participation Funds
Alumni Fund
Student Experience Grant

23 GET INVOLVED

25 SUMMARY

A quick guide to being a club treasurer
Treasurer timeline

27 FREQUENTLY ASKED QUESTIONS

INTRODUCTION

This handbook aims to provide all treasurers with all relevant information on managing club finances, funding and the Sports Union. This document is continually changing to include more helpful and up-to-date information, so please do not hesitate to get in touch if you have any suggestions for improvement.



BEING A TREASURER

Hopefully, you will have a rough idea of the key roles and responsibilities of being a treasurer from your club handover. In short, the treasurer is responsible for keeping a proper account of all club finances to ensure the smooth running, continual development and stability of the club. The treasurer must collect any payments due to the club, pay invoices and produce a club budget for the year ahead.

Overall, as treasurer, you are responsible for managing the finances of the club and you should be heavily involved in any decisions that can affect the club financially. You should use your budget as a tool for decision-making and continually reassess the financial viability of your club in light of new information. Within each club, the role of treasurer may differ slightly, so make sure to refer to your constitution to know exactly what your responsibilities are.



USEFUL CONTACTS

Throughout the academic year, the key contacts of treasurers are Meg Kemp, the Accounts Manager, and Mark Prichard, the Honorary Treasurer. Meg manages the accounts of the Sports Union and is involved in invoicing clubs, administering club grants and applications to the Finance Committee. Mark is responsible for overseeing and assisting in the financial arrangements of all clubs and managing funds governed by the Finance Committee. Both have a wealth of knowledge on club finances and are there to assist treasurers in any situation.

ACCOUNTS MANAGER

Meg Kemp

eusu.finance@ed.ac.uk

0131 650 2347

HONORARY TREASURER

Mark Prichard

eusu.hontreasurer@ed.ac.uk

Please refer to

<https://www.eusu.ed.ac.uk/contact/>

for other useful contacts within the Sports Union, including the Executive Committee and the Staff Team.

SECTION 1

EUSU TREASURER HANDBOOK



ADMINISTRATION

COMMUNICATION

Each club treasurer will have access to a [club].treasurer@ed.ac.uk email account, which may alternatively be presented as eusu[number]@ed.ac.uk. Correspondence from the Sports Union will be sent to this email, and this should be the only email account used to communicate any official club business. Please avoid using personal email accounts for any club-related communications.

During your handover, the outgoing treasurer should have provided you with the password for the email account. If you are unsure of the account password, please contact the Sports Union. If you have any privacy concerns, the password of your email account can be changed by emailing the Sports Union at eusu@ed.ac.uk. Please only change your password through the Sports Union and do not change the password of the account yourself.



BANK ACCOUNTS

Each club has a business bank account with the Bank of Scotland, with a unique sort code and account number. You should have been given these details during your handover, but please contact Meg if you are unsure of these details.

SIGNATORIES

Following your AGM towards the end of the academic year, it is very important to start the process of changing the signatories of the bank account. Bank accounts typically require two signatories and signatories have to be renewed every year. Your outgoing treasurer should have a record of the current signatories. Please be aware that there is no method of determining the names of your current signatories via the Bank of Scotland.

It is recommended that after the AGM the incoming and outgoing treasurer should be the signatories of the bank account, but it is also advisable to add your incoming president and incoming secretary. This is to ensure that at least one person has access to the bank account during the summer. Once control of the bank account has fully been handed over to the incoming treasurer, the outgoing treasurer should be removed as a signatory. Any signatories that are not in a relevant position in the next academic year should be removed.

Lastly, ensure that the address of the bank account is registered as the Sports Union address of 48 Pleasance, Edinburgh, EH8 9TJ. Any relevant communications will be sent to the Sports Union for treasurers to collect at their convenience. Every club has a pigeonhole at the Sports Union, which can be accessed using the code C0369X.

CHANGING SIGNATORIES USING INTERNET BANKING

To amend signatory access, a current signatory can log in to internet banking, select the 'admin' tab and choose 'manage access to account'. Here you can choose to add and remove individual signatories without being required to print off a form, as traditionally has been the case.

Please note that only one change can be made at a time, that is either removing one signatory or adding one signatory. However, you can make several individual changes in succession. To remove a signatory, the full name of the signatory to be removed is required. To add a new signatory, their full name, personal email address and mobile number are required. Once the request has been processed, a secure link will be sent to their email address requesting the new signatory to provide three years' address history and a signature. An email will be sent to the registered treasurer's email once the request has been processed.

BANK ACCOUNTS (CONTINUED)

CHANGING SIGNATORIES USING A MANDATE VARIATION FORM

If you cannot access internet banking or the previous method is unsuccessful, then another method to change signatories is completing an online mandate variation form. The form can be accessed [here](#). This can be completed by any individual and multiple changes can be processed at once. You will require the relevant sort code and account number, and personal details for any new signatories to be added. Once completed, the form must be printed off and must be signed at least two current signatories before being posted.

CHANGING SIGNATORIES VIA A BOARD RESOLUTION

If the above two methods fail or the details of current signatories are unknown, please contact Meg regarding the process of a board resolution.

NEXT STEPS

When the signatories have successfully been changed, the incoming treasurer will be required to register themselves for Business Bank of Scotland, if they do not already have a personal Bank of Scotland account. Once registered, the incoming treasurer will have full control of the account and will receive an online banking package, which will be sent to the Sports Union. This will contain a card, card reader and username however to create your own password select 'forgot password' and follow the steps.

INTERNET BANKING

Ensure that all relevant signatories have access to internet banking. To log into internet banking, signatories are required to provide their username, password and memorable information on the Business Bank of Scotland [website](#). Each signatory will have individual login details. These must remain confidential and must not be passed on to other individuals. It is highly recommended to also download the mobile Business Bank of Scotland app.

It is highly encouraged that payments into and out of the account are done through internet banking. To arrange payment to a new recipient who is not on the current recipient list, you require a card reader and an online banking authentication card. These are supplied in the online banking package sent to the Sports Union. This process requires a computer or laptop, and cannot be completed via the mobile banking app. Payments to existing recipients can be completed using a computer, laptop or through the mobile banking app.

If you experience any issues with the club bank account, it is recommended to visit the Business Bank of Scotland branch on the first floor of 300 Lawnmarket, Royal Mile, Edinburgh, EH1 2PH. Alternatively, you can call the bank directly through internet banking under 'support'.



BANK ACCOUNTS (CONTINUED)

DEBIT CARDS

Debit cards are not permitted by the Sports Union. In situations where payment using a debit card is required, an invoice with bank details can often be requested from the payee to arrange payment. If this is not possible, the Sports Union can arrange this payment on behalf of the club. The club will subsequently be invoiced by the Sports Union for payment. Please contact Meg to arrange a debit card payment on behalf of the club.

DIRECT DEBITS AND STANDING ORDERS

Direct debits and standing orders are also not permitted by the Sports Union unless written approval has been obtained from Meg.

SECTION 2

EUSU TREASURER HANDBOOK



ROLES AND RESPONSIBILITIES

BUDGETING

One of the most important responsibilities of the treasurer is to outline a budget of club income and expenditure for the entire academic year. The budget is a detailed plan of income and expenditure dependent on the activities of the club and should act as a tool to aid the decision-making of the club. Preparing the budget in advance of the academic year allows for the club to identify its ability to break even and it highlights opportunities for sourcing more income, such as sponsorships and fundraising, and for reducing costs.

The budget for the academic year 2024/25 must be submitted to the Sports Union by June 2025 (exact date tbc). In order to construct an effective budget, involvement is required from both the incoming and outgoing treasurer and the club president. Figures for actual and budgeted income and expenditure of the previous academic year should be considered, as well as incorporating items for new club activity and development plans. A template for the budget to be submitted to the Sports Union can be found [here](#).

Lines for income and expenditure will be different for each club, and the budget template is flexible and adaptable to adjust to the needs of the club. Common line items to include in the income section include memberships, transport and event charges, fundraising, sponsorships, and income from club events. Expenditure lines may include competition fees, transport, coaching, equipment and club event expenses.

During the budgeting process, it is useful to provide detailed breakdowns within each line item, to specify the nature of income or expenditure. For example, a club with different teams playing in a league should budget travel to each match per team. Additionally, a club with various sporting events throughout the year should budget income and expenditure related to each event individually.

You can annotate your budget with notes to explain any key assumptions or decisions that led to the budgeted figures. This can help you, and future treasurers understand the rationale of the budget and more effectively complete budget revisions.

Please do not copy and paste the previous year's budget, as this fails to show any aspect of planning for club activity. Clubs that fail to submit an adequate budget will receive a warning from the Sports Union and will be required to submit a new budget.

BUDGETING (CONTINUED)

GRANT FUNDING

For full member clubs, the budget is a key determinant of your annual club grant. The grants for all full member clubs are decided by the President and Honorary Treasurer and are aimed to be around 15% of the 'funded budget' of each club. The funded budget is the expenditure that the Sports Union considers fundable, including but not limited to travel, equipment and coaching expenses. The funded budget does not include expenditure relating to social events, promotional items and other trivial items. Your awarded grant will be communicated around August before the start of the academic year.

Please ensure that when submitting the budget to the Sports Union, you do not include a figure for grant funding in your income section. Ideally, your club should be able to break even without grant income, and instead, the club grant should 'unlock' other purposeful spending opportunities for your club relating to club development. It is important that once you have been allocated your grant, you include this income in your budget and reassess the other income and expenditure lines ahead of the academic year.

Please note that your allocated grant is kept in a separate account by the Sports Union and will not be directly deposited into your club bank account. For information on how grant funding is spent, please see the 'Grant income' section below.

DURING THE YEAR

Please remember that the budget is intended to be a tool for decision-making regarding club activities. Therefore, it is important that your budget is updated in the light of new information to anticipate the financial effects on the club. An important example is the need to re-budget for the academic year once your club grant has been communicated.

As treasurer, you must also keep an accurate account of the club's finances, and it is important that these are compared to your budgeted figures. Of course, it is nearly impossible to perfectly estimate your income and expenditure. However, you should use the budget to learn from any deviations in income and expenditure and make decisions accordingly to ensure the smooth running of the club.

If throughout the year, your club is facing any financial problems, please do not hesitate to get in touch with the Honorary Treasurer for advice. Clubs that are seeking to review their finances and identify opportunities to improve their financial position are also encouraged to arrange a meeting with the Honorary Treasurer.

TREASURER'S SPREADSHEET

To ensure the smooth running, continual development and stability of the club, the treasurer is responsible for keeping a proper account of the finances of the club. This should be done through a detailed treasurer's spreadsheet, which outlines the actual figures for income and expenditure. It is important to keep an accurate account of income and expenditure to chase up on payments and compare actual figures with the budgeted figures.

The Sports Union has developed a flexible template that can easily be adapted to reflect the finances of the club. This can be accessed [here](#). But treasurers may also use their own template if desired. There is no compulsory format that has to be followed.

The treasurer's spreadsheet should be updated continually (ideally fortnightly or monthly) and should be used for decision-making, with reference to the budgeted figures. This is the main duty of being the treasurer throughout the year and will be the most time-consuming aspect of the role. To ensure transparency with other committee members, it is encouraged that the treasurer highlights actual figures of line items at meetings, providing insights into any large variances from the budget.

At the end of every semester, a copy of the treasurer's spreadsheet must be submitted to the Sports Union. The deadline dates will be communicated in the Sports Union Essentials emails.



TREASURER'S REPORT

To encourage transparency with club members, every treasurer should present a treasurer's report at their club AGM. This report should include a summary of the budgeted income and expenditure figures alongside the actual figures, explaining any large variances. A template for the treasurer's report is available [here](#).

It is recommended to estimate income still to be received and expenditure still to be incurred for the remainder of the academic year to illustrate whether the club will break even or not. A discussion of the treasurer's report should be included in the AGM minutes submitted to the Sports Union.

MAKING AND COLLECTING PAYMENTS

Another crucial element of a treasurer's role is the timely payment of invoices and reimbursements to club members for expenses funded by the club. Invoices will clearly state the amount to be paid, including the relevant bank details for payment. Payments through online banking are strongly recommended for all payments, to ensure payments are made securely. Please avoid handling cash.

Invoices from the Sports Union will be sent to the treasurer's email account by Meg. Please note that any transport bookings made through the Sports Union, including Arnold Clark and Edinburgh Coach Lines, will initially be paid for by the Sports Union. The amounts for these invoices will subsequently be recovered from your club account and payment must be arranged to the Sports Union. If payment is to be made to the Sports Union rather than to the bank details on the invoice, Meg will stress this in the email accompanying the invoice.

Reimbursements made to club members for expenses funded by the club should be according to your club policies. You should ensure that these policies, e.g. a travel policy, are communicated to club members. For the purposes of effective internal controls, there should be a record of payment, such as a receipt, for any payments made out of the club bank account. These can be held in an email folder.

Collecting payments, such as sponsorship payments, may require you to prepare an invoice. As a minimum, an invoice should include the relevant amount, your club name and bank details and should be dated. A template for creating invoices can be found [here](#). For guidance on collecting membership fees, please refer to the 'Memberships' section below.

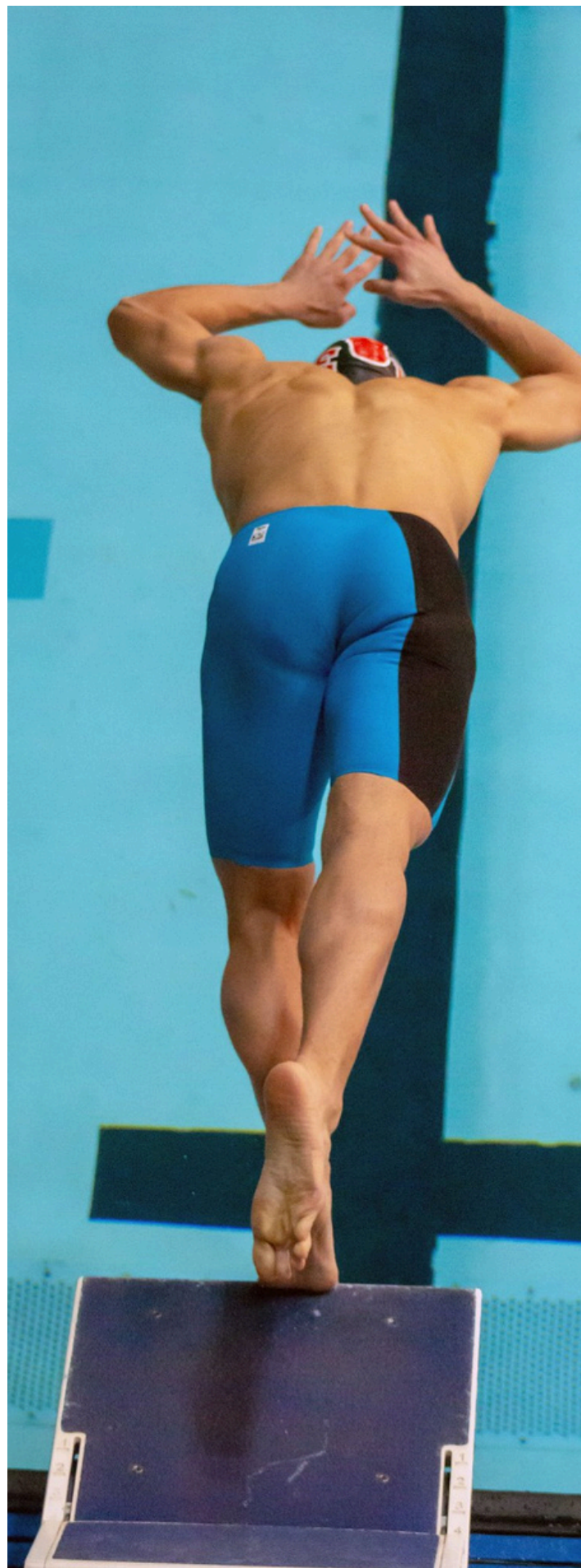
HANDOVER OF DUTIES

Once a new treasurer has been elected at your club AGM, it is imperative that the outgoing treasurer arranges a handover with the incoming treasurer. Ideally, there should be a period of overlap where the incoming treasurer can shadow the outgoing treasurer for a longer transfer of knowledge between the incoming and outgoing treasurer.

Changing the signatories of the bank account should be done at the very start of the handover process, to ensure that the incoming treasurer has access to the bank account as soon as possible. In addition to a general discussion of the roles and responsibilities of the treasurer, the outgoing treasurer should provide the incoming treasurer with email access, financial records and other relevant files. It is highly recommended for the outgoing treasurer to prepare a handover document and folder of relevant documents for the incoming treasurer.

Lastly, in order to prepare a comprehensive budget for the following academic year, the budget should require inputs from both the incoming and outgoing treasurers. Therefore, the budgeting process should be done jointly over the handover process.

For more information on handovers, please refer to our [Handover Guide](#).



SECTION 3

EUSU TREASURER HANDBOOK



MEMBERSHIPS

DETERMINING MEMBERSHIP FEES

Membership fees tend to be a substantial portion of a club's annual income. Fees for the next academic year are determined by the president and treasurer at the end of the current academic year. Membership prices for the academic year of 2025/26 must be sent to eusu@ed.ac.uk by June/July 2025 (exact date tbc). Failure to submit membership prices may result in the Sports Union increasing all your previous prices by five pounds.

In order to cover an appropriate portion of your expenditure, the income expected to be generated from memberships should equal at least 25% of your total expenses or 40% of your funded budget. Membership fee coverage will vary per club, as some clubs may charge per event or training session, whereas others only require one payment at the start of the year to cover this. If membership income is below the threshold, and this cannot be explained with a justified reason, membership prices should be reviewed carefully.

The following are general guidelines to help in determining membership prices for the next academic year. The key challenge is to balance making your sport affordable and accessible whilst also ensuring financial sustainability into the future.

It is strongly encouraged to increase membership prices between two and five pounds every year. Non-student membership prices should be greater than the student equivalent prices, and semester-only prices should be equal to at least half of their full-year equivalent.

Membership prices should reflect varying playing and training opportunities through, for example, a tiered membership system. Membership prices may be altered at any point during the academic year by emailing the Sports Union at eusu@ed.ac.uk.



MEMBERSHIPS (CONTINUED)

COLLECTING MEMBERSHIP FEES

It is the responsibility of the treasurer to communicate and ensure that all club members pay for a relevant membership. Memberships can be tracked through MSL on www.eusu.ed.ac.uk. In order to view the memberships, log in with your student email account. Under 'site admin', it should show your club as an organisation, which you can click on to access further admin tools. These tools include viewing your current members and generating a sales report to see how much membership income the club has generated up to that point. If you cannot access the further admin tools of your club, please email the Sports Union at eusu@ed.ac.uk.

It is important to communicate the need to purchase memberships to all club members. You should enforce a strict deadline for purchasing memberships and be firm when chasing up payments. If members are having issues logging into their MSL account, email eusu@ed.ac.uk with the relevant student number to reset the account.

MSL can also be used to manage other income, such as events charges. This function would be highly recommended for any clubs that arrange many events throughout the year.

MSL income is periodically disbursed by Meg to all club accounts. A comprehensive list of the disbursements will be accessible through the Sports Union Essentials. At the start of the year, there will be a slight delay in receiving the first MSL payment from the Sports Union. It is important to have your own accurate records of total membership income to be received to check that the correct amount of MSL income has been disbursed to the club account at the end of each semester.

SPORT AND EXERCISE MEMBERSHIP

Members of clubs using facilities managed by Sport and Exercise, including the Pleasance, St. Leonard's Land, Peffermill, and Firbush, must purchase a full or semester Sport and Exercise membership in addition to club membership. For more information on whether this applies to your club, please refer to the Sports Union website [here](#).

It is the responsibility of the club to ensure members purchase a Sport and Exercise membership. Any club with members without a valid membership by the deadline will be charged a facility charge per non-member. This deadline will be communicated in the deadline checklist but is typically mid-October. Please note this also applies to non-student members.

GRANT INCOME

All full member clubs receive grant income from the Sports Union, which is based on the budget submitted prior to the academic year. The allocated grant will be communicated by the President of the Sports Union in August. This club grant should unlock purposeful spending opportunities for your club relating to club development and subsidising costs to take part in sporting activity for your members. As mentioned previously, the budget should be updated to reflect grant income once your grant allocation has been communicated.

Grant income will not be deposited into your club account. Instead, the grant income is held in a separate account by the Sports Union. Grant income can be claimed through two different approaches.



The first and recommended approach is to pay invoices received from the Sports Union using your grant income. This requires you to authorise Meg to pay the relevant invoice using your grant income, rather than arranging a bank transfer. You can also send Meg invoices from, for example, national governing bodies and event entries, and request for these to be paid using your grant. The second approach is through the use of a grant claim form including receipts, which can be found [here](#). This allows clubs to retrospectively claim their grant income, which the Sports Union will deposit into the club bank account.

Treasurers should keep track of their grant balance, which can also be requested by emailing Meg. Please note that all grant funding should be spent by the end of the academic year. Any unspent funds will not be carried forward into the new academic year, and thus will be lost. Therefore, Meg recommends you claim periodically starting early in the year.

SPONSORSHIP

Sponsorships are a very important source of income to ensure the club will break even or to reduce costs for members. Seeking sponsorships is the responsibility of clubs and ideally should be done ahead of the academic year. A template for a sponsorship contract can be found [here](#).

SECTION 4

EUSU TREASURER HANDBOOK



The Sports Union has several funds that clubs can apply to throughout the year, ranging from funds for individual athletes to funds for widening participation. The Representation Fund, Reserve and Safety Fund and Equipment Fund are governed by the Finance Committee, who convene fortnightly. Other funds include the BUCS Fund, the Participation Funds and the Coaching and Officiating Fund, which are managed by relevant members of Sports Union staff. Lastly, alumni donations are also available to provide support for clubs through the alumni funds held by the Development and Alumni department of the University.

REPRESENTATION FUND

The Representation Fund is for students selected to represent the University or their country at a high-level sporting event. University representation may include Scottish Universities, Scottish Students, British Universities and British Students events. National representation must be recognised by the national governing body. Students may either take part as an athlete or official during their representation at the event.

The student must have a Sports Union student membership and be a member of a relevant Sports Union member club. An application must be submitted to Meg at eusu.finance@ed.ac.uk for consideration by the Finance Committee. The deadline is 14 days after the event takes place. The application form for the Representation Fund can be found [here](#).

The application must be completed by the treasurer and must be signed by both the applicant and the treasurer. It is essential to include a selection letter explicitly stating the name of the applicant or, if this is not possible, evidence that the selection letter was sent to the applicant's email address. The application must also include proof of costs, such as an invoice from a national governing body or receipts from travel. Please note that any applications for Scottish Student Sport representation are submitted to the Finance Committee by the President of the Sports Union on behalf of the club.

The outcome of the application will be communicated by the Honorary Treasurer within a week of the Finance Committee meeting. Successful applications will be funded under the following tiered system, which is to be applied at the discretion of the Finance Committee:

TIER 1

If an individual has been selected for national representation at the sport's top tier of international competition. This will be funded at 40% of travel, accommodation and entry fees up to a limit of £500. E.g. World/European Championships and FISU World University Games/Championship.

TIER 2

If an individual has been selected for national representation at high-level international events. This will be funded at 40% of travel, accommodation and entry fees up to a limit of £250. E.g. Top-level International Tour events, European University Games, Commonwealth Championships.

TIER 3

If an individual has been selected for University/SSS representation at international events or national representation at other international events. This will be funded at 40% of travel, accommodation and entry fees up to a limit of £100. E.g. SSS representation, Homes Nations tournaments, International Club Championships.

Please note that all students are eligible for a maximum total annual award of £500 across all tiers. This annual period begins on the 1st of August and ends on the 31st of July of the following year. For the amount of the successful claim to be disbursed to the club bank account, the treasurer must submit a claim form, including proof of payment, to Meg within four weeks of being notified of the award. This claim form can be accessed [here](#).

If you have any questions about the Representation Fund, please contact the Honorary Treasurer.

EQUIPMENT FUND

The Equipment Fund is intended to cover one-off equipment purchases that will drastically improve the club's offering, as well as equipment replacement schemes (ERS). For an application regarding a one-off equipment purchase, the level of funding is entirely at the discretion of the Finance Committee, who will assess the extent of the benefit provided by the equipment purchase.

Generic items of equipment, such as cones, foam rollers, and resistance bands, will not be funded. The relevant application form for one-off equipment purchases can be found [here](#).

An ERS is intended for clubs with large pieces of equipment, in excess of around £400. It acts as an incentive for clubs to plan and subsequently raise funds for the replacement of large items of equipment in the long term. Annual contributions are split by the club and the Sports Union at 60% and 40% respectively. Applications for an ERS must also be submitted to the Finance Committee. If you are interested in applying for an ERS, you should contact the Honorary Treasurer.

An ERS will have an agreed duration and it should be reviewed annually by clubs to assess whether it is still suitable for the needs of the club. If you wish to alter your ERS, please get in touch with the Honorary Treasurer. If you are unsure whether your club has an ERS or how long is still left of your ERS, please contact Meg.



RESERVE FUND

The Reserve Fund is intended to cover any unforeseen costs that have been incurred by the club. The level of funding is at the discretion of the Finance Committee. The Finance Committee distinguishes between unforeseen costs that arise because of unpredictable events, such as serious injury on an away trip, and unforeseen costs for events that should have been anticipated. Costs falling into the latter category do not fall under the remit of the Reserve Fund, and therefore will not be funded. The application form for the Reserve and Safety Fund can be found [here](#).

For the amount of the successful claim to be disbursed to the club bank account, the treasurer must submit a claim form, including proof of payment, to Meg within four weeks of being notified of the award. This claim form can be found [here](#).

BUCS Fund

The Sports Union funds individual entry fees to BUCS events in their entirety, but the club will have to contribute to entry fees if these exceed £1500. If an athlete withdraws from an event, the club will have to cover the full entry fee of the relevant athlete. Any fines charged to the club must also be covered by the club. Please refer to the BUCS Individual Policy for additional information.

The Sports Union funds the transport and accommodation if deemed necessary for teams competing in National League, Premier League, Championship, Vase and Trophy fixtures. Entry fees for all BUCS team competitions are covered by the BUCS fund. Please refer to the [BUCS Team Policy](#) for more details.

If you have any questions about the BUCS Fund, please contact Polly Pearce at polly.pearse@ed.ac.uk.

COACHING AND OFFICIATING FUND

The Coaching and Officiating Fund is available for clubs to gain support for individuals looking to obtain qualifications to help their club. This fund aims to make coaching and officiating courses more accessible to clubs, and applications for students and non-students are permitted. The fund opens for application once during each semester. More information can be found [here](#). The application windows for 2024/25 are:

- 01/10/2024 - 18/10/2024
- 03/02/2025 - 14/02/2025

For any questions on the Coaching and Officiating Fund, please contact Neil Rankin at neil.rankin@ed.ac.uk.

PARTICIPATION FUNDS

There is funding available to encourage participation through organising EdEx events and organising sporting events for underrepresented groups. EdEx events aim to allow students who are non-club members to come and try a sport at little or limited cost and may serve as a positive way of recruiting new club members, particularly one-semester students.

For more information, please contact Neil Rankin at neil.rankin@ed.ac.uk.

ALUMNI FUND

Every club has an Alumni Fund held with the Development and Alumni department of the University. Alumni funding is very important to fund the legacy of the club, and donations can be made on www.eusu.ed.ac.uk/alumni/donationsandsponsorship/. The purpose of the Alumni Fund is to fund initiatives demonstrating club development and legacy building, such as large equipment purchases or specific coaching and training programmes.

The Alumni Fund opens for applications twice per academic year for a period of approximately four weeks. Each club will be contacted to be made aware of their individual alumni fund balance, with a recommendation of whether to apply to release their fund or to engage in alumni activity to increase funds. The relevant application form can be found [here](#).

Please note that any communications to alumni, regarding donations or otherwise, must be done through the Development and Alumni department of the University under GDPR.

For more information, please contact the SU Partnerships and Alumni Officer at Eusu.partnerships@ed.ac.uk or you can directly get in contact with the Development and Alumni department by reaching out to Beth Munro at beth.munro@ed.ac.uk.

STUDENT EXPERIENCE GRANT

The Student Experience Grant is an alumni-funded grant through the University of Edinburgh, which focuses on providing one-off contributions to help innovative projects and initiatives that will contribute to student experience. The application window opens in October each year and there is only one submission round a year.

For more information, please refer to www.ed.ac.uk/student-experience-grants.

SECTION 5

EUSU TREASURER HANDBOOK



GET INVOLVED



FINANCE COMMITTEE

There are various opportunities for committee and club members to get more involved with the Sports Union. One opportunity relevant to treasurers is the Finance Committee, which is chaired by the Honorary Treasurer.

The Finance Committee manages various funds of the Sports Union and provides overarching governance on the finances of the Sports Union. The Finance Committee meets every fortnight and includes the Honorary Treasurer, the President, the Partnerships and Alumni Officer, the Honorary Secretary and Senior Treasurer in addition to eight ordinary, student members.

Being an ordinary member allows you to gain a deeper understanding of the inner workings of the Sports Union, including the budget of the Sports Union and its policies and ideas of best practice from other sports club treasurers. Moreover, you get the opportunity to voice your opinion in discussions about financial policies and issues relevant to the Sports Union.

If you are interested in applying to the Finance Committee, please make sure to look out for further information in the Sports Union Essentials. Applications typically open before the start of the academic year. Also, feel free to email the Honorary Treasurer if you have any further questions.

SECTION 6

EUSU TREASURER HANDBOOK



SUMMARY

A QUICK GUIDE TO BEING A CLUB TREASURER

USEFUL CONTACTS

The key contacts of treasurers are Meg, the Accounts Manager of the Sports Union, and Mark, the Honorary Treasurer. Both have a wealth of knowledge on club finances and are there to assist with any queries.

HANDOVER

A handover between the outgoing and incoming treasurer is crucial and ideally, there would be a period of overlap to allow for a longer transfer of knowledge. Changing the signatories of the bank account and preparing the budget are two essential components of the handover.

INTERNET BANKING AND CHANGING SIGNATORIES

Each club has a business bank account with the Bank of Scotland. It is very important to change the signatories of the bank account after your AGM. Each bank account requires at least two signatories and the signatories can be changed through either internet banking or using a mandate variation form. Make sure that any signatories that are not in a relevant position in the next academic year are removed. Please contact Meg if you experience any problems with this.

All relevant signatories should have access to internet banking, with unique login details that must remain confidential. It is highly recommended that payments into and out of the account are done through internet banking.

BUDGETING

This is one of the most important responsibilities of the treasurer and the budget is a key determinant of the grants of full member clubs. Preparing the budget in advance of the academic year allows for the club to identify its ability to break even, and it should act as a tool for decision-making throughout the academic year. This should require input from the incoming and outgoing treasurers and incoming president, using actual and budgeted figures of the previous year. It is extremely useful to provide detailed breakdowns within each line item, to specify the nature of income or expenditure. Throughout the year, the budget should be updated in light of new information, such as your grant allocation.

The budget for 2024/25 to be submitted to the Sports Union by June 2025 (exact date tbc).

A QUICK GUIDE TO BEING A CLUB TREASURER (CONTINUED)

TREASURER'S SPREADSHEET

The treasurer should keep a proper account of the club's actual income and expenditure using a comprehensive treasurer's spreadsheet, which should be updated continually. This must be submitted to the Sports Union at the end of every semester. You may use your own template, or you can request a template from the Honorary Treasurer.

VARIOUS FUNDS

The Sports Union and the University have several funds that clubs can apply to throughout the year, ranging from funds

for individual performance to funds for widening participation.

WHERE TO FIND INFO

- Useful documents, including templates, application and claim forms, and SU policies can be found here: <https://www.eusu.ed.ac.uk/committeepage/>
- Keep up to date with the Sports Union Essentials Emails. This will remind you of key deadlines.
- Send questions or concerns to the Honorary Treasurer: eusu.hontreasurer@ed.ac.uk



TREASURER TIMELINE



SECTION 7

EUSU TREASURER HANDBOOK



HOW SHOULD I GO ABOUT REFUNDING A MEMBERSHIP?

It is important that there is a membership refund policy that has been communicated to your members. Undoing memberships through the MSL system is very difficult. Therefore, if you decide to refund a membership fee, it is recommended to do this via a bank transfer from the club account. This might mean that you have refunded an individual before their membership fee has been received in an MSL payment. Unfortunately, the Sports Union membership and transaction fee are non-refundable, and this portion should not be refunded by the club.

ONE OF OUR MEMBERS OWES THE CLUB MONEY, AND AFTER SEVERAL MESSAGES, THEY STILL HAVE NOT PAID THEIR DEBT TO THE CLUB. WHAT DO I DO NEXT?

It is important that as treasurer you are firm but fair in your approach to members. It may be difficult if the members who are not paying are your friends, but you must enforce the same rules as with other members within the club. If a member has still not paid after several warnings, you should look to enforce more firm rules, such as a ban on training or attending club events until outstanding debts have been repaid. You can also reach out to Sport and Exercise and have their gym membership temporarily blocked. If you are particularly struggling with getting members to repay their debts, the Sports Union can send out an email on behalf of the club to stress the severity of the situation.

I AM STILL YET TO HAVE ACCESS TO OUR CLUB BANK ACCOUNT, WHAT CAN I DO?

Requesting a change of signatories may take between a week to multiple weeks to complete, depending on whether it has been done through internet banking or by printing off the mandate variation form. Therefore, it is very important to get the ball rolling early to ensure that the incoming treasurer has access to the accounts as soon as possible. However, if you have not been able to gain access to the bank account after multiple attempts, a current signatory should either call Business Bank of Scotland or should visit the Business branch on the first floor of the Bank of Scotland on the Royal Mile. If this is still not successful, then please contact Meg to complete a board resolution.

WHY HAS OUR CLUB BEEN FINED FOR ONE OF OUR MEMBERS NOT HAVING A SPORT AND EXERCISE MEMBERSHIP?

If your club uses Sport and Exercise facilities, it is your responsibility to ensure that every member must purchase a full or semester Sport and Exercise membership in addition to their club membership. A deadline for the purchase of the Sport and Exercise membership will be communicated by the Sports Union, and an email will be sent out to clubs with the names of members who are still required to purchase a membership. If any members have failed to purchase a membership by the deadline, the club will be fined. It is the club's responsibility to recover this amount from the relevant members.

HOW DO I PAY FOR THINGS THAT REQUIRE A DEBIT CARD?

Clubs are not permitted debit cards. To pay for things that require a debit card, you can email the organisation and request for an invoice and bank details to be provided. The Sports Union can also pay for things on behalf of the club and subsequently invoice the club for this amount. For the Sports Union to pay on your behalf, you should contact Meg with the relevant details of payment.

LOOKING AT OUR BUDGET, I AM NOT SURE WHETHER WE WILL BREAK EVEN. WHAT OPTIONS FOR ADDITIONAL FUNDING ARE THERE FOR CLUBS?

It is important to note that no initial budget will be able to perfectly predict income and expenditure for the following year. However, it is important that the budget is constantly reassessed once new information is obtained to determine whether the club will break even. If you have reason to believe that the club may not break even for the year, then you should look at whether there are any costs which can be significantly cut. You should also consider other sources of income such as fundraising, sponsorships and alumni, and refer to the funds mentioned above for more information. If you believe that the club is facing real financial problems and you require financial support from the Sports Union, please contact Meg or the Honorary Treasurer.

WILL WE RECEIVE KICKBACK FROM SPORT AND EXERCISE THIS YEAR FOR PURCHASED MEMBERSHIPS?

No. In previous years, Sport and Exercise have provided clubs with a kickback on each full student membership purchased. However, in 2019/20 Sport and Exercise decided that they would not be providing clubs with kickback payments, following the approval of huge capital investment projects, such as Peffermill Sports Village. This will continue to be the case in the near future.

WHAT IS THE BEST WAY TO REIMBURSE A MEMBER WHO DOES NOT HAVE A UK BANK ACCOUNT?

Ideally, all reimbursements should be made via a bank transfer to a UK bank account, ensuring that members provide you with proof of payment. Please avoid transferring money to overseas bank accounts, as the Bank of Scotland will charge you an international transfer fee. However, if reimbursement to a member without a UK bank account cannot be avoided, it is recommended that the amount is withdrawn from the club bank account in cash. Once again, please ensure that you are provided with proof of payment prior to withdrawing the money. You can withdraw money from the club account at any Bank of Scotland branch with a Business banking section.



OUR CLUB IS LOOKING INTO PURCHASING GOODS FROM THE EU. HOW DO WE PROCEED?

Following Brexit, organisations are required to provide an EORI number for purchases of goods in the European Union. The need for an EORI number for any member clubs depends on the purchase made.

If the purchase is a one-off, small purchase by an individual not for resale, a unique EORI number is not required. Instead, the individual making the purchase should use the code GBPR.

If the purchase is a bulk order by a club, then an EORI number is required. Each organisation is required to have their own EORI number. In this instance, member clubs operate as individual organisations, and as such are responsible for their own EORI number.

If you feel like your purchase requires an EORI number, then you need to apply for an EORI number as a club. This is a simple process that will prove useful if the club is expected to make a few bulk purchases from the EU. Make sure to use the address of the Sports Union and official club email addresses when filling out the application.

Please visit www.gov.uk/eori/apply-for-eori to apply.