



# How we finance your section

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## Introduction

Campus Sports support your section with facilities and financially.

For you as (new) section representatives we have created this document to inform and help you to run your section in a financially healthy and transparent way.

This document will take you through a standard 12 month period of Campus Sports.

For more questions please contact one of the board members (Campus Sports Committee). They are listed on our web site: [www.campussports.nl](http://www.campussports.nl)

## Defining the annual budget (Nov/Dec)

Campus Sports will announce its Annual Members Meeting (Algemene Ledenvergadering- ALV) to be held in March of the coming year.

Every section is asked to submit the planned budget for the coming year. This is very important because it is a key factor to determine the sector specific fee.

It is beneficial to join our annual **Summer Sports** festival. This consists of several dates during the summer on which sections can organize a tournament and promote their sport. The general idea is that Campus Sports will take care of infrastructure, facilities and promotions. The sections that join only need to organize the sport event itself.

## Finalizing the budget and setting the fee per section. (Feb)

After collection all budget plans from all section Campus Sports will determine the budget and the annual member's fee per section.

## Annual Members Meeting (March)

During Annual Members Meeting (ALV) 3 financial items are on the agenda:

1. Annual financial report of the previous year.
2. Report from the financial audit committee.
3. Approve the annual budget for the coming year.

It is very important that all costs for your section are covered by this annual budget. In principle you cannot claim extra expenses as a section from Campus Sports. Exceptions are possible but will be seriously scrutinized by the board.

## Running your section (Jan-Dec)

During the year the section will execute its normal & planned activities.

Report all costs that are part of the annual budget to our board member for Finance. He will take care that the bills are paid. Always supply the original invoice.

## Unexpected costs

Costs for events or activities that are not part of the annual budget or Summer Sports are treated differently.

The section representatives can submit a request for an extra contribution from Campus Sports. Because we have to justify all costs in the Annual Members Meeting (ALV) we have a minimal set of rules:

- Contact one of the board members in a timely fashion.
- Inform the board member of your intentions.
- Determine what you need to participate in, or organize, an event.
- Create an event specific budget and explain how you want to cover all costs.
- Campus Sports will determine if, and how, it want to support this event.

Note:

These extra Campus Sports contributions are for facilities, sports equipment, team fees for tournaments etc. only. Excluded are contributions for food & drinks.

The contribution is max 50% of the eligibly costs components.

## Appendix:

### 1) Calculation of the annual fee for the members of a section

The algorithm is quite complex but the key parameters are:

- Basic fee for all members (€5 per year)
- Number of members of the section
- Depreciation of section specific equipment
- agreed annual budget ( Annual Members Meeting (ALV))

### 2) Shirt sponsoring

A section can submit a request for shirt sponsoring every four years.

- The shirts become a personal belonging
- 50% of the costs will be covered by Campus Sports
- Campus Sports will cover the costs for applying the logo
- Only available for full paying members of a section of Campus Sports
- Use is coupled to sports activities (not leisurewear)
- Only shirts. Socks, shorts, track suits etc. are excluded
- A certified Campus Sports logo must be fitted on the shirt (Section specific or general logo)
- Purchasing via Campus Sports based on a list of members, type of shirt, color and sizes