# AUBSU Clubs & Societies Financial Guidance 2024/25

This one-page guide outlines the financial principles that apply to all AUBSU-affiliated Clubs and Societies. It is designed to help you manage your budgets responsibly and access funding support where appropriate.

## Core Funding Principle

AUBSU expects clubs and societies to cover the majority of their activity costs through fundraising, including membership fees, event income, and sponsorship. AUBSU may provide supplementary funding for approved activities, subject to Student Council approval and available budgets.

## Club/Society Responsibilities

* Set and collect a fair membership fee annually.
* Keep a record of income and expenditure (your 'jam jar' account).
* Submit a Development Plan and AGM documents each year.
* Ensure all spend is pre-approved by AUBSU where funding is requested.

## Things You Cannot Do

* Hold a separate account in the name of the club or society.
* Use your own bank account to accept payments or issue payments

## Applying for Funding

To apply for AUBSU funding, you must:

* Submit a completed Funding Application Form.
* Detail all costs, fundraising efforts, and contributions from members.
* Ensure two elected committee members have signed the form.

## AUBSU Will Not Fund

* Alcohol or drinking events.
* Clothing not intended for reuse or promotion.
* Retrospective claims or unauthorised purchases.
* Items not aligned with the club’s aims or charitable purpose.

This guidance must be read in conjunction with your club/society constitution, the Code of Conduct, and AUBSU’s Funding Application process. For support, contact studentsunion@aub.ac.uk.