



PL001	<p><i>Current Revision:</i></p> <p>01</p>
	<p><i>Approved by:</i></p> <p>Clubs and Societies Committee – 16 November 2021</p>

Policy on Expenditure by Clubs and Societies of the Capitation Allocation

1. Purpose

The purpose of this document is to identify Maynooth University policy on the allocation of Capitation funds to University Clubs and Societies and on the appropriate spending of such funds by each Club and Society.

2. Scope

This policy applies to the Clubs and Societies Committee with responsibility for allocating funds; to the University staff who support the activity of Clubs and Societies and who deliver the administrative processes for the disbursement of funds; and to each University Club and Society.

3. Definitions

- The University refers to Maynooth University.
- MSU Refers to Maynooth Students Union.
- Capitation Fund refers to the funding made available each year by the University (from the Student Contribution) to support the activities and development of University Clubs and Societies.
- The Clubs and Societies Committee refers to the group (comprising representatives of the University and MSU) which has responsibility for the allocation of funding from the Capitation Fund to Clubs and Societies and for overseeing related matters.
- The Clubs and Societies Management Committees refers to the group (comprising representatives of the University, Clubs/Society Student Reps. and MSU).

4. Reference

The following University and/or MSU policies are relevant to this policy:

Code	Title
PL005	Policy on Special Events/Equipment funding

5. Policy

It is University policy that:

- Capitation funds are allocated in a fair and transparent manner to University Clubs and Societies.

- The funds available are allocated so as to maximise the benefit to University Clubs and Societies.
- The funding must be for the benefit of the whole club/society, be for/used on members, be for current Maynooth University students, and be specific to individual club/society activity.
- Funds are used to facilitate the participation of students in sporting, cultural and social activities which aid the personal development of students.
- Funds can be allocated to fund the core activities of a club/society, to fund special events, to fund the purchase of equipment. *See Special Events/Equipment policy.*

6. Procedure

This section sets out how this Policy will be implemented.

i. **Applications for funding:**

- Clubs & Societies must complete their income and expenditure via MU Life for their current academic year.
- Clubs & Societies should ensure no pending or rejected expenditures are outstanding on the income and expenditure accounts for the academic year (to avoid loss of funding on these amounts for the next year).
- Clubs & societies may as part of the budget process submit new/amend existing costs for the purpose of forecasting expenditure items in their Income & Expenditure for budget purposes for their next academic year.
- Clubs & Societies must also provide supporting quotations for any new/increased costs and include them in their MU Life final budget submission.
- Quotations must be uploaded via MU Life in the normal way for all new entered costs.
- Clubs & Societies must complete the points section of the budget application on MU Life to safeguard maximum potential funding allocations.
- Clubs & Societies must ensure the signature of two core committee signatures and click the submit button for the budget on MU Life once they have fully completed their own review and must do so **before the deadline date.**

ii. **Decision Making:**

All budget submissions are reviewed by the Clubs and Societies Co-ordinators.

In approving allocations of funding, the Clubs and Societies Committee considers the following elements:

- The budgetary details supplied by the Clubs and Societies Office.
- The recommendations on the allocations made by the Societies Management Committee.
- The recommendations on the allocations made by the Clubs Management Committee.

The decision of the Clubs and Societies Committee is communicated to the relevant Club/Society via MU Life.

iii. **Processing of Funds**

- Core Capitation Allocations are uploaded by the Clubs and Societies co-ordinators to each Club/Society committee page on MU Life. Drawdowns from capitation are available once upload is completed.
- Transfers of Capitation Drawdowns are processed via IBB to the C&S Bank Account.
- Two signatories required on all expenditure (where possible one of these must be the current Treasurer for Club/Society).
- Cash – must be kept to a minimum and lodged into the Club/Society bank account on a regular basis.

- All expenditure must be supported by either a proper VAT Invoice or a proper Receipt.
- Subsequent drawdowns of capitation can only be made once paperwork for expenditure relating to previous drawdowns have been uploaded to MU Life.
- The MU Life platform facilitates Clubs and Societies to maintain income and expenditure records online, and the uploading of receipts/invoices for each transaction. This information will be part of the records available for the audit of Clubs and Societies.
- Each Club/Society are audited at the end of the academic year.

iv. Expenditure

APPROVED EXPENDITURES

Capitation is not able to fully fund all of the expenditure of each Club/Society. Contributions from members and fundraising activities are essential to support and contribute to Club/Society activities and events.

This is a list of Expenditure which most clubs/societies may incur during the year, which are appropriate to be fully or partly funded from the Capitation allocation made to the Club/Society:

- All legitimate costs incurred in the running of or participation in events for your Club/Society.
- Transport costs for participation in external competitions or events.
- Accommodation up to €20 per person for members attending or participating in Club/Society related events. (subject to funding available to individual club/society)
- Meal subsidisation of approximately €5 per member for lunch and approximately €10 per member for dinner.
- Consumable materials used in the operating or running of your Club/Society.
- Affiliation Fees.
- Coaching and Guest Speakers. Self Employed may be paid directly from Club/Society bank account, otherwise Coaches & Guest Speakers are paid through Unijobs.
- Referees fees.
- Only competitive gear for team or individual representation of your Club/Society.
- Tournament or other Entry Fees, Intervarsity Fees, Course Fees for Club/Society events.
- Advertising, Promotional, Printed Material for your Club/Society.
- Awards, Prizes, Gifts for contributors to your Club/Society. All prize winners must be named. In the case of Guest Speakers giving a talk free of charge, a small token gift of appreciation may be given. (Use of “One 4 All Vouchers” should be a rare occurrence).
- Clubs & Societies Awards Tickets x 5.
- Equipment, Equipment Hire, other hire items e.g. costumes, uniforms etc. (subject to health and safety guidelines)
- Cleaning, Laundry.
- Pitch side physio/medical side-line support at training sessions/competitions inter-varsity weekends.
- Play, Music Rights.
- Training fees for updating members.
- AGM/EGM expenses (Wine permitted on a reasonable level).
- Bank Charges and Fees.
- Any other expenditure related to the core operations of your Club/Society.

UNAPPROVED EXPENDITURES

This is a list of Expenditure which clubs/societies may incur during the year, which cannot be funded from the Capitation allocation made to the Club/Society:

- Alcohol with the exception of authorised wine receptions.
- Club/Society Balls. These must be fully covered by ticket prices or subsidised by Club/Society fundraising.
- Leisure Wear (contributions from members must be made).
- Social Meals (allowances applied).
- Any expenditure that is not core to the activity of your club/society
- Any expenditure on unlawful or inappropriate activity.
- Petrol / Diesel expenses

MEMBER / STUDENT CONTRIBUTIONS

The Capitation allocation made to the Club/Society each year is not expected to cover all the costs incurred during the year. It is expected that each Club/Society will raise additional income from member contributions and from fundraising activities. Each Club/Society member should expect to contribute to the cost of the following items:

- Clothing - Leisure Wear, non-competition kit. (Capitation covers €10 for Committee Members, €5 for regular member)
- Social Meals - €5 per member for lunch and approximately €10 per member for dinner. Full cost to be paid by student, if not a team member or full participant in event.
- Travel - e.g. Team bonding.
- Accommodation - €20 per person for members attending or participating in Club/Society related events.

7. Review of decisions made under this policy

Each Club / Society can appeal any decision made under this policy. The appeal should be sent in writing to Chair of the Clubs and Societies Committee within 10 working days of the original decision. The appeal should clearly set out the reason why the decision is being appealed.

Appeals will be considered at the next meeting of the Clubs and Societies Committee (except where the appeal is not received 48 hours in advance of the meeting, when it will be considered at the subsequent meeting).

8. Violation of this Policy

Failure to comply with this Policy is viewed very seriously by the Clubs and Societies Committee, which will deal with any suspected misappropriation of funds, as follows:

- The Clubs and Societies Committee will notify the respective Club/Society with the time, date and agenda for a meeting.
- If it is found that funds have been misused, or that this Policy has not been complied with, those responsible for bringing the Club/Society into disrepute will be contacted by the Clubs and Societies Committee in relation to repayment of funds or other issues and will not be permitted to hold an officership on any other Club or Society committee.
- If the Chairperson and Treasurer fail to co-operate with the Clubs and Societies Committee it will become a matter for the Disciplinary Committee of the University.