UL WOLVES CLUBS AND SOCIETIES

Budget Workshop

CONTENTS

Why Submit a Budget? 3

A Little Bit of Lore... 4

Projections 5

Break-Even Policy 9

The Ratio 10

Budget Points 16

Ball Tickets 19

Mandatory Documents 20

Extensions 21

Deadline 22

Checklist 23

A Brief Overview 24

Why Submit a Budget?

UL Student Life will **try to cover 50%** of expenditure of clubs and societies, provided you prove you can cover the other 50%.

This means you only have to fundraise half of the money to pay for your activities!

Seems like a good reason...

A Little Bit of Lore...

As of this year (2026), the C&S office has **€429,000** to go towards Clubs and Societies' budgets. This is split among the **77 Clubs and Societies** registered with UL Wolves.

The budget system is designed to be **as fair as possible.** This system is run through **UL Wolves**, with information you submit to your committee panel

Projections

A **projected income/expenditure** item is money you expect to earn/spend next year

You cannot project income if you did not earn it this year (Income is automatically projected, unless you set the category as once off)

You can project expenditure, provided you have evidence of the estimated cost and a decent explanation

Projections

What are they?

Projected Expenditure is money you intend to spend next year.

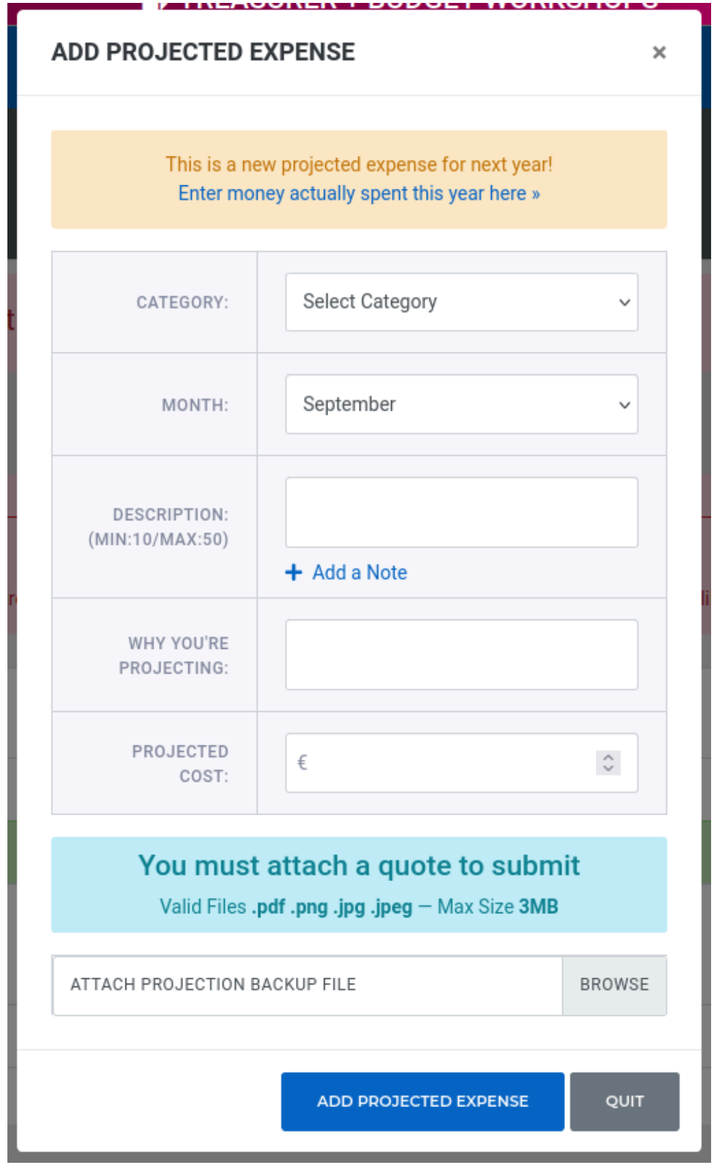
If you **bought an item/service this year**, and intend to do the same next year, you **submit it under Expenditure**, using the category “Other (Projected)”.

If you are hoping to make a **totally new purchase**, of an item/service you didn’t buy this year, then you **submit it under “Projections”**

Projections

Projections will get approved provided…

- It’s reasonable
- It’s safe
- You provide evidence for the cost



Projections

Always provide proof

For Projections, provide a quote of the item cost from a verified source.

A quote can include:

- A screenshot of the item and price from an online store
- An “official” quote, sent from a company via email
- An invoice for the item, sent by the company you intend to buy from

Break-Even Policy

The money you make on an event should exceed (be greater than) the money you spend. **Capitation/Special Apps does not count towards your income.**

WHY? Projecting income/expenditure tells the C&S office that you intend to earn or spend the same money next year. If you do not break even on your event and project these items, you are telling the office you intend to keep losing money – not good

**** Failure to break even will result in income/expenditure items being marked as once-off rather than projected.***

The Ratio

The Budget Ratio is how the Wolves system calculates your **shortfall** (the sum UL Student Life intends to supply to support the running of your club/society)

Your projected income should be approximately **50%** of your projected expenditure. The remaining 50% is your shortfall

The Ratio

What does it mean?

If your income is far less than 50% of your expenditure



You need to either raise more funds, or project less expenditure

If your income is far more than 50% of your expenditure

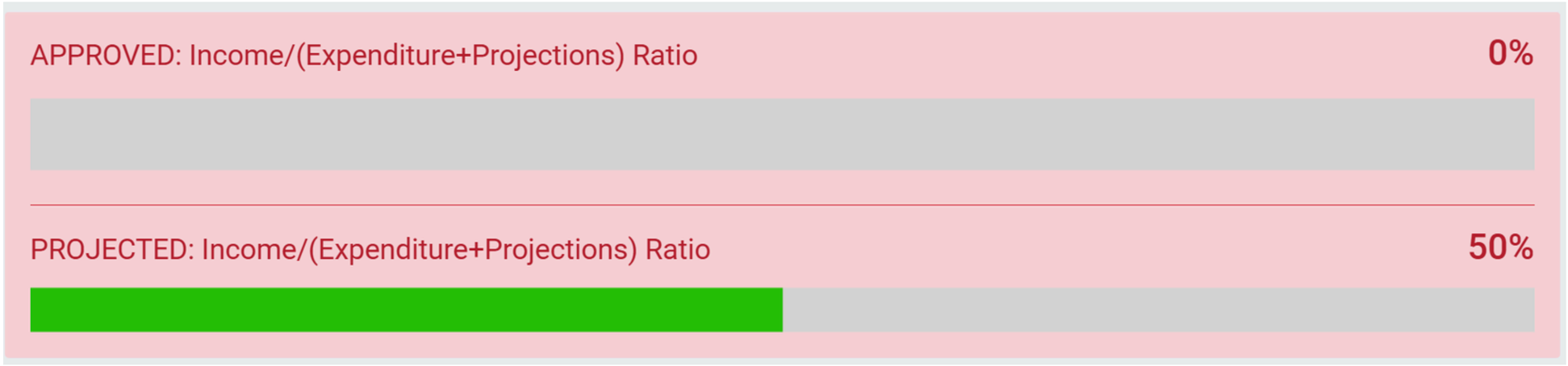


The Ratio

UL Wolves Budget Dashboard

The “Budget Overview” Section of Wolves tells you your ratio.

AIM FOR 50%

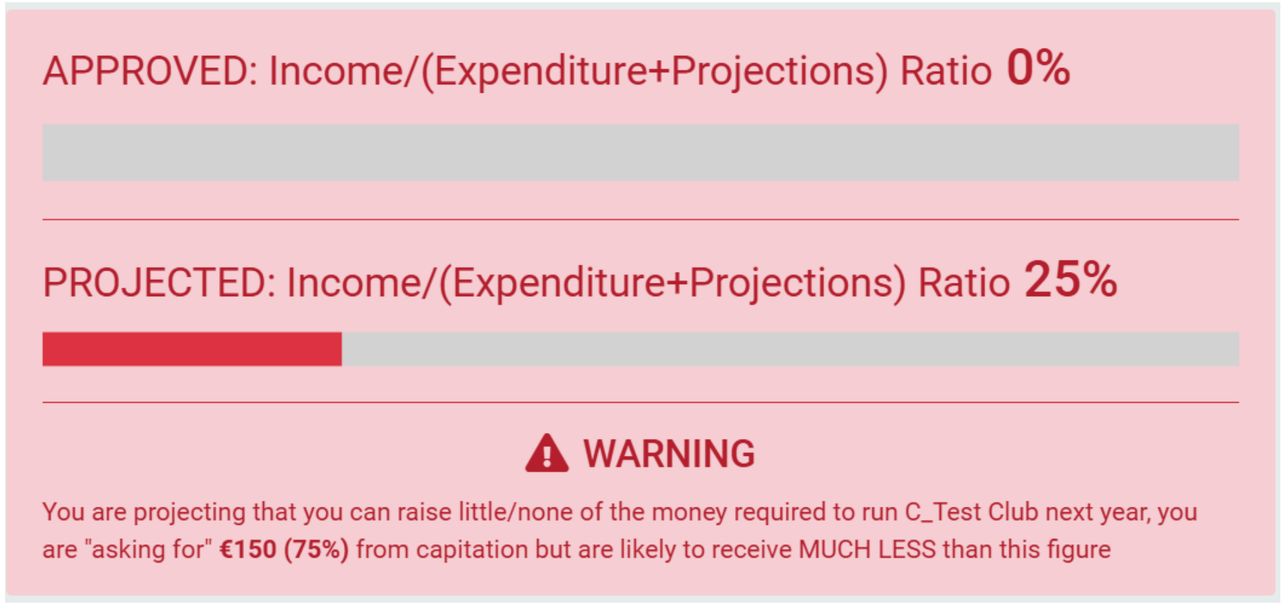


(Ignore the APPROVED bar, this will move when the office reviews the items)

The Ratio

UL Wolves Budget Dashboard

If your income is far less than 50% of your expenditure

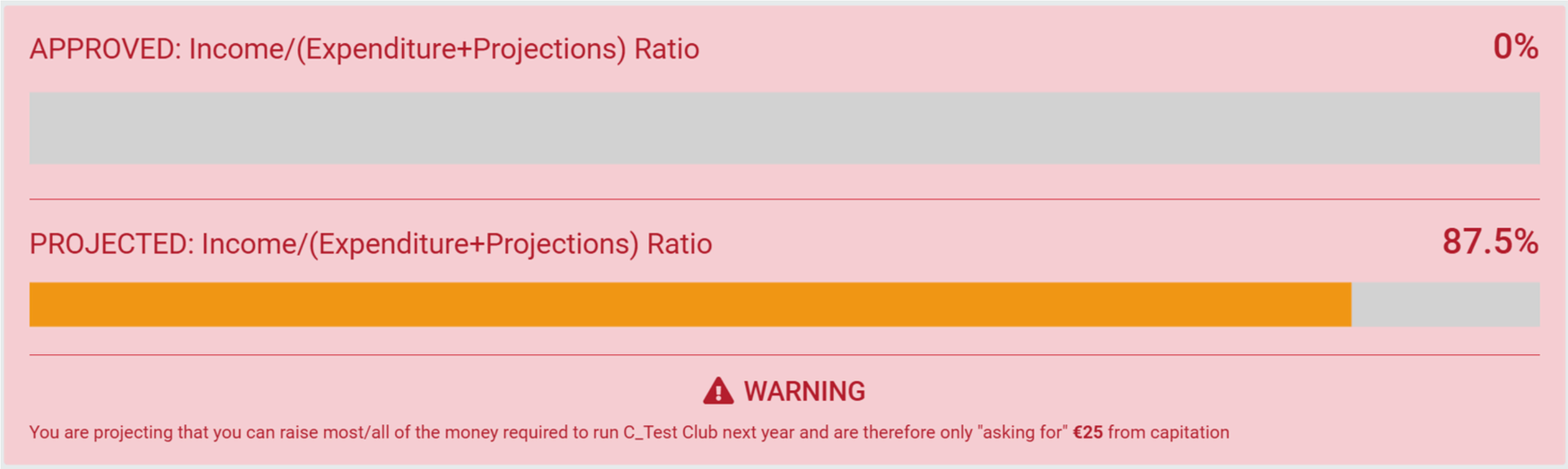


You cannot afford to spend as much as you have predicted. Earn more, project less.

The Ratio

UL Wolves Budget Dashboard

If your income is far more than 50% of your expenditure



You have not spent enough of your income. Project more expenditure.

The Ratio

An Example

The **Ninja Club** earns **€2,400** in income. All of this is projected. **How much expenditure can they project?**

Their **projected income** should be **50%** of their **projected expenditure**. This means they can project **€4,800** in expenditure

They've already spent **€4,350** this year. How many **new projections** can they make?

€4,800 - €4,350 = **€450 in new projections**

Budget Points

What measures the success of my club or society?

The budget points section is your chance to say **WHY** you deserve your budget.

This section measures how well your club or society:

- Engages with your members
- Keeps track of your money and inherited knowledge
- Promotes yourself and your events
- Engages with the C&S Office

Budget Points

You are awarded budget points for several different categories of success.

Combined, these sections make up 75% of your points:

- **Sections 1-5** - Automatic (The office updates them as time goes on)
- **Sections 6-9** - Mandatory for both Clubs & Societies

All sections after are **specific to either Clubs or Societies**, each with specific, described questions for your Club/Soc type.

Budget Points

ALWAYS TELL THE TRUTH: DON'T MAKE ANY STATEMENTS WITHOUT PROOF!

For **events/showcases/competitions,** include an overview of the event and screenshots of social media posts/leaderboards proving your attendance.

For **guest/profile speakers,** include a small biography about why they're notable, a Wolves event, promoting their attendance, and a screenshot of social media posts proving their attendance.

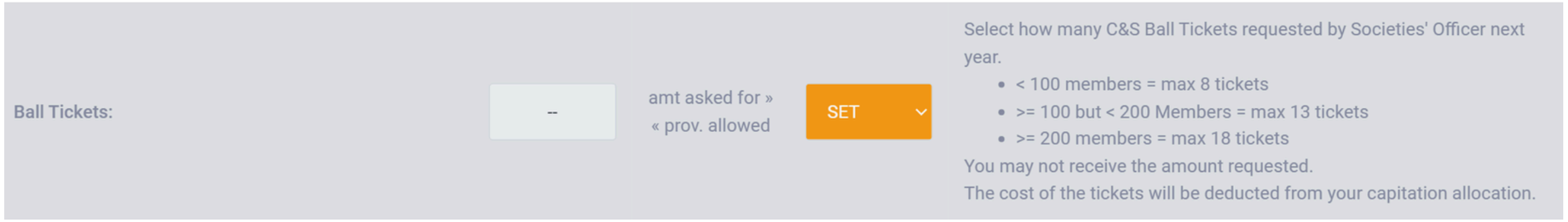
Any event you want to discuss in your Points **MUST** be logged in the Activities/Events/Fixtures section of Wolves, otherwise it **DID NOT HAPPEN**

**further information available in UL Wolves resource documents*

Ball Tickets

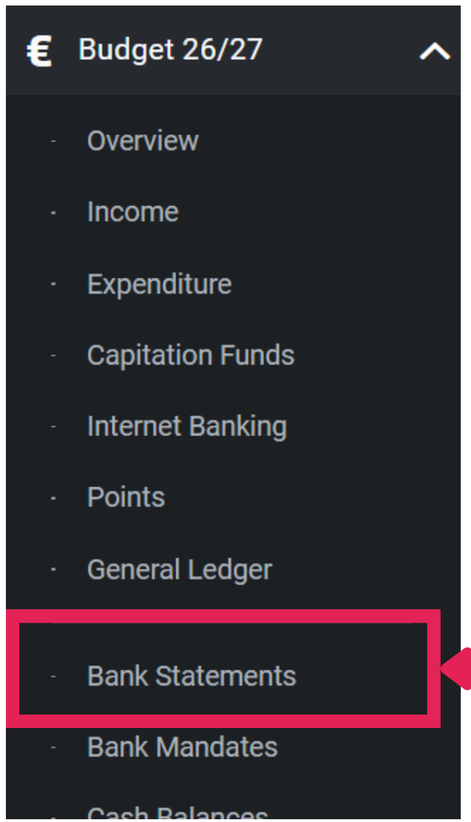
The UL Clubs and Societies Ball is the highlight of the C&S calendar. This event includes a complimentary dinner and the reveal of the C&S award winners

You apply for next year's ball tickets in your budget:



Request your allocation in the points section

Mandatory Documents



Bank Statements

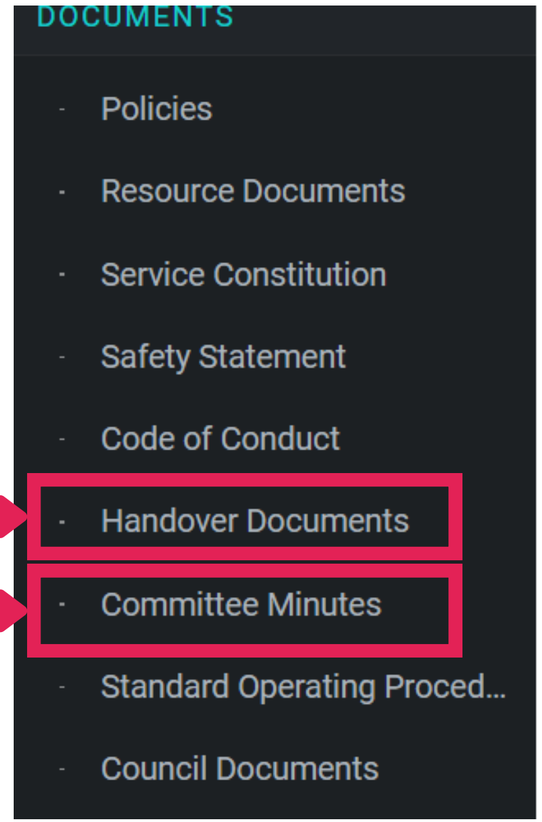
Upload a bank statement from within 6 months of the Budget deadline

Handover Document

One per core committee position

Meeting Minutes

Upload a minimum of 6 minutes documents (aka you must have completed 6 committee meetings)



Extensions

What if I need more time?

Extensions can only be given in **certain circumstances**, and only for certain parts of your budget (i.e. there is no **GENERAL** extension)

The deadline to apply is **1st of March** each academic year

You must email **info.clubsandsocieties@ul.ie** & receive clear confirmation

Deadline

All budgets must be submitted before the closing date of **May 24th**

You can submit 1 day late, but you'll take a **50% penalty** in your allocation

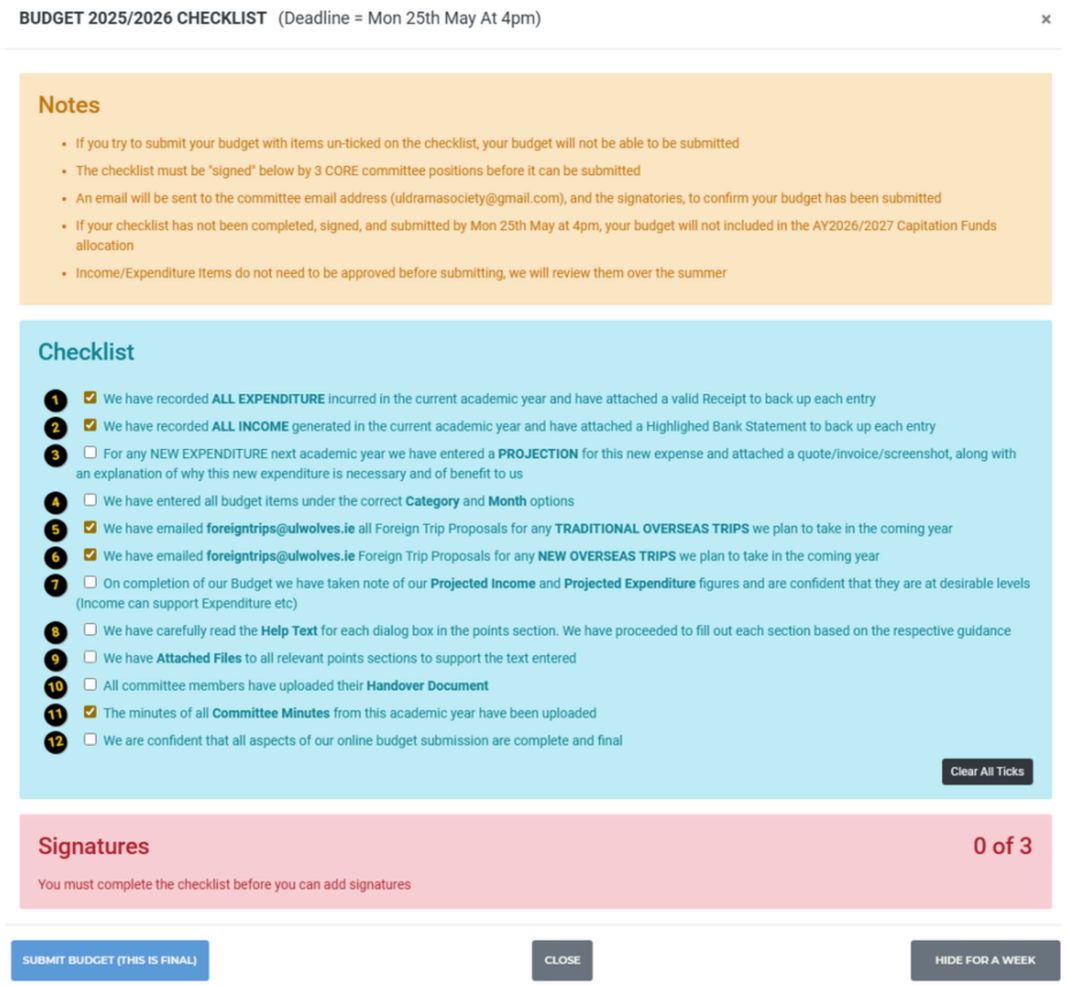
Afterwards, you **CANNOT** submit your budget.
THERE ARE **NO EXCEPTIONS**

Checklist

How do I submit?

The final step to submitting your budget!

Once completed, **3 core committee members** sign, and the budget is submitted!!



A Brief Overview

What am I working towards?

Over the year:

- Upload income and expenditure items as they come in
- Upload bank statements and committee minutes as they come in
- As events happen, add to the Budget Points section

At the start of the 2nd Semester:

- Set clear deadlines for handover documents (i.e. Week 10)
- Assign a section of budget points to each person on committee

Once you know your income (or can estimate it well)

- Calculate your projected expenditure for the year, use that to decide your projections for next year