**CHURCHILL COLLEGE**

**COMBINED COMMON ROOMS FINANCE COMMITTEE**

**Annual Allocation Application Form**

This form is for use by College clubs and societies to apply for annual funding allocations. The latest version is available from the CCRFC web site, www.chu.cam.ac.uk/ccrfc . The CCRFC Secretary & Treasurer can be contacted by email at ccrfc-treasurer@chu.cam.ac.uk .

The purposes of this form are:

1. To gather information about the societies
2. To be informed about your financial situation and for the CCRFC to make the annual allocations when it meets in Easter Term.
3. To enable smooth communication and possible transfer of money

**General Information**

1. Name of the society:
2. Name and E-mail of the President or Captain:
3. Name and E-mail of the Junior Treasurer:
4. Name of Senior Treasurer (member of SCR):
5. Have you included your signed off accounts for the last full year and your senior treasurer’s form?
6. Does your club have a bank account? YES?NO
7. If yes, please update your details if different from last year and state the details for any accounts you have:

 **Main Account:**

 Bank name:

 Name of branch:

 Sort code:

 Account number:

 Signatories to the account:

 Balance at 30 June xxxx: Balance at 31 March xxxx:

 **Other Accounts** (savings etc)

 Bank name:

 Name of branch: Name of branch:

 Sort code: Sort code:

 Account number: Account number:

 Signatories to the account: Signatories to the account:

 Balance at 30 June xxxx Balance at 30 June xxxx

 Balance at 31 March xxxx: Balance at 31 March xxxx:

 **Additional Income**

For the next academic year please provide as many details as possible of funding that is not going to be provided by the CCRFC:

Entrance fees:

Fund raising and sponsorships:

Interest from the bank account:

Hire/sale of equipment:

Other (please specify):

**Total other income:**

**Requested allocation from the CCRFC for the next academic year: £**

 Please note that the CCRFC will hold back some funds from its budget to assist with new equipment identified after July and applied for as ad-hoc allocations.

The CCRFC cannot fund entertainment or catering unless it is incidental to the main purpose of the activity.

**Reasons and comments:**

Please supply an updated short description of your society if desired and please check that your club/society website is up to date on <https://www.chu.cam.ac.uk/student-hub/clubs-societies/> and speak to the webmaster if necessary (webmaster@chu.cam.ac.uk).

 **Signed**  **Date**

Captain/President

Junior Treasurer

Senior Treasurer

Estimate of expenditure at current prices

If this form is not suitable for your society, please adapt it.

|  |  |  |
| --- | --- | --- |
|  | Estimate this current academic year based on actual to date | Estimate of required funding next academic year |
| Category: | Further Description | Amount | Further description | Amount |
| New equipment/supplies |  |  |  |  |
| Administration |  |  |  |  |
| Hire of halls or pitches |  |  |  |  |
| Insurance |  |  |  |  |
| Registration or league fees |  |  |  |  |
| Maintenance of equipment |  |  |  |  |
| Other (please specify) |  |  |  |  |
| **Total** |  |  |  |  |

Membership list

We would like to know the names of **all** your members, you may continue on a separate form. You may use the members on your email distribution list, but we would also like to know how many are active. Active members are those who take part of arrangements / sessions / activities within **the core** activity of the club every term, make your own definition. Your age distribution is more crucial as only very few are junior members of Churchill College for more than 3 years.

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| --- | --- | --- |
|  | Name | Year (if known) |
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% active members (best estimate): \_\_\_\_ %

For clubs providing services e.g. film club:

 Number of non-members \_\_\_ per time \* \_\_\_ = \_\_\_ per term

 Type of service:

Inventory of property

We ask you to observe that technically your property belongs to the college. For matters of insurance etc. we will need to know when your equipment unexpectedly should be lost due to e.g. theft, or if it should be lost in a fire. You may continue on an extra form.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Item | Date of purchase | Replacement value | Place of storage | Expected lifetime  |
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