**Budget Webinar**

**General**

The way financing clubs work is that you have a subs account (SU) and a UEA Sport grant however, you do not have access to this money like you have access to the subs account. For the purpose of this document, do not worry about where this money is coming from (subs account or UEA Sport grant), just ensure that **all** income and expenditure is included. Deciding who pays for what will come later down the line and your club coordinator will help you with this.

**Summary Tab**

Demonstrate how the formulas feed into different boxes etc.

Don’t need to touch any of the green or red boxes

Club subs contribution explanation

* The ‘Total Maximum UEA Sport Grant’ is the amount of money UEA Sport will spend on your club, however this is not all a grant – we request that clubs contribute towards this total.
* This is because your club subs account mainly covers costs related to the social side of your club, whilst UEA Sport mostly covers the operational costs.
* It’s important that clubs contribute financially to the operational side of the club as well
	+ For example, if the maximum grant total is £4000, and the club subs contribution is £1000, this means the club is actually being granted £3000, and the club is contributing £1000 towards operational costs such as transport, coaching, equipment, and facility hire.

**Income Tab**

Membership numbers

* Clubs should aim for at least 30 paid members
* A similar membership figure to last year would be sensible

Events

* If you budget for events, these must breakeven so that if the events are cancelled, the club will not lose any money.

Pay attention to the correct sections and put figures in the correct locations

**Expenditure Tab**

Unsure about events at the moment so plan for best case scenario with them going ahead, also unsure when the leagues will start (might be slightly delayed due to COVID variants etc.)

Any time anybody organises anything that costs money, the treasurer must be informed

* E.g. captain books extra training sessions, social secs book Christmas meal
* President and secretary should be kept in the loop as signatories

**Budget Tracker**

At the end of each month, UEA Sport will invoice your subs account for your monthly club subs contribution, as well as any overspends of your grant amount.

**Transport**

Use this tab to estimate travel costs for any trips, events, matches etc.

**Mileage Tracker**

New for 2021-22 we have added a mileage tracker tab to the budget documents (this webinar was filmed in September 2020 hence why it is not included in the webinar). Please keep this up to date with all club travel throughout the year so that uea+sport can calculate your club’s emissions and look to offset them at the end of the year.