

Finance & Funding

BPP University Clubs & Societies — 2025/26

Finance Guide

Overview

Your society may apply for up to £600 per year from the Students' Association to fund activities, events, and equipment. This guide explains how the funding process works, how to manage your society's money responsibly, and what to do if you need to claim back expenses.

Golden rule

Never commit to any spending — whether booking a venue, ordering supplies, or agreeing a fee with a speaker — before you have received written funding approval from your Clubs and Societies Officer

Applying for Funding

Funding applications should be submitted via email to your Clubs and Societies Officer. To maximise your chances of approval:

- Apply early — aim to submit at least four weeks before you need the money
- Be specific about what the money will be used for — vague applications are not approved
- Provide realistic cost estimates — include quotes where possible
- Explain the benefit to members — how does this activity serve your membership?

Funding Decisions

You will receive a decision within five working days of submitting a complete application. Funding may be approved in full, approved in part, or declined. If your application is declined, you will be given reasons and can resubmit with revisions.

What Funding Can Be Used For

- Event costs — venue hire, equipment, catering, speaker fees
- Promotional materials — printing, design (where not freely available)
- Society equipment — items that will benefit members over multiple events
- Membership costs for external organisations (subject to approval)

What Funding Cannot Be Used For

- Personal expenses or items for individual benefit
- Costs already committed before approval was received
- Donations to external charities or organisations (separate process — speak to your Clubs and Societies Officer)

Managing Society Money

Your Treasurer is responsible for all financial records. The following practices are mandatory:

- Keep a record of all income and expenditure — use a simple spreadsheet updated after every transaction
- Store all receipts and invoices — these are required to process expense claims.
- Report your financial position at each committee meeting

You must not collect cash or card payments directly

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