



Sports and Societies Finance Handbook 2023-24

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Background of your role and the JCR

The JCR is a charitable incorporated organisation operating as a students' union under the terms of the [Education Act 1994](#). The charity is ultimately led by the trustees, but almost all day-to-day responsibility is delegated to student officers.

If you have a question about how to do something, you can read the [policies](#) here, including the sponsorship, data, and code of behaviour policies. You can also find information in the [Standing Orders](#) and the [Constitution](#).

We have broad charitable objectives (set out in our constitution) to advance Cuth's students' education - that should run through and define everything the JCR does.

Financial Information

Treasurer/exec responsibilities

As the treasurer/president of the sport or society, you are responsible for the financial management of it, as well as anything linked to finances and budgeting. You will receive financial training, delivered by the treasurer, at the start of the academic year.

It is important that at the end of the academic year (or whenever you stop doing your role), you write a handover document which includes all the information your successor needs to know. This should be in a similar format as this document, you must also send this to the sports and societies chair at sports-and-socs@cuths.com

How to find out what your budget is:

Every sport or society that spends money to operate has a budget that was submitted in the last academic year. You can find your sports or society budget on the website at the bottom of this document. .

The Treasurer will email the relevant sports or society email address with the budget and a way you can track the budget will be attached to this.

To spend money from your budget, you will spend money from your personal account and then submit a reclaim form [here](#) to be paid back. If the website is down, please use the following manual reclaim spreadsheets - however these manual forms will be slower, so use the website as first preference.

[Online Reclaim Form](#)

[Manual Reclaim Form](#) // Longer payment time

Make sure you provide evidence and take pictures of receipts as soon as you buy something if you want your money to be reclaimed! Pass this on to any members who may be making purchases and reclaims. The Assistant Treasurer will check with you if there are some discrepancies about someone reclaiming something from your budget.

For example, to submit a reclaim for referee fees, do not pay the referee in cash and pay instead by bank transfer/invoice. Upload to the form your bank statement showing the transaction and the score sheet found on the website [here](#). The scoresheet is also available here as a [doc](#). A pdf version in the appendix of this. The score sheet has to be filled in on the day, as it acts as a receipt for your payment. These will unfortunately need to be printed off and then sent as part of the evidence on the email. For a large monetary purchase such as a kit purchase, email fco@cuths.com with the relevant invoice and we can pay it - it won't have to go through as a reclaim.

How to budget

The financial structure of sports and socs is somewhat simple. *For sports:* you collect subs, transfer them to the bank account and in most cases, JCR will match your subs 1:1 (the only exception is if subs are above £20 where we then match 3:1). *For societies:* you are funded by income/ the JCR/subs. These are broad rules, if you have any questions consult the standing orders and chair@cuths.com.

For this structure to work, it is critical that you stay on top of the budgeting of the sport/soc. Please find the budgeting templates [here](#).

If you are spending considerably more than you have budgeted, please check your reserves amounts and then fill in the 'Reserves expenditure form' as below. [here](#)

Collecting subs

If your sport/society charges subs, you must collect them and transfer them to the JCR bank account: St Cuthbert's Society Junior Common Room, sort code: 30-92-79, account number: 55636868

Once you have done this, send an email to fco@cuths.com with a list of all members who have paid subs and what type of sub they paid. The deadline for this is **Friday 22nd December 2023**. You must do this, otherwise your sport/society will be in debt - and may lose its funding entirely.

Reserves

- A list of your reserves will be sent to S&S Execs at the start of the year and can be seen [here](#)
- To spend your reserves use the following requesting form [here](#)
- Here please explain why you wish to spend your reserves, this will then be subject to FiComm approval. You will receive a confirmation able if you are able to spend these reserves, at which next steps will be taken.

Submitting a new budget

- You should prepare your new budget for 2024/25 and send to fco@cuths.com before Summer Ball 2024. The template is available. [HERE](#)
- Unless you have communicated with the treasurer or assistant treasurer prior to this, if you fail to submit a budget by Summer Ball 2024, no budget will be passed and all JCR funding will cease.
- Should you have any questions at first point of call use the template as it should entail all of the comments and instructions you will need.
- As a basic point of reference the following tips should be used:
 - 1. Be realistic with your membership numbers, don't overstate membership numbers
 - 2. The JCR will match 1:1 up to £20 and then beyond that will match 3:1, ie, your subs are £22, the JCR will pay £20 + 3 x £2 so £26, so an individual would pay £22 and the JCR would pay £26 per person.
 - 3. Do this early, it really doesn't take too long as all the formulas should play into position.
- Attached is a budget template, it will be updated by myself at Christmas to ensure it can be used for 2024. [HERE](#)

Other useful information

The JCR levy

- The JCR Levy needs to be paid by every sports or society member - unless they're members of another college.
- Please send over a list of members so we can ensure all those playing for, and participating in St Cuthbert's Society JCR are paying levy members.

Insurance

- Failure to pay the JCR levy means insurance may be compromised for those playing for Cuths, as only those who are levy paying members are covered by our insurance. Whilst Maiden Castle as a venue hold a certain level of insurance, playing insurance is covered by the JCR.
- For further queries regarding insurance please contact president@cuths.com

The Participation Fund

- The participation fund can be used by all and is not means tested. There are two rounds of this with the total fund being £4000.
- Funding rounds take place in Michaelmas and Epiphany Term.
- For more information, contact sports-and-socs@cuths.com

How to put on an event

- To check whether insurance is needed for this event please contact president@cuths.com for further details please submit these to sports-and-socs@cuths.com

How to book college spaces (e.g. Dining Hall, Bar, SCR)

To book events in college, use the following [booking form](#):

It is essential that you use this form to book college spaces (not JCR ones!) so that the relevant staff know about it. This keeps us in their good books and means the porters will know what is happening, so they can be on hand to help with any issues.

Contacts in college

The JCR is independent, but we work closely with the college staff and have a great working relationship. Do not hesitate to reach out to them.

Key contacts and staff members

Principal – Tammi Walker - tammi.walker@durham.ac.uk

- Tammi is a Professor of Forensic Psychology, but spends most of her time in Cuth's.
- The Principal is responsible for the overall strategy of the college side, including all college staff, budgets, student experience, fundraising, promoting the Society, and scholarly activities.

Vice Principal – Jon Warren - jonathan.warren@durham.ac.uk

- Jon is a social scientist, but spends a lot of his time in Cuth's and is also senior in the UCU.
- The Vice-Principal oversees discipline, alumni relations (a bit), admissions (a bit), promotes college, some scholarly stuff, careers SDEP, and he has a keen interest in outreach.
- Tammi can be very busy, so Jon can sometimes be easier to contact if you need help from college.

Assistant Principal (Student Support) – Lydia Harris - l.m.harris@durham.ac.uk

- Lydia is a Medieval Historian, but now focuses on supporting Cuth's students.
- The Assistant Principal principally oversees student support and wellbeing but takes on a lot of other tasks, such as open days and supporting Freshers' Week.

Community Operations Manager – Sue Cole - s.m.cole@durham.ac.uk

- Sue is fantastic and can be a great laugh, but likes solutions not problems - COMs are horrifically overworked. She's been here for over two decades so, if you have any questions about how things were in the past, she's a great person to ask.
- The COM oversees front of house, accommodation, staff, maintains college property, room allocations, tenancy agreements. They log maintenance, so if any college property needs repairing pass it to Sue. If you aren't sure what paperwork/ risk assessments are needed for an event, or want to know whether something is allowed or not, Sue is the person to talk to.

Reception - Kath Randal (Brooks), Joanne Franklin (Bailey) - cuthberts.reception@durham.ac.uk

- Reception manages the college booking forms and they do like to be kept in the loop - they're a useful point of contact to have!

College Secretary - Debra Smith - cuthberts.collegesecretary@durham.ac.uk

- Debra is responsible for most of the administrative side of college, so handles formal bookings, minuting, data processing, admissions, etc.

Catering Manager – Haley Carr - hayley.carr@durham.ac.uk (*her name is Haley not Hayley - her email is wrong because CIS mucked it up*)

- Manages both the catering staff and the bar. Any events that require use of the dining hall need to be run past her well in advance.

Bar Steward - Yasemin and Olivia - cuthberts.barsteward@durham.ac.uk

- Run the bar, stock checks, rotations, drinks menu, advertising. All events being hosted in the bar should go through them.

Head Chef – Richard Metcalfe - richard.metcalfe@durham.ac.uk

President of the SCR - Mark Miller - cuthberts.scr-president@durham.ac.uk

- The SCR is like a JCR but for staff and community members. They run academic and social events throughout the year and are often keen to collaborate.
- Mark works in the Chemistry department as a lecturer.

Contacts in the JCR and Relevant Links:

Reclaims: James Jupp - reclaims@cuths.com

General Sports and Society Information (Non-Finance) - Ben Walton sports-and-socs@cuths.com

Insurance for S&S - Ben Thomas president@cuths.com

Sports and Society Finance - Sam Bache fco@cuths.com

LINKS:

Budgets 2023/24: [here](#)

Reserve Amounts: [here](#)

Reserve Expenditure Request: [here](#)

Online Reclaim Form: [here](#)

Manual/Offline Reclaim Form: [Manual Reclaim Form](#)

Referee Score sheet: [doc](#)

In-Term Budget Tracking Template: [here](#)

Next Year's Budget Template: [here](#)

College Room Booking: [booking form](#)

Appendix::

Cuth's Team:	Date:
Cuth's Score	
Opposition Team:	
Opposition Score:	
Captain Name:	Captain's Signature:
Referee Name:	Referee Signature:

Cuth's Team:	Date:
Cuth's Score	
Opposition Team:	
Opposition Score:	
Captain Name:	Captain's Signature:
Referee Name:	Referee Signature: