

Guidance for student group finances during the current global events

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Guidance on Future Spending and Events

As a result of the current guidance from the UK government and the necessary resource needed to put necessary safety measures in place, the Students' Union has taken the decision to allow no in-person events before 19th September.

What this means is no in-person event or trips up to and including 19th September 2020 will be approved, with those falling after 19th September being set as conditional until the team are happy that all safety requirements have been met.

We ask that student groups do not pay or book any activities until they have spoken to a member of the events, health and safety team. We will review and update the guidance in accordance with Government communications but unless you hear directly from the Union you should assume the above conditions remain in place. For events advice please contact suEvents@exmail.nottingham.ac.uk and for trips please contact suSafety@nottingham.ac.uk

We also urge treasurers to go through their accounts and find unneeded spending which can be cancelled, such subscriptions, or asking for refunds on things you will no longer be using.

Student Group Funding

We thank you for your continued patience whilst we understand and finalise our financial position. As we are sure you can appreciate, the Students' Union is facing a number of financial challenges in this upcoming year. As a result, funding has been reduced by a total of 27% for student groups, this means that there will be no development funding, and that core funding may look very different for different groups, depending on their level of need in the current environment.

Whilst we understand that this is incredibly disappointing, this, among other measures, will ensure that there is enough financial stability for the Students' Union to continue providing a service to students. We also acknowledge that now more than ever, it is important that we

work closely together to help you to take a proactive approach to forecasting and managing your finances for the upcoming year. We encourage groups to speak to their Dev-Co about ideas to boost their finances, seek out sponsorship opportunities, and plan fundraising events. We are hoping to provide more fundraising guidance soon in order to support you with this, so please keep an eye out!

Funding applications will be available in October, this is later than usual due to uncertainties over the member offer for student groups, as well as staff resource. So if you haven't heard anything before then, please don't panic, you haven't missed anything and we will send an email to announce the application process at a later date.

Changes to finance fees

There will also be some changes to student groups' finances, such as a booking fee on tickets and products for members, and £1 charges on all transactions on the eXpense365 app. These charges are us rebilling the bank charges we incur, plus a very small amount for staff time for 'manual' bank payments, not for profit-making. Please encourage your members to be mindful of this and build up expenses into one claim, so you are charged less.

There will also be a change to "One Off" invoice Payments. This will be reduced to twice a week Monday and Wednesdays. This will incur a fee of £1. Fees will be billed to Student Groups on a monthly basis.

We are currently not charging for Purchase Ledger, Credit Card or banking in the cash machine, but this is subject to change.

As always, X365 is the preferred and quickest route for the groups

TRANSACTION	FEE CHARGED
X365 App Claim	£1 per claim – charged to Group
Same Day Bank Payment	£6 per payment – charged to Group
Purchase Ledger Invoice Payment Receive 4.30pm Thursday for Payment on Friday payment run	£0 per invoice – charged to Group. Please note X365 App is preferred route for smaller invoices. This may need to be reviewed if we see a significant increase.
"One Off" Invoice Payment (e.g. Paper Expense Claim Forms) Payment runs will take place at least once a week for received up to 4.30pm day before	£1 per invoice/claim – charged to Group. Please note X365 App is preferred route.
SU Credit Card	£0 per claim – charged to Group. Please note X365 App is preferred route. Credit Card should be for transactions over £200 only.
Use of SU Cash Machine	£0 per transaction – charged to Group.
Booking Fee for Website Order	£0.45 per order – charged to Individual. It will not matter how many items you have in your basket.

We encourage Committees to continue to seek out sponsorship opportunities, and run fundraising initiatives for their group. We hope to provide more guidance on fundraising soon, so keep an eye out for this!

Sponsorship

Should you have any sponsors contact you regarding 19/20 contractual obligations, please direct them to UoNSUAdvertising@nottingham.ac.uk . The Sponsorship team are currently taking lead on remedying all contracts following Covid19. Our aim is to continue the sustainability of the sponsorship channel, and it's imperative all contracts are remedied fairly and transparently. If you would like to discuss sponsorship for your group, don't hesitate to touch base with the team.

Membership Fees

Groups should start to think about what your member offer looks like and whether you would like to adapt your membership fee accordingly. This is particularly important for groups who charge a large membership fee. We will start to contact groups whom this affects the most in terms of safety and finances in the next few weeks. Remember, in most cases, changing your membership fee requires a constitution change. Make sure to check your constitution first, and if you need to amend it, please fill out a [referendum request form](#). [More info on this process can be found here](#).

Cash

If you are still holding some petty cash on behalf of your group, please email holly.roberts@nottingham.ac.uk with the following information:

- Name of the person with the cash
- Year of study (we need to know if they are in their final year)
- Name of student group
- Location of cash and details of how it's being kept safe
- Amount of cash

If you have any questions or concerns about any of the above, please contact your Development Coordinator or holly.roberts@nottingham.ac.uk