**Guidelines on Approved expenditure from your Capitation Money**

**Once you lodge money into your Club or Society bank account it is subject to the following rules**

Your Capitation money will not fully fund all of your expenditures for the year so contributions from Students and fundraising activities should be engaged in to support and contribute to your operations for the year.

* All costs incurred in the running of or participation in events for your Club/Society.
* Transport costs for participation in external competitions or events.
* Accommodation for members attending or participating in Club/Society related events.
* Meal subsidisation of approx €5 per member for lunch and aprox €10 per member for dinner.
* Consumable materials used in the operating or running of your Club/Society.
* Affiliation Fees.
* Coaching (excluding Development Sports), Speaker fees, Referees fees.
* Only competitive gear for team or individual representation of your Club/Society.
* Tournament or other Entry Fees, Intervarsity Fees, Course Fees for Club/Society events.
* Advertising, Promotional, Printed Material for your Club/Society.
* Awards, Prizes, Gifts for contributors to your Club/Society.
* Clubs & Societies Awards Tickets x5.
* Equipment, Equipment Hire, other hire items e.g. costumes etc.
* Cleaning, Laundry.
* Physio.
* Play, Music Rights.
* Training fees for updating members.
* AGM/EGM expenses (Wine permitted on a reasonable level).
* Bank Charges and Fees.
* Any other expenditure related to the core operations of your Club/Society.

**Unapproved Expenditure from your Capitation Money**

* Alcohol.
* Club/Society Balls. These must be fully covered by ticket prices or subsidised by Club/Society fundraising.
* Leisure Wear (contributions from members must be made).
* Social Meals (allowances applied).
* Any expenditure on unlawful or inappropriate activity.

**Additional Requirements.**

* Two signatories on all expenditure (one of these must be the current Treasurer for Club/Society).