# C:\Users\laingped\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\A1ST25WG\socialfun[1].jpg**Social/Event Budget Procedure**

This budget form is used for the below

A social budget form must be completed for every social for which a charge is made. This could be ticket sales or sale of wristbands. This includes sports events including those with a social aspect where a charge is made.

You may also want to use this form to assist in the below circumstances;

* sports events including those with a social aspect where no charge is made but costs are large/ many in number
* socials where there are costs are large/ many in number

This form must be completed and authorised BEFORE any items are booked or purchased or contracts signed and BEFORE sales of tickets commence.

Extract from Financial Regulations (18.3)

This must be approved by the Treasurer/Gen. Sec and 1 of the Social Secs. *(Note: Sports Secs for sports events)*.

Social Budget forms need to be submitted to the Social & Events Group (SEG) for approval at least 5 working days before the event. Note: any budgets must be checked by a member of the Finance department prior to submission for approval.

For physical tickets: The collecting JCR or PG Board officer is responsible for matching the number of tickets sold to the proceeds collected, for banking the cash, for returning unsold tickets and for returning ticket stubs.

For e-tickets: The collecting JCR or PG Board officer is responsible for ensuring all information regarding ticket sales and income collection is correct and ensuring that the Finance office receives the income from the sales source.

See section 14.4 and 14.5 in the Financial Regulations for receipts and ticket sales.

For tickets sold through NUS Union Cloud – refer to section 14.6.

An e-version of the social budget form which you have been shown and trained on can be found under the link online to fill out print and sign at <https://lancastersu.co.uk/resources/social-budget-form>.

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Please note the Students’ Union and therefore all JCR’s are VAT registered.

 This means that all income received is subject to VAT\* (we deduct VAT on income received – the VAT is held/registered centrally and paid over to HMRC quarterly). This means that only the income after VAT is removed shows in your accounts.

 It also means all costs from Vatable companies are subject to VAT (we can claim back VAT on costs incurred – the VAT is held/ registered centrally and claimed back from HMRC quarterly). This means that only the cost with VAT removed shows in your accounts. Please note we can only claim VAT back from VAT registered companies where their VAT number is included on their invoice/receipt.

* GROSS – means cost or income including VAT
* NET – means cost or income without VAT

To calculate Net value from Gross. Take the Gross figure and divide by 1.2

E.g. Gross = 6, Net = 6/1.2 = 5

To calculate Gross from Net value. Take the Net figure and times by 1.2

E.g. Net = 5, Gross =5 x 1.2 = 6

A common mistake is to use 0.8 i.e.

*Please note /0.8 or \*0.8 do not have the same effect. It will not give you the correct figure*

*Net = 4, Gross =£4.8 (4\*1.2) however using /0.8=5 (4/0.8=5). This is incorrect****.***

\*VAT is very complicated and we have therefore simplified it to the most common situation for the purposes of this explanation

**To complete the Social Budget form:**

****

You firstly need to fill out the top section explaining where you wish to go and when and any other relevant details. This information is used by SEG to decide if the social can go ahead.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name:** |  | **College:** |  |  | **Event:** |  | **Event Date:** |
|   |   |   |   |   |   |   |   |   |
|   |  |  |  |  |  |  |  |   |
| Details of event get included in this box |
|   |  |  |  |  |  |  |  |   |
|   |  |  |  |  |  |  |  |   |
|   |  |  |  |  |  |  |  |   |
|   |   |   |   |   |   |   |   |   |

Next it is best to decide what your costs are and fill out the Expenditure section. You can add extra lines as necessary.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **EXPENDITURE** |   |   |   |   |   | **FINANCE OFFICE USE ONLY** |
| **Description** | **Pay To** | **Payment Reference** | **Cost exc VAT** | **Invoice Details** | **Paid / Rec'd per Sage** | **Paid / Rec'd inc Acc/PP** |
|   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |
|  |  |  |  |   |   |   |
|   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |
| **Total Expenditure** |   |   | **£0.00** |   | £0.00 | £0.00 |

You will most likely need to get a rough cost/quote from companies at this point. You can either contact the SU finance office and we will try to let you know a rough cost based on previous events or will provide the name and number of a supplier who may be suitable. Or you can call companies yourself. Please ensure at this point you make it clear to the companies that you are only asking for a quote and not actually committing to a booking. You will need to ask the companies if the price they have quoted includes VAT.

Once you have the details you need;

Include the following in the columns provided

* a description of the item ( if tickets/entries include number of them)
* the company/person you are wishing to use
* if you are paying by purchase order or paying and claiming the monies back ( please enter either PO or PMT CLAIM in the payment reference column
* The cost not including VAT.

Once all costs have been listed, the Total Expenditure should automatically calculate and show in the blue box at the bottom.

*Note re Sugarhouse event tickets for JCRs*

If you wish to end your social at the Sugarhouse, tickets are available at a discounted price for all those on the social or occasionally free of charge.

Each JCR may be provided with up to 100 free entries per term, by prior agreement with the Sugarhouse management dependant on availability.

Other tickets are purchased as a one off and again must be agreed in advance by the Sugarhouse management and are subject to availability. These are sold to the JCR at an agreed cost. The JCR can then sell this ticket on at the same price as part of their social or can add a little extra to it to make extra income to pay for the social.

The JCR is not charged by the Sugarhouse for unsold tickets.

You now need to work out how you will cover the cost of the event/social. And fill in the **Income** section of the form.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **INCOME** |   |   |   |   |   | **FINANCE OFFICE USE ONLY** |
| **Description** | **Income per ticket** | **Total No of tickets** | **Total Sales possible** | **Expected sales @ 80% Amount** | **Actual Income** | **Paid / Rec'd per Sage** | **Paid / Rec'd inc Acc/PP** |
|   |   |   |   |   |   |   |   |
| E.g. ticket sales | 0 |   | £0.00 | £0.00 |   |   |   |
|  |  |  |  |  |   |   |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
| **Total Income** |   |  |  | **£0.00** | £0.00 | £0.00 | £0.00 |
|  |  |  |  |  |  |  |  |  |

Most common income types include

* Monies from JCR Annual Budget
* Income from ticket sales
* Contributions from SCR
* Sponsorship income ( see notes on sponsorship procedure)
* For monies from JCR Annual budget, ask your Treasurer/equivalent if there are any monies remaining that can be used towards the event/social. If there is enter it under the Expected sales @80% Amount column.
* For Ticket sales you must estimate that only 80% of your tickets will sell. This is as a contingency to ensure no losses are incurred and is based on the average selling rate of events. You need to fill in Gross Ticket price (Inc VAT) in the cell provided near the top of the sheet. See below



The spreadsheet will automatically calculate the net income per ticket (less VAT). This is gross ticket price / 1.2. Now fill in the total number of tickets that it is possible for you to sell. The spreadsheet will then calculate the total possible sales at 100% and the expected sales at 80% which is used for the budget. An example is shown below for 100 tickets sold at £6. Note the income used for the budget is £400 not £600.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Gross Ticket Price (£)** | **6** |  |  |  |
|  |  |  |  |  |  |
| **Has social been authorised by the Executive Committee?** |  |
|  |  |  |  |  |  |
| **BUDGET - ALL AMOUNTS DO NOT INCLUDE VAT** |  |  |
|  |  |  |  |  |  |
| **INCOME** |   |   |   |   |   |
| **Description** | **Income per ticket** | **Total No of tickets** | **Total Sales possible** | **Expected sales @ 80% Amount** |
|   |   |   |   |   |
| E.g. ticket sales | 5 | 100 | £500.00 | £400.00 |

* For monies from SCR. On occasion your SCR may wish to contribute towards an event you are holding. They can do this by either
* Paying for items directly. If they wish to do this please still list the cost in the expenditure section but mark as paid by SCR and put a value in the cost column of £0.
* Paying monies over to you so you can cover all the costs. For these contributions you must get prior agreement from your SCR of the amount before they are included on the budget (e.g. confirmation e-mail). A purchase order must be filled in by your SCR on their accounting system for this money on account 8000415.

You can then enter it under the Expected sales @80% Amount column.

* For sponsorship income. Please contact the students union ‘Commercial Marketing & Support Manager’ (currently Stu Powers). He will give you guidance on speaking to companies/organisations and the sponsorship forms detailing the arrangement you must get signed by the organisation. Only once you have these signed forms is the income counted towards your budget. Enter the value under the Expected sales @80% Amount column.

Please take care when organising sponsorship. Some sponsors can be poor payers and if this happens the income may be removed back out of your account as a ‘bad debt’.

Once all income streams have been listed the Total income should automatically calculate and show in the blue box at the bottom.

The Overall Profit/ (Loss) should also automatically calculate in the box at the bottom.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Total Expenditure** |   |   | **£0.00** |   | £0.00 | £0.00 |  |
|  |   |   |   |   |   |   |   |   |   |  |
|  | **OVERALL PROFIT / (LOSS)** |   |   |   |   | £0.00 |   | £0.00 | £0.00 |  |
|  |   |   |   |   |   |   |   |   |   |  |
|  |   |   |   |   |   |   |   |   |   |  |

A social must always be budgeted to make a zero or small profit.

If your budget is showing a negative value i.e. a loss you will need to rethink the event.

Your options are

* Reduce your costs
* Source a new income stream
* Increase any ticket prices

Once your social/ event budget shows a zero or small profit. It needs to be signed (approved by two finance trained signatories from your JCR (one must be the Finance officer/equivalent). If the event is a social a social sec should be the second signatory. If the event is sports based we would advise using a sports representative.

Hand it in to the finance office or it may be emailed by the two signatories to the SU finance contact (currently Emma Laing-Pedder) and VP Union development (Currently Qas Younis). It will then be checked by the Finance Office and VP Union development before being passed on to SEG for approval.

Once your social has been agreed at SEG you can begin to sign contracts/ book items/ purchase items and sell tickets.

The Students Union have an E-ticket selling system via NUS union cloud. Monies collected through Union Cloud from NUS on behalf of LUSU for income will be paid over within an agreed timeframe.

 If you wish to sell physical tickets, some basic event tickets are available for free, from the finance office. When you sell a ticket the side that says non-refundable on is given to the purchaser and you keep the stub. At regular intervals and as soon as possible, you should return any stubs and money to the finance office. When you finish selling return any stubs and unsold tickets along with any additional income to the finance office.

For items being purchased please see procedures for Purchase Orders and Payment Claims.