

02

Finance

Accounts

Each Society has a Social Account

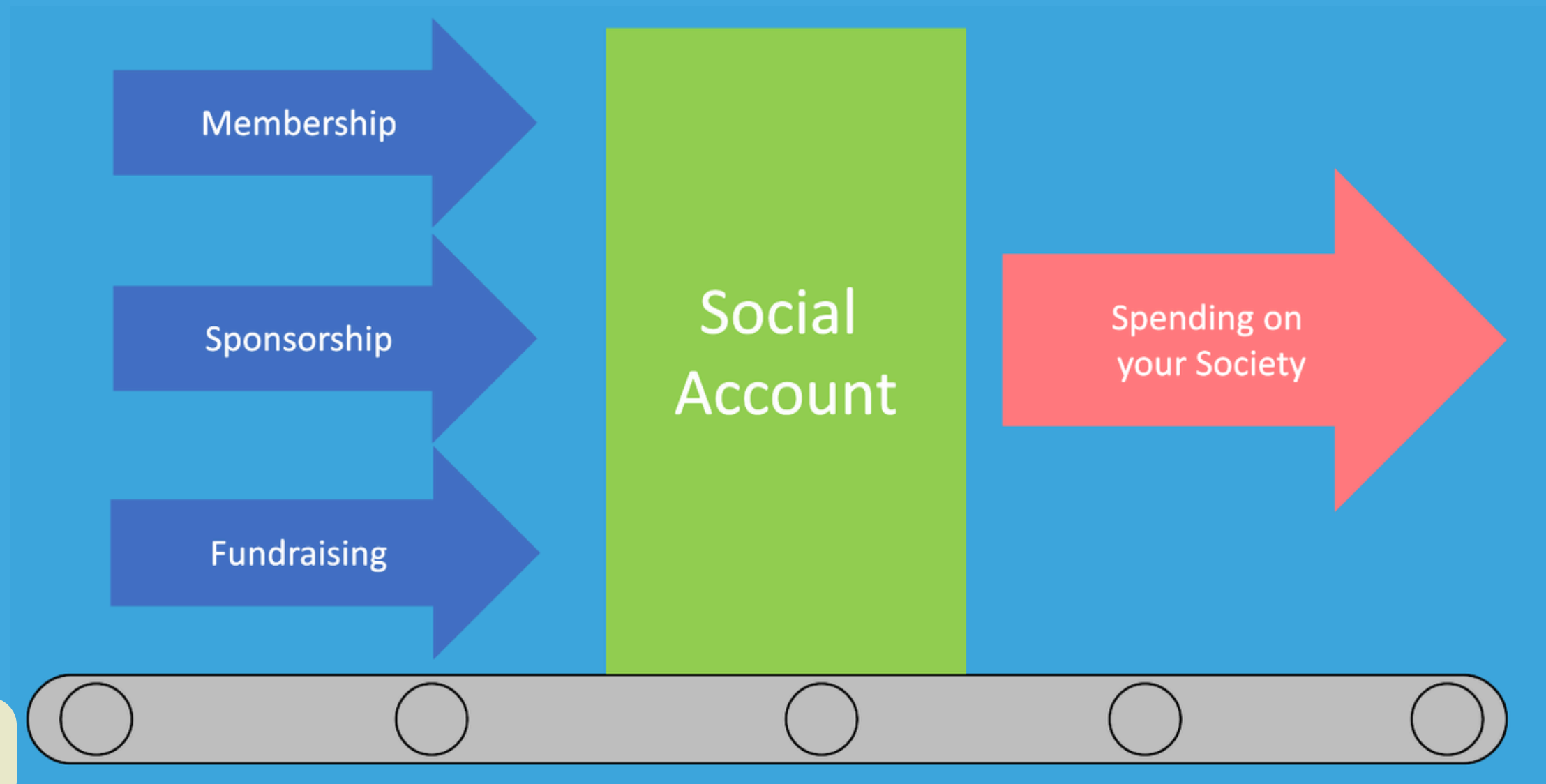
Finance can come into that account from 3 ways:

Membership

Sponsorship

Fundraising

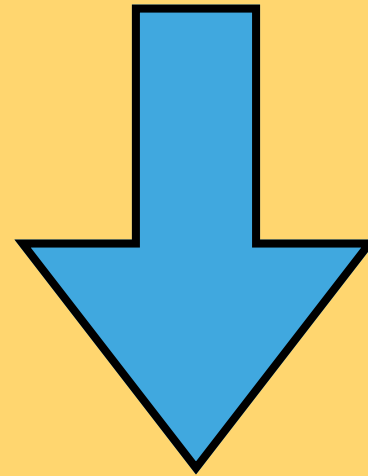
This money can be spend on many things to make your society experiences bigger and better!



What do we need finance for?



Social Account



But NOT ALCOHOL!



Equipment

Trips

External Speakers

Food

Venue Hire

Transport

Merchandise

Events

Grant Pot

JMSU has a pot of £8500 available to share with societies throughout the year!

How to apply:

1. Complete our Grant Fund Form
2. We will review it within 5 working days
3. If successful, you can proceed with purchasing your item with the necessary forms.



Overspending

If your society overspends then you will need to find a way to get that money back before the end of the year such as fundraising.

If you ever don't know how much is in your account, send Tom an email.

For any events or fundraising that you do, we are **cash free** so you can only receive money by using Native our website's Eshop.



Activity:

Think about and write down what you could buy to improve your society and it's sessions



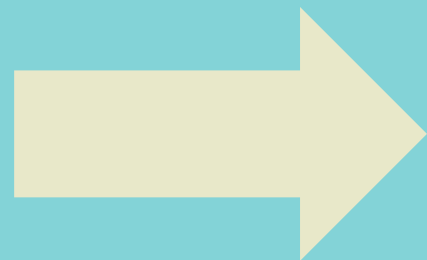
Tip:

Think outside the box and borrow ideas from other societies or other university versions of your society!

Memberships

Students must be from LJMU or a partnered organisation such as LIPA

Alumni's and Staff can be part of your society



However, they can't be a committee member and they can't vote when it comes to the elections



Forms

If you are purchasing anything for your society, you will need to complete and send over a form for it to be processed

If you're ever not sure which one you need to use, just ask!

The image displays four overlapping JMSU forms. The central form is the 'JMSU EXPENSE CLAIM FORM', which includes sections for Contact Information, Expense Claim (with a table for description, date, and amount), Payment Information, and an OFFICE USE ONLY section. To its left is the 'JMSU REFEREES, UMPIRES & SPEAKER EXPENSE CLAIM FORM'. To its right is the 'JMSU INCOME REQUEST FORM'. At the bottom left is the 'JM CHARITY MONEY' form. Each form contains specific instructions and fields for claimants to complete.

You can find all these forms on the Committee Resources Page

Expense Form

- For when you have bought something with your own money.
- Include proof of purchase
- Once sent we will review it.
- Note that you must have that amount in your society's account, or we will not pay you back.

JMSU									
EXPENSE CLAIM FORM									
<p><i>Claim back any expenses incurred for your student group if agreed by budget holder.</i> Please use block capitals. A VAT receipt detailing items purchased must be attached to the form or expense will not be paid. The receipt must be written 28 days of purchase for claims £30 or over. The payment will be paid into the claimant banks account. This can take 10 days to process. Please return form to JMSU office or email studentgroups@lmu.ac.uk.</p>									
Contact Information									
Sport/Society/Other									
Claimant Name		Date							
Claimant Student Number		Claimant Phone Number							
Expense Claim									
A full description of expense claim							Date of Activity		£
Car mileage allowance: 25p for the first 100 miles, then 18p a mile									
Total Amount Claimed							£		
Claimant Signed									
Authorised Club Captain/President/Treasurer Signature									
Committee Name & Position									
Payment Information									
Name on Card (capital letters)									
Account Number (8 Digits)									
Sort Code				-			-		
OFFICE USE ONLY									
Amount Granted		£					Grant		Social
Account(s) to be debited									
Auth Signature							Date / /		
Claim Number									
Received By:					Finance Code:				
<p>By submitting this form, you consent to us contacting you further with regards to the information provided. We will not share your contact details with any third parties or contact you with regards to any other activities. If you require any further information as to how we will store your contact information, please write to JMSUDPO@lmu.ac.uk.</p>									

Payment Request Form

- For when you want us to buy the items for your society.
- Write what you want, why you need it, how much and a link for the purchase.
- Again, you must have that amount in your account for it to be paid.

JMSU			
PAYMENT REQUEST FORM			
<p><i>Paying for something out of your student group account.</i> Please use block capitals. Invoice MUST be attached to the form. The payment will be paid into the claimant banks account. This can take 10 days to process. Please return form to JMSU office or email studentgroups@lmu.ac.uk.</p>			
Contact Information			
Sport/Society/Other			
Claimant Name		Date	
Claimant Email Address		Claimant Phone Number	
Customer Details			
Company/Organisation Name			
Contact Name			
Contact Tel Number			
Contact Email Address			
Company Address (with postcode)			
VAT Number			
Payment Information			
A full description of payment request:		Date of Activity	£
Total Amount		£	
Authorised Club Captain/President/Treasurer Signature			
Committee Name & Position			
OFFICE USE ONLY			
Amount Granted	£	Grant	Social
Account(s) to be debited			
Auth Signature		Date / /	
Claim Number			
Received By:		Finance Code:	
<p>By submitting this form, you consent to us contacting you further with regards to the information provided. We will not share your contact details with any third parties or contact you with regards to any other activities. If you require any further information as to how we will store your contact information, please write to JMSUDPO@lmu.ac.uk.</p>			

Speakers Expense Form

- For when you have an external speaker, teachers or coach coming in to do an event/session and you need to pay them back.
- Place their details and card details and we can process that.

JMSU			
REFEREES, UMPIRES & SPEAKERS EXPENSE CLAIM FORM			
Please use block capitals. The form must be completed prior to the event. Cash can be picked up 1 day before the event. Please return the completed form to studentgroups@ljam.ac.uk or student activities office.			
Contact Information			
Sport/Society/Other			
Claimant Name		Date	
Claimant Student Number		Claimant Phone Number	
Expense Claim			
Amount	£		
Team		Date of Event	
Referee/Speaker/Umpire Name			
Please accept this signed receipt as notice of self-assessed earnings and all appropriate Tax Returns will be done by myself.			
Referee/Speaker/Umpire Signature			
Payment Information			
Cash Amount	£		
Name on Card (Capital Letters)			
Account Number (8 digits)			
Sort Code			
OFFICE USE ONLY			
Amount Granted	£	Grant	Social
Account(s) to be debited			
Auth Signature		Date / /	
Claim Number			
Received By:		Finance Code:	
By submitting this form, you consent to us contacting you further with regards to the information provided. We will not share your contact details with any third parties or contact you with regards to any other activities. If you require any further information as to how we will store your contact information, please write to JMSUDPO@ljam.ac.uk .			

Income Request Form

- For when any money is coming into your account so from donations, sponsorships or fundraising.
- Place their details and we can set up an invoice for the money to go into your society's account.

JMSU			
INCOME REQUEST FORM			
<p><i>Money coming into your student group account from Sponsorship or Donations.</i> Please use block capitals. The payment will be paid into the claimant banks account. This can take 10 days to process. Please return form to JMSU office or email studentgroups@limu.ac.uk.</p>			
Contact Information			
Sport/Society/Other			
Claimant Name		Date	
Claimant Email Address		Claimant Phone Number	
Customer Details			
Company/Organisation Name			
Contact Name			
Contact Tel Number			
Contact Email Address			
Company Address (with postcode)			
VAT Number			
Invoice Details			
Amount to be charged	£		
Is the amount inclusive of VAT?	Yes/No		
Invoice Details			
Invoice Dates			
PO Number from Company/Organisation			
OFFICE USE ONLY			
Amount Granted	£	Grant	Social
Account(s) to be debited			
Auth Signature		Date	/ /
Claim Number			
Received By:		Finance Code:	
<p>By submitting this form, you consent to us contacting you further with regards to the information provided. We will not share your contact details with any third parties or contact you with regards to any other activities. If you require any further information as to how we will store your contact information, please write to JMSUDPO@limu.ac.uk.</p>			

Charity Form

- For when you have raised money for a charity, and you need us to send that money over to the charity.
- Write how we send over the money either bank details or online links.

JMSU CHARITY MONEY PAYING IN FORM

Please use block capitals. Please collate all the cash below and put in money bags.
Book a time with Reception to cash in the charity money.

Money	Amount
£20.00	
£10.00	
£5.00	
£2.00	
£1.00	
50p	
20p	
10p	
5p	
2p	
1p	
TOTAL	

Charity Information			
Sport/Society/Other			
Student Name		Date	
Charity Name			
Charity Address			
Please state below: How to send the money to charity? <u>e.g.</u> Website or BACS details.			

OFFICE USE ONLY	
Amount	£
Auth Signature	Date

By submitting this form, you consent to us contacting you further with regards to the information provided. We will not share your contact details with any third parties or contact you with regards to any other activities. If you require any further information as to how we will store your contact information, please write to JMSUDPO@lmu.ac.uk.

Sponsorships

Sponsorship is a great way to get money into your society's account.

All sponsorship deals **must be authorised by JMSU** in advance to ensure you are getting a fair deal and in line with policies.

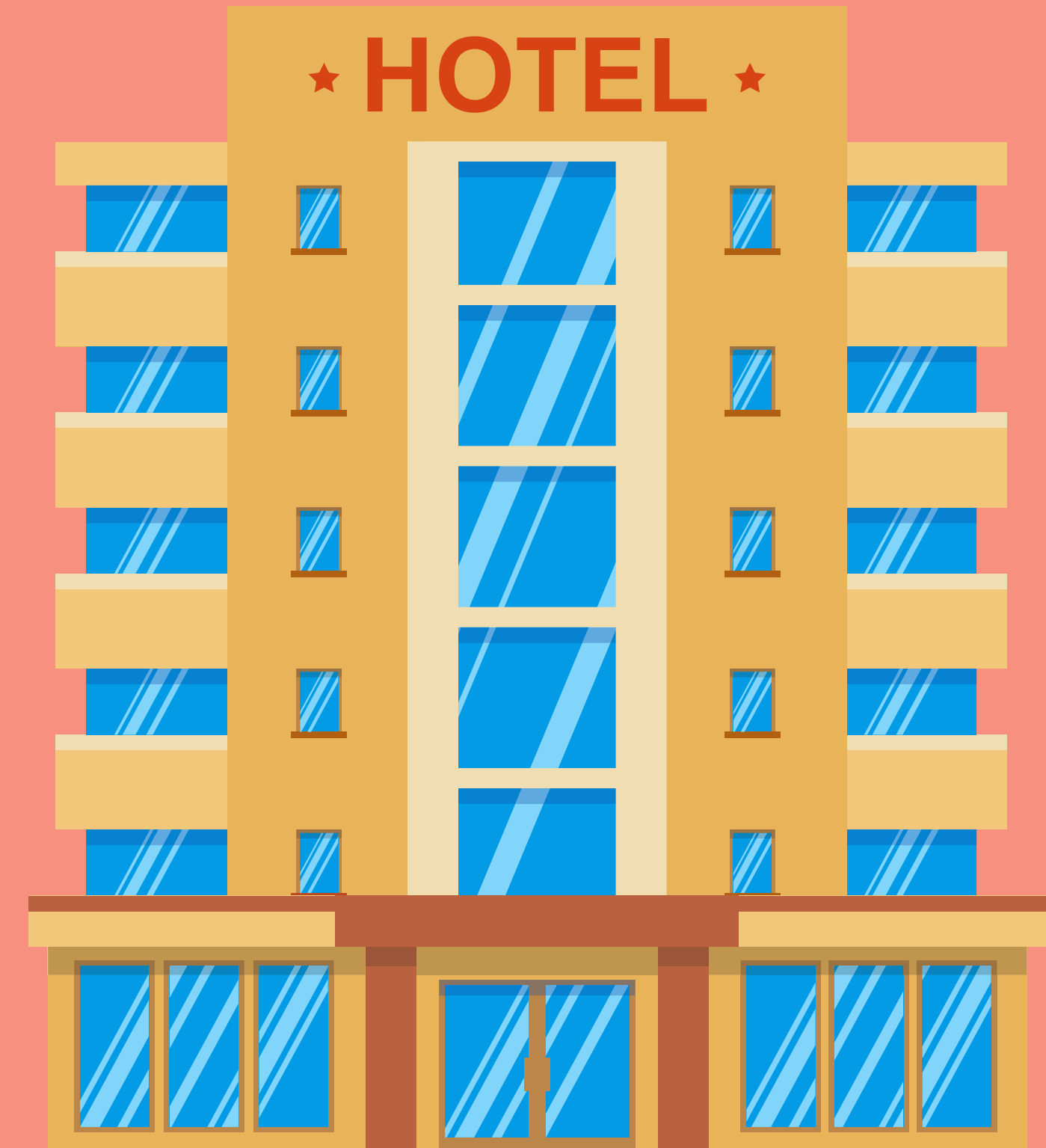
You can find a full guide on the Committee Resources Page



Accommodation

If you are to go on a trip anywhere overnight, we can help with your accommodation.

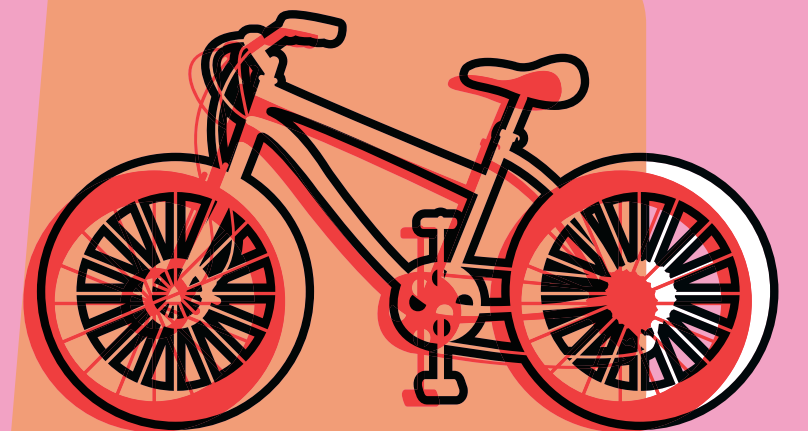
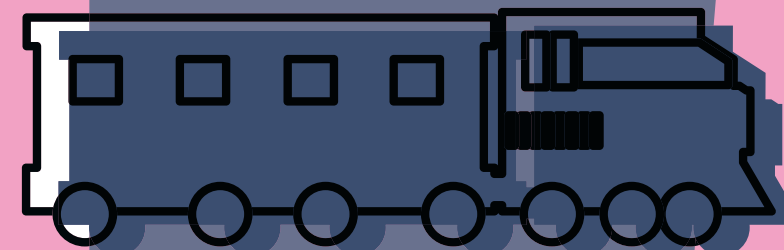
We can pay £10 per member per night from the grant fund [depending on the number of attendees]. The rest will be from your social account.



Transport

For transport on your trips, we can pay **25p** for the first 100 miles for petrol, then **18p** a mile after that.

If you are to hire a car or coach, have a look at all of the options e.g. train as the prices can vary.



Merchandise

Social clothing/merchandise must be purchased through JMSU.

All designs must have the JMSU logo on it.

All designs will need to be approved by JMSU.



**THANK
YOU!**

**Have an amazing
year!**

Contact us

Phone: 0151 231 4900

**Email: t.rigby@ljmu.ac.uk or
JMSUsocieties@ljmu.ac.uk**

jmsu.co.uk