

Guidelines for Amalgamated Clubs and Societies to Apply for a Budget from the JCR



(In this document the terms “club” and “society” are used interchangeably and refer to any of the JCR’s amalgamated clubs).

This document shall be reviewed annually at the Lent Term Finance Committee.

General Guidance

An Application form can be found on the JCR Website. Once completed application forms should be sent to the JCR Treasurer either by email or placed in his/her pigeonhole,

Guidance for the Application form:

Society, current committee, club size are all self-explanatory.

For Last year’s expenditure, a brief outline is all that is required.

If the society has an external account then every year they must request to continue to use it, along with following the instructions on the document “Information for External Account Holders” which is also available on the JCR website.

If any sponsorship has been received details of it (who the sponsorship was from and for how much) would be useful and any societies with sponsorship will be looked on favourably.

In the General Comments/Activities section fill in with successes of sports clubs/events/any other comments potentially useful for the JCR Treasurer and the Finance committee

In the details section of the Budget request breakdown, provision of sources (e.g. websites where things would be bought from) will be beneficial to the society’s application.

Moneys applied for should be categorised as follows:

- Critical Expenditure (Items required for the club/society to function at a minimal level)
- Important Expenditure (Items required for the club/society to operate at current levels)
- Desirable Expenditure (Costs for planned expansions of the activities of the club and costs for any items which don’t directly improve the club’s ability to function)
- Total application for each category and the overall amount applied for

Critical Expenditure

Items which are considered Critical Expenditure are as follows:

- League/Cuppers Fees
- Team kit/props where the old kit is in an unusable state/ doesn't exist
- Referees Fees
- Equipment (balls, sticks, cones, etc.) when it is essential to the clubs function
- Hire of pitches for matches and essential team training
- Costs of putting on events critical to the function of the club/society. (Contact the treasurer if you are unsure what this includes)

Important Expenditure

- Taxi journeys for clubs with heavy or large kit
- Team kit where the old kit is still useable but well worn
- Non-essential training
- Non-essential equipment

Desirable Expenditure

- Covering the expenses of a guest speaker at a society dinner or talk.
- The cost of recreational or social sporting sessions
- Any items not listed above. (If an item isn't listed but you think it should be considered critical or important expenditure then please drop me an e-mail and if the JCR agrees then it shall be added to the list. This is most likely for non-sporting societies.)

Items with Restricted Expenditure

Stash

- Stash shall refer to any material item which is bought with the intention of it becoming personal property. Any personalised team kit is considered stash as it is not club property
- Stash will not be paid for or subsidised by the JCR under any circumstances. With the exception of the sale of old kit bought for the club with JCR funds
- If a society wishes to sell on old kit to its members, the minimum price that they may do that at set after consultation with the Exec and Treasurer. The proceeds from the sale of old kit must be put towards the purchase of new kit or equipment. Income from the sale of kit must be reported in full to the JCR

Taxi Receipt Reimbursement

- For the purposes of this document sports clubs which have heavy kit include; Rugby, Hockey, Cricket and Football. Other clubs may qualify for taxi reimbursement after consultation with the treasurer.

- There are two taxi schemes to apply for,

Scheme 1	Scheme 2
<p>The society can ask for the full price of the taxis to be paid back, but once they run out of money they will have to pay the remaining year's taxis out of their own pockets. If the club runs out of taxi money but has extra budget elsewhere they cannot put this into the taxi section.</p> <p>This would be good for societies with a large taxi budget.</p>	<p>The society can ask for the half price system to stay, and if they run out of money then the treasurer will be more lenient and potentially give them a little more money from the contingency or move some from elsewhere in their budget if they have underspent.</p> <p>This would be good for societies using taxis rarely and with a low taxi budget.</p>

- On the application, if applying for taxi money the club does not request a specific scheme, they will be given scheme 2.

Social Events

- The JCR shall not fund or subsidise the cost of students attending a purely social event a society puts on. This includes but is not limited to society dinners.

How the Budgets shall be allocated

Early in Easter term the JCR will invite societies to apply for budgets and set a deadline before which they must do this. Once the deadline has passed the Treasurer shall go through the following process for dividing up the available funds:

1. The critical expenditure of every society shall be reviewed by the Treasurer to confirm that it fits in with what the JCR Finance committee considers to be critical expenditure. If an item is deemed not critical it shall be reallocated to the important expenditure category
2. Budget shall be allocated to cover every society's critical expenditure and the amount which is allocated for each item for a society will be noted by the Treasurer
3. The important expenditure of every society shall be reviewed by the Treasurer to confirm that it fits in with what the JCR Finance committee considers to be important expenditure. If it is not considered important then it shall be reallocated to the desirable expenditure category
4. Budget shall be allocated to cover as much of every society's important expenditure as possible whilst maintaining proportion with the amount applied for. If during this

process the budget available for allocation runs out then the process will naturally stop here and the Treasurer shall review their decisions

5. The amount allocated to each item of important expenditure shall be noted by the Treasurer and recorded
6. If there is any money left to be allocated to societies then the Treasurer will use their initiative to try to allocate this money in the desirable expenses category as fairly as possible
7. The Treasurer shall record the amount allocated to each item of desirable expenditure
8. The all of the above shall be reviewed by Finance Committee towards the end of Easter Term and the Treasurer shall be obliged to reallocate funds as stipulated by the conclusions of Finance Committee
9. The JCR budget shall be applied for to college
10. The budget proposal shall be brought to the first Open Meeting of Michaelmas Term and if passed shall come into effect immediately
11. The Treasurer shall e-mail each of the Captains and Presidents telling them what their budget allocation is and a breakdown of what it covers from their application

Claiming Money off the JCR

Below is detailed how an individual should claim back money from the JCR for expenses incurred on behalf of a society or club. The JCR will only cover a society's expenses in a particular set of items if they have been allocated budget for that. At their discretion the JCR Exec may elect to cover something which has not been budgeted for. If a society wants to pay for something which was not listed in their budget allocation by the JCR then they should inform the JCR Treasurer so that the proposal can be deliberated by the JCR Exec.

1. Once you know that a claim will be accepted by the JCR place the receipt for it in the Treasurer's pigeon hole along with the name of the claimant and the society it's being claimed for. Alternatively a copy of the invoice and details can be sent by e-mail to the Treasurer at treas@thejcr.co.uk. **There must be some sort of proof, if there is no receipt or invoice then the society will not receive any money.**
2. A cheque should arrive in your pigeon hole within 2 working days

How the Treasurer Shall Act in Certain Circumstances

In order to promote year-on-year consistency, as well as accountability and transparency in the role of the Treasurer some example situations are outlined below.

A Society Looks Set to Overspend Their Budget

1. The Treasurer shall contact them to find out if they are aware of this and have taken measures to avoid it
2. If the society can demonstrate to the Treasurer that they will not overspend then no more action will be taken until such an event occurs.
3. If the society believes it will overspend or they submit a receipt which will force this to happen then the Treasurer shall propose to the JCR Exec that an appropriate amount of contingency fund is allocated to them to cover any further critical/important expenditure
4. If the JCR Exec wish to do this then the Treasurer shall reallocate funds as agreed. If not then they will inform the society of their negative decision. Following the outcome of a negative decision a club may submit a motion to an Open Meeting proposing further allocation of budget

A Society Needs to Extend its Budget due to an Emergency

(Such an emergency might be the accidental breakage of team kit or realisation that their original budget is not going to cover changes in critical expenditure due to unexpected fee rises etc.)

1. The society shall inform the Treasurer of their emergency before any costs are incurred if possible. The Treasurer shall then propose to the JCR Exec that an appropriate amount of contingency fund is allocated to them to cover the emergency.
2. If the JCR Exec wish to do this then the Treasurer shall reallocate funds as agreed. If not then they will inform the society of their negative decision. Following the outcome of a negative decision a club may submit a motion to an Open Meeting proposing further allocation of budget

A Newly Formed or Dormant Amalgamated Club Wishes to Create a Temporary Budget

1. The club shall contact the Treasurer and through ensuing correspondence shall determine the minimum amount of money they could use to get the club up and running
2. The Treasurer shall propose to the JCR Exec that a portion of contingency fund is set aside for the club to run up until the next round of budget applications
3. The JCR Exec shall decide how much they want to set aside based on the Treasurer's proposals and the club shall be informed of this by the Treasurer. The JCR exec can allocate money to the new society if it is available at its discretion
4. The club shall then behave as a normal amalgamated club with their budget arising from the portion of the contingency fund allocated to them
5. They shall apply for a budget along with all the other Amalgamated Clubs when the next round of budgets comes around

A Society Wishes to Spend More than Originally Budgeted for On a Particular Item

1. The Society must contact the Treasurer to this effect giving justification for their reallocation of funds. The Treasurer will not reimburse funds for areas within club budgets that are overspent until the procedure is followed. It is the responsibility of the Captain or Treasurer of the society to do this
2. The Treasurer proposes the budget reallocation to the JCR Exec
3. If it is passed then the Treasurer informs the society of this and everything continues as before
4. Following the outcome of a negative decision a club may submit a motion to an Open Meeting proposing further allocation of budget

**IF YOU HAVE ANY QUESTIONS ABOUT THIS DOCUMENT
PLEASE CONTACT THE TREASURER DIRECTLY (treas@thejcr.co.uk)**