

Financial Reports for your Student Group

To help ensure accurate and informed finance management of your student group throughout the year there are two types of finance reports available to treasurers and presidents/ club captains.

Student Group Balance Report

A balance report provides a summary of your groups income and expenditure grouped by type (e.g. printing costs, membership fees or ticket sales). The values are given for the current month, current academic year to date and the previous academic year. It also shows the balance brought forward from the previous year and the group's current balance. It should be noted that unposted (unprocessed or unpaid) transactions will not appear, and therefore are not reflected in the current balance. It takes up to 11 days for income to appear on a balance report, if you are unsure whether a transaction has been made you can ask the Student Services Team to check if the payment has been completed.

This report is available through the eXpense 365 app and can be accessed by both the treasurer and the president/ club captain. If your group/ club has subaccounts, please contact bristol-su@bristol.ac.uk to request the balance report.

Student Group Finance Report
XXXXX

Name of group → XXXXX

Balance brought forward two years ago (2017/18) → Bfwd at 1 Aug '18 (16.66)

Department code for the group (3 characters) → XXXX

Balance brought forward from previous year (2018/19) → Bfwd at 1 Aug '19 336.09

Types of income and their income code →

GL Code	Description	Year to July 2019	Month March 2020	Year to date 2019/20
51020	Other Grant	-	-	-
51510	Donations Received	-	-	171.95
52010	Membership Subscriptions	28,280.00	-	33,950.00
52510	Sponsorship	470.00	-	4,797.08
55551	Ticket Sales	7,784.87	-	806.00
55552	Merchandise	808.95	-	-
55553	BSU Grant Income	-	-	-
55554	Courses and Training	-	-	-
55555	Trips	-	-	-
55556	Other Student Group Income	1,834.13	34.00	2,114.07
55557	Competition Entry Fees	-	-	-
56088	Internal Transfer Income	-	-	300.00
56090	Sundry Income	-	-	-
	All other income	-	-	-
TOTAL INCOME		39,177.95	34.00	42,139.10

Total per type so far this month → 34.00

Types of income and their income code →

GL Code	Description	Year to July 2019	Month March 2020	Year to date 2019/20
61530	Entertaining & Hospitality	4,860.53	-	2,008.22
62035	Hire of Equipment	-	-	-
62040	Small Equipment	374.15	-	-
62520	Printing & Stationery	283.68	-	40.00
62535	Affiliation	175.00	-	-
63010	Advertising & Marketing	100.00	-	300.00
64010	Bank Charges	-	-	-
65010	Minibus Hire Expenditure	-	-	-
65011	Minibus Expenditure - Other	-	-	-
65030	Facilities/Venue Hire	8,641.43	-	7,226.99
65035	Competition Fees	3,056.06	-	-
65040	Coach/trainer fees	1,570.00	2,898.00	7,424.40
65050	Student Travel, Accommodation & Subs	173.08	-	-
65051	Student Group Mileage	226.80	-	-
65052	Bus/Coach Hire	2,000.00	-	2,095.00
66530	BSU Grant Funded Costs	-	-	-
66541	Kits & clothing	16,796.64	486.00	7,218.26
66550	Sundry Expenditure	459.77	682.40	3,733.36
	All other expenditure	108.00	281.28	1,384.28
TOTAL EXPENDITURE		38,825.20	4,347.68	31,430.51

Total per type so far this year → 4,347.68

Types of income and their income code →

Total income minus expenditure → 10,708.59

Income less expenditure → 352.75 (4,313.68)

Carried forward at year end July 2018* → 336.09

Current bal* → 11,044.68

Negative amounts are given in brackets and coloured red → (4,313.68)

Total amount in account (not including unposted transactions) → 11,044.68

*May not include all transactions

Transaction Report

A transaction report shows a list of all transactions that we have on our system for your group since August 1st. You can also request reports showing transactions from previous years, either separately or together. This includes 'unposted' items, which have been entered into the system but are still in draft, these are marked with an asterisk at the right-hand side. It may include transactions that have not yet been paid out. If you are unsure whether a transaction has been paid or you cannot find an item that you were expecting you can contact us to look into why this might be the case. It takes up to 11 days for income to appear on a transaction report.

This report **does not** show your current balance, or the balance brought forward from the previous year, it is a record of financial movement in and out of your account. Therefore, the total shown at the bottom is your income minus expenditure for the time period shown in the report. To find your balance, you will need to look at your balance report or speak to the Student Services Team.

A transaction report can be requested by either the treasurer or the president/ club captain by emailing Bristol-su@bristol.ac.uk, please specify the group or subgroup.

Department code and group name		BSU Bristol SU Group						Income and Expenditure Transaction Detail (does not include brought forward balance)		
Date	Our Ref	Your Ref	Alt Ref	Supplier/Customer	Description	Net Total	Date Paid	Unposted		
GL Code: 52010 Membership Subscriptions										
01/09/2019	NOM000001			UC OLE INC JRNL	Membership 2019/20	20.00				
01/09/2019	NOM000002			UC OLE INC JRNL	Membership 2019/20	20.00		*		
01/09/2019	NOM000003			UC OLE INC JRNL	Membership 2019/20	20.00				
01/09/2019	NOM000004			UC OLE INC JRNL	Social Membership 2019/20	10.00				
01/09/2019	NOM000005			UC OLE INC JRNL	Membership 2019/20	20.00				
01/09/2019	NOM000006			UC OLE INC JRNL	Social Membership 2019/20	10.00				
01/09/2019	NOM000007			UC OLE INC JRNL	Membership 2019/20	20.00				
02/09/2019	NOM000008			UC OLE INC JRNL	Membership 2019/20	80.00				
Total - GL Code: 52010 Membership Subscriptions						180.00				
GL Code: 5552 Merchandise										
31/12/2019	NOM017051			UC OLE INC JRNL	Society Jumpers	42.00				
12/01/2020	NOM017230			UC OLE INC JRNL	Society Jumpers	168.00				
Total - GL Code: 5552 Merchandise						210.00				
GL Code: 5553 BSU Grant Income										
01/09/2019	NOM000010			BSU Grant 2019	BSU Grant Allowance 2018-19	1150.00				
Total - GL Code: 5553 BSU Grant Income						1150.00				
GL Code: 61530 Entertainment and Hospitality										
05/09/2019	PIN000002	Welcome Drinks		EXPENSE CLAIM	Student Expense Claims Prizes for quiz winners	25.50	20/10/2019			
Total - GL Code: 61530 Entertainment and Hospitality						25.50				
GL Code: 62535 Affiliation										
01/09/2019	PP1000001	BASE EN 05090		Misc suppliers	BUCS Player Fee	105.00	22/11/2019			
Total - GL Code: 62535 Affiliation						105.00				
GL Code: 63010 Advertising and Marketing										
30/11/2019	PIN030702	P Lovell		EXPENSE CLAIM	Student Expense Claims Banners for Welcome Fair	89.74	24/12/2019			
Total - GL Code: 63010 Advertising and Marketing						89.74				
GL Code: 66541 Kits & clothing										
28/01/2020	PIN031693			INV-00263	Misc suppliers Bristol SU Society Kit	306.41	18/02/2020			
14/02/2020	PIN032223			EXPENSE CLAIM	Student Expense Claims Order of personalised jumpers	214.20	25/02/2020			
Total - GL Code: 66541 Kits & clothing						580.61				
GL Code: 66548 Internal Transfer Expenditure										
13/09/2019	NOM015723			Society Performance	Performance fee	275.00				
04/12/2019	NOM016823			Society Payment	Same day pay charge	3.50				
13/03/2020	NOM017656			Charity transfer	BSU - SRN	179.00		*		
Total - GL Code: 66548 Internal Transfer Expenditure						457.50				
TOTAL INCOME AND EXPENDITURE						1196.65				

* - Not yet posted into the accounts
Income codes begin with 5, expenditure codes begin with 6

If you are unsure of any information provided here or about how we process transactions please email Bristol-su@bristol.ac.uk.