

Leeds Arts Union

Allocating Resources Procedure

Originator: Students' Union
Date: September 2024

As outlined in point 6.6 under section 6 of the Leeds Arts Union Code of Practice all funding allocated to societies will go through the Leeds Arts Union bank account. In 6.9 the Code of Practice also clarifies that any equipment purchased by or on behalf of the society will be the property of Leeds Arts Union and will be returned to the Union at the end of the academic year.

This procedure outlines how funding decisions are made by Leeds Arts Union in relation to society spending and the factors that are considered when agreeing to purchase materials, equipment or event spaces for society events.

1. Most society funding comes from the 'Activity' section of the Union budget.

1.1 The Activities budget is reviewed each year by the Student Liaison Officer and Head of Marketing and projected based on spending from the previous academic year and plans for the year ahead. This budget projection is then reviewed by the Board of Governors before being accepted.

2. Societies with fixed costs such as sports club have a membership fee in place to help subsidise costs. Societies can put forward a budget proposal using the [Society Membership Budget Plan](#), should they think that their society requires a membership fee. The decision on whether the society is suitable for a membership fee will take into account the following:

- Whether the costs that the society proposes will enable the society to operate better and benefit more students.
- Whether the costs proposed are sufficient enough to require a membership fee from its members.
- The current number of society members and if this is sufficient enough to subsidise the costs proposed with a membership fee.
- The time of year the request is made in order to consider if it would be suitable to request a membership fee part from society members part way through a year. If the time of year is deemed unsuitable the membership fee may be considered for introduction for the next academic year.

2.1 The Student Executive Officers alongside the Student Liaison Officer will decide if a membership request is successful.

3. Any Society Leader can complete a [Budget Request Form](#) for regular or one off activities and this may include amongst other things merchandise, materials, equipment and room hire. The following considerations will be taken into account by the Leeds Arts Union team when assessing requests:

- The time of year the request is made in order to consider the amount of money left in the budget and the number of requests by the society made earlier in the year compared to other societies, who may be requesting a budget for the first time this year.
- How many students the funding will benefit considering factors such as how many students are interested in attending the event or how many people will be using the products you are requesting. If this is a small number the Union may ask Society Leaders to use funds for a more popular activity.
- Sustainability will be considered in all purchases for societies in the same way sustainability is considered for all purchases by Leeds Arts Union. If the products requested aren't sustainable, alternative options will be requested to be researched before funding is given. Where similar products are already in circulation societies will be asked to use these before additional products are purchased. If alternative materials are available in the Union these should be used before an additional request is made. If purchases won't be able to be re-used this will be considered on its merits before the funding is given.
- Funding requests will also be assessed on their practicability, should it be deemed not practicable for the Union to make a booking on behalf of the society due to requirements such as information requested for the individuals attending, the unsuitability of a third party website or the payment terms of the supplier do not align with the University's finance processes, then the funding will not be granted and an alternative idea should be put forward by the Society Leaders.

3.1 The Student Liaison Officer will decide if a budget request is funded.

This procedure will be reviewed every 3 years, unless there is material change to its management or operation, in which case it may be reviewed sooner.