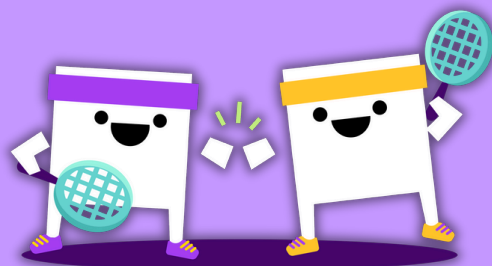


ISYY Guide for club members



The purpose of this guide is to provide practical instructions for the clubs operating under ISYY, the Student Union of the University of Eastern Finland. If you have any questions or problems, you can contact ISYY's Organisational Affairs Specialist, who is in charge of ISYY's clubs, or ISYY's offices. Call, visit, or send us an email if you have anything you want to ask, and we'll try to find the answer together! For contact information, visit our website at www.isyy.fi/en. The first part of this guide provides general information about club activities, and the second part explains club finances and accounting.

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Overview

Rules and regulations on club activities

Clubs are recreational communities operating under the Student Union, not independent associations. ISYY's clubs are governed by the Rules of the Student Union of the University of Eastern Finland, the Club Regulations of the Student Union of the University of Eastern Finland, and the club's own rules.

Clubs must also comply with ISYY's Equality Plan and Safer Space Policy and follow the instructions given in this guide.

ISYY's Rules and Club Regulations can be found on ISYY's website in the [Documents](#) section under Rules and Procedures. The Equality Plan and Safer Space Policy can be found in the Documents section under Plans and Programmes.

Other documents that are useful for planning club activities include the event organisation guide *Tapahumajärjestäjän opas* (under Instructions and Guides) and ISYY's Environmental Programme (under Plans and Programmes). This club guide is also kept in the Documents section of ISYY's website.

Clubs' annual calendar

For clubs, the operating year is always one calendar year (1 January–31 December). Club budgets and action plans cover the period from January to December. Things to keep in mind every year:

- IN THE SPRING
 - In January, the club's operating year starts, a new budget enters into force, and last year's funds are reset to zero.
 - Submit your club's contact details using the contact details form if you have not done that yet after your club's general meeting. Fill in and submit the form even if there were no changes to your club board.
 - Submit all receipts, payment orders, and other accounting materials from the spring by the end of May.

- **IN THE AUTUMN**

- The action plan and budget must be submitted to ISYY by the end of September.
- When autumn begins, ISYY's Organisational Affairs Specialist will remind clubs to submit their next year's budgets and action plans. Start preparations early and set a date for the general meeting.
- General meeting
- Make the necessary purchases on time to make sure that the goods are delivered to you before the end of the year.
- In November, ISYY's accountant will announce the deadline for submitting all receipts, payment orders, and other accounting materials from the autumn.
- The club's operating year ends on 31 December, and all unused funds will be reset to zero.

Forms for clubs

ISYY has three club documents all club members should be familiar with. The forms ask for all the necessary information and attachments, so by using these forms, you can be sure that you have submitted all the necessary information at once.

1. [Club Registration Form](#)
2. [Club Contact Information Form](#)
3. [Upcoming Event Form](#)

1. Club Registration Form

Use this form when you want to start a new club or disband an existing club. ISYY's Executive Board always makes the final decision on starting new clubs.

2. Club Contact Information Form

Use this form to update and submit your club's contact information to ISYY's Organisational Affairs Specialist every year or whenever there are any changes. Please note that if your club has not updated its contact information, it will not be entitled to use the funding granted to it.

3. Upcoming Event Form

Clubs can use the event form to notify ISYY's Organisational Affairs Specialist of their upcoming events or general meetings. By submitting the form, your event or meeting will be added to the events calendar on ISYY's website and included in newsletters.

Club activities and meetings are open to all members of ISYY. By notifying us of your events, new people will find out about your activities and meetings.

Please note that according to ISYY's Club Regulations, club events must also be announced on ISYY's communication channels.

Club board and club training

The club board must have at least three members. The chair and vice-chair and at least half of the board members must be members of ISYY.

The club board will meet with a representative from ISYY every year. If necessary, the meeting can be held as a training and information session. If the club members do not change, our annual meeting can be more of a catch-up meeting to maintain contact between ISYY and your club. We will also discuss any changes to club regulations or instructions in these meetings. The leaving club members have the responsibility to onboard new members. It's important that all new club members get the club's rules and ISYY's Club Regulations.

Club's general meeting

According to ISYY's Club Regulations, a club has to have at least one general meeting per year. The annual general meeting elects a new board for the club and makes a proposal to ISYY for the club's next year's action plan and budget. The general meeting must be scheduled so that the club will be able to submit these documents to ISYY by the end of September.

The club must also organise a general meeting whenever it wants to make changes to its rules.

Clubs' general meetings are open to all members of ISYY. This means that clubs must notify ISYY at least two weeks before the meeting to make sure that ISYY's members get the information in

time. Please note that this also means that if you do not notify ISYY of the general meeting at least two weeks in advance, the meeting will not be in compliance with the rules. You can easily notify ISYY of your general meeting by submitting the [Event Form](#) on ISYY's website.

The club must submit the general meeting minutes to ISYY's Organisational Affairs Specialist within two weeks of the meeting. The minutes must state the decisions made at the meeting, such as new board composition, budget, action plan, and any rule amendments.

ISYY's facilities

Clubs can use ISYY's facilities for their meetings free of charge. To book a room, contact ISYY's office.

Joensuu: Membership Services Specialist, toimisto.joensuu@isy.fi

Kuopio: Organisational Affairs Specialist, toimisto.kuopio@isy.fi

For more information about ISYY's available facilities, visit ISYY's website: [Venue Hire](#).

Facilities in Joensuu

Suvantokatu 6 club room

There is a club room next to the ISYY Office. ISYY clubs can book it for free. Check the availability here: [Club room calendar](#). Reservations can be made through the Membership Services Specialist for one semester at a time (autumn or spring semester).

Suvas conference room and sauna

Clubs can use the Suvas conference room and kitchen for free if there are no other reservations. Clubs are also entitled to use the Suvas facilities and sauna for free once per calendar year. Free reservations do not include cleaning services, so you need to clean the premises yourself afterwards.

If a paying customer wants to make a reservation for the same date as your club two weeks beforehand, you need to either cancel or reschedule your club's reservation. If you want to be

certain that the facilities will be available to your club, you can pay the rental fee for members. This way no one else can override your reservation.

To make a reservation, visit ISYY's Joensuu office or send an email to the Membership Services Specialist. For more information about using the facilities, contact: toimisto.joensuu@isy.fi.

Facilities in Kuopio

Clubs can book and use the Lukema rental facilities for free. Lukema is located in the Studentia building, adjacent to ISYY's office. Check the availability here: [Lukema calendar](#). The facilities include the hall, conference room, and kitchen. The facilities are available to rent from Monday to Friday from 5:00 p.m. onwards and on weekends (Sat-Sun) from 8:00 a.m. onwards.

If a paying customer wants to make a reservation for the same date as your club at least 14 days before that date, you need to reschedule your reservation. Once you have rescheduled, no paying customer can override your reservation anymore. Alternatively, you can pay the internal user fee to make sure that Lukema is reserved for your club and other customers cannot override your reservation. The rent will be taken from your club's annual funding.

Clubs are also entitled to one free Lukema reservation per year (incl. hall, conference room, and kitchen) which no paying customer may override. Free reservations do not include cleaning services, so you need to clean the premises yourself afterwards.

Communication

Club activities must be open to all members of ISYY. Events and general meetings must be announced not only on the club's own channels but also on ISYY's communication channels. ISYY announces club events in the events calendar on its website and in newsletters (Wiikko-Ärsyke and Weekly Feed). In addition to that, ISYY can announce events on the university's information displays and on ISYY's social media channels.

ISYY has its own information display in Snellmania on the Kuopio campus for more large-scale communication needs.

Clubs should inform ISYY of their upcoming events actively and well in advance to make sure that ISYY will be able to share the information. Clubs can notify ISYY of their upcoming events by submitting the [Event Form](#).

Finances

Where to get the money for club activities?

Clubs apply for funding from ISYY. Applications for next year's club funding should be submitted by the end of September. Club funding is intended for financing activities specified in the club's action plan during one calendar year. In addition to club funding, clubs can apply for ISYY's club grant year-round. New clubs can apply for a so-called start-up grant for the current year upon registration.

Club funding is available for one year

Clubs have access to their club funding during one calendar year, and any revenue the club makes during the year will be added to those funds. The operating year of clubs is one calendar year. Your club can get funding for the next year by making a budget and action plan proposal by the end of September in accordance with the instructions given by the Organisational Affairs Specialist. ISYY's Executive Board then presents the budget proposal to the Representative Council, and the Representative Council makes the final decision. ISYY's Organisational Affairs Specialist will send an email reminder to clubs about the deadline for budget and action plan submissions. The Organisational Affairs Specialist will also give the clubs budget and action plan templates.

ISYY's council-approved budget can be found under Yearly documents>Budgets in the [Documents](#) section on ISYY's website. Under *Kerhot*, you will see the budget allocated to your club for the year in question.

Club budgets are only available for one calendar year. The budget must not be exceeded, and it will be reset to zero at the end of the year. This means that any funds remaining at the end

of the year will not be carried forward to the next year. The basic rule is that expenses and revenues are deducted from and added to the budget of the year they pertain to.

Example:

The club reserves the Suvas sauna facilities and pays for the reservation in December 2023 for a sauna evening that will be held in January 2024. The rent will be deducted from the club's 2024 budget because the event will take place in 2024.

Club grant

If a club wants to carry out activities which are outside its action plan and to which no funds have been allocated in the club's budget, the club can apply for a club grant from ISYY. Clubs can apply for the club grant for the current calendar year year-round.

The club grant is a form of assistance ISYY can grant to a club to support a project or to enable purchases. The club grant can be financial support or one extra free reservation of ISYY's rental facilities per year that takes precedence over paying customers. Clubs can apply for the club grant for one-time/pilot activities, purchases, or publications, not for annual events like Christmas parties.

For more information on how to apply for the club grant, visit: [Grant applications](#)

Third-party grants

Clubs cannot apply for third-party grants on their own. If your club wants to get financial assistance from a third party, i.e. any other organisation than ISYY, you must always talk to ISYY's Organisational Affairs Specialist first.

Clubs operate under ISYY, so the application signing process must always be carried out in accordance with ISYY's rules. According to ISYY's rules, the people who can sign on behalf of the Student Union are the Chairperson or Vice Chairperson of the Executive Board and the Secretary General, with two persons always signing together.

All applications for third-party assistance must be taken to a meeting of ISYY's Executive Board. ISYY's Executive Board can then decide to grant permission for making the application. The application and the required documents usually require more background work, so make sure to reserve enough time for the process.

Equipment purchases exceeding €100

Equipment purchases exceeding €100 require permission from ISYY's Organisational Affairs Specialist (jarjestoasiantuntija@isyy.fi). Clubs need to keep an up-to-date list of these purchases (see next paragraph). Long-term purchases worth under €100 should also be listed in the inventory.

Inventory

Clubs must keep a list of their long-term tangible assets (incl. machines, equipment, and furniture). The purpose of the inventory is to ensure that clubs can keep track of their assets even when there are personnel changes. Club inventories are entered in one sheet that covers all clubs on the campus and is managed by ISYY. The sheet has a tab for each club on the campus. The purpose of this is to ensure continuity and make things easier in case the club disbands or goes on hiatus. Club property is ISYY's property, so if a club disbands, it must bring its possessions to ISYY.

Club board members get access to the inventory of their campus from ISYY's Organisational Affairs Specialist.

Information to include in the inventory:

- Item name and number of items
- Purchase price
- Date of purchase
- Storage location (address)
- Person responsible for the item (name and phone number)
- Date and explanation if the item breaks/is taken out of use

[Inventory for clubs in Joensuu](#)

[Inventory for clubs in Kuopio](#)

Accounting for clubs

All club transactions must be recorded in ISYY's accounts. Clubs may not have their own bank accounts or cash reserves. Do not use personal loyalty cards for any club purchases.

Employment contracts and other contracts

Clubs may not sign employment contracts or contracts of any other kind on their own. Clubs must contact ISYY's Organisational Affairs Specialist before hiring an employee or agreeing to pay someone for their work (see also next paragraph). When calculating the event budget, your club should be prepared to pay not only the employee's gross salary, but also the insurance and social security contributions, which amount to roughly 25% of the gross salary.

Clubs may not negotiate or sign sponsorships on their own either. If your club wants to get a sponsor, please contact ISYY's Organisational Affairs Specialist first.

Can clubs make purchases as a thank-you?

Purchases made as a thank-you are always comparable to salary. ISYY does not allow offering goods or gift cards in exchange for work. Clubs often want to thank the people who helped with event organisation in some way. Always talk to ISYY's accountant before you promise to give someone something as a thank-you. Examples of things you can give for free to people who helped organise an event include the event's student overalls badge, free entry to the event, or free food at the event. Another option would be to organise a thank-you event for active club members at the end of the year.

Contest and lottery prizes

Giving out gift cards/products purchased with ISYY's money as lottery prizes:

- The gift card/product may not be worth more than €100.
- ISYY must declare all lottery winnings worth more than €100 to the Tax Administration.
- Write the lottery winner's name and phone number on the purchase receipt.
- If the lottery winner's total lottery winnings exceed €100 in one year, the winnings are considered entirely taxable income. This means that ISYY must declare the winnings to the Tax Administration and in order to do that, it must be possible to get the winner's personal identity code.
- Entering the lottery must be free.

Giving out gift cards/products purchased with ISYY's money as contest prizes:

- The gift card/product may not be worth more than €100.
- ISYY must declare all winnings worth more than €100 to the Tax Administration.
- Write the contest winner's name and phone number on the purchase receipt.
- If the winner's total winnings exceed €100 in one year, the winnings are considered entirely taxable income. This means that ISYY must declare the winnings to the Tax Administration and in order to do that, it must be possible to get the winner's personal identity code.

Giving gift cards/goods given to ISYY for free to lottery/contest winners:

- Follow the instructions above and state the value of the gift card/product in EUR in addition to the information of the person who won the gift card/product.
- The value will be recorded as both revenue and expense, so it will not affect the event budget, for example.

Donations

Clubs cannot decide to accept donations on their own. If someone would like to donate money or goods to your club, please contact ISYY's Organisational Affairs Specialist first.

If your club would like to donate to charity, please contact ISYY's Organisational Affairs Specialist first.

Alcohol purchases

Purchasing alcohol for events that are open to minors is prohibited. It is forbidden to serve alcohol at events where an entrance fee is collected without an alcohol serving license. Without an alcohol serving license, it is against the alcohol law to serve alcohol at an event for which an entrance fee has been collected. Participants can have their own drinks at the events.

Alcohol purchases in club events which do not include entrance fee is not forbidden. Even if purchasing alcohol for club events is allowed, you should keep in mind that the club's funding comes from the Student Union's funds, which largely consist of membership fee payments. You might want to think about how big of a part alcohol purchases have in your club's activities as a whole.

Submit receipts without delay!

Submit receipts, payment orders, and other documentation to ISYY without delay. The spring's receipts and other documentation must be submitted by the end of May. The accountant will send an email in November about the deadline for autumn receipts.

ISYY's monthly accounts are ready around the 15th of the following month. After that, clubs can request an income statement and a list of transactions from the accountant. You can see examples of accounting reports at the end of this guide.

Clubs need to keep track of their spending, so we recommend that the club's treasurer keep a record of the club's expenditure in Excel, for example. If you have a meeting on 16 November, for example, and you want to find out what your club's financial situation is, you can deduct any purchases or add any revenues made between 1 and 16 November to the October income statement you have received from ISYY.

Example:

Based on the October income statement, the club has €122.80. The club organised an event in early November and generated €150 in ticket sales. The club spent €82.60 to organise the event. This means that on 16 November, the club has €190.20 ($€122.80 + €150.00 - €82.60$).

ISYY's offices serve clubs during office opening hours. If you anticipate that it will take some time to answer your question or solve your issue, we advise you to schedule an appointment.

How can clubs make purchases?

Club members can make purchases for their club with the club's permission and within the club's budget in the following ways:

- Pay for the purchase with your own money and get the money in cash in exchange for the receipt from ISYY's office during office opening hours.
- Use your own money to pay for the purchase and submit a payment order to ISYY online to ask ISYY to make a payment to your bank account (instructions further below).
- Get cash from ISYY's office during its opening hours, make the purchase, and return the change and the receipt to the office as soon as possible.
- Ask the seller to send the invoice to ISYY (invoicing address specified later on in this document).
- Equipment purchases exceeding €100 require permission from ISYY's Organisational Affairs Specialist.

The receipt/payment order/invoice must state the name of the club and what the purchase is for. For example: *Hyvät Kuvat, meeting snacks*.

What information should a receipt include?

Please note that it may depend on the receipt whether your club will get the money or not! Take a photo of the receipt right after you have made the purchase. Please note that a proper receipt is also required for online purchases.

- To be suitable for accounting purposes, the receipt should include the following information:
 - seller's name;
 - business ID;
 - date;
 - what you bought;
 - price;
 - VAT rate; and
 - VAT in EUR.
- Write the following on the receipt using a ballpoint pen:

- the date on which you are bringing the receipt to ISYY's office;
 - your club's name;
 - what you bought (e.g. meeting snacks); and
 - your name and signature.
- Do not use your personal loyalty cards when buying stuff for your club – even if it was cheaper that way!
 - You are allowed to take advantage of student discounts when making purchases for your club.
 - A terminal receipt is not enough unless it includes all the information listed above.

29.8.2024
 Kerhon nimi / Club's name
 Kerhotarjottavat / Club snacks
 Oma nimi / your Name

Pohjois-Karjalan Osuuskauppa Y-0168170-9
 S-market Siilainen
 Naljakantie 2
 puh. 0107622411

K012 M002602/0182 27.8.2024 07:27

KISMEI	0,95
YHTEENSA	0,95

KORTTITAPAHTUMA

Kortti: Debit Mastercard
 **** * 4574 LN
 Sovellus: A0000000041010
 Tap.nro/Varmennus: 05553/858373
 Yritys/Ala: 001681709218/5411

Viite: 240827125553

Debit/Veloitus 0,95 EUR
 PayPass Contactless

ALV	VEROTON	VERO	VEROILINEN
14%	0,83	0,12	0,95
RHT.	0,83	0,12	0,95



Palvelemme arkisin klo 7-22
 la 7-22 ja su 9-22
 Kiitos käynnistä ja tervetuloa uudelleen!

(International) online purchases

When buying online, check whether the company you are buying from is located abroad.

- If you are going to purchase something from a foreign seller by invoice and forward the invoice to ISYY so that ISYY would pay the seller, please contact ISYY's accountant before you buy.
- If you are going to pay the foreign seller's invoice yourself and send a payment order to ISYY to get your money back, you don't need to contact the accountant beforehand.
- Check every time whether you need to pay customs duties.

Value added tax (VAT)

Companies sometimes state their prices without VAT, so be sure to calculate the final price when requesting a quote or making purchases online. It is advisable to ask the seller to give you the price including VAT right away.

Example:

*The price listed by the company is €25.00 (excl. VAT 25.5%). The price including VAT would be €25.00 + (25.00 * 0.255 = 6.38) = €31.38. Please note that VAT rates vary across different product and service categories. The most common VAT rate for goods and services is 25.5%, whereas the VAT rate of most groceries is 14%.*

Event transactions (revenues)

Different ways to collect entrance fees:

- At the event. Please keep a careful record of ticket sales!
 - Keep different ticket categories separate (e.g. ISYY's members €3.00, non-members €5.00).
 - Calculate the revenues from ticket sales and match it with the ticket sales record before delivering to ISYY's office.
 - If you need to, you can get a cashbox, cash, and a cash count form from ISYY's office. Contact the office at least a week before you need the cash.

- Using the cash registers at ISYY's offices
 - Please contact ISYY's office
- Using ISYY's Kide.app account
 - Please contact ISYY's office
- In certain cases, directly to ISYY's bank account
 - Please contact ISYY's office

Kide.app for clubs

If your club wants to sell tickets to its events using Kide.app, contact ISYY's Organisational Affairs Specialist first to set up a Kide.app account for your club. Your club's account will be linked to ISYY's, so you will need to enter ISYY's business ID and account number when setting up your club's account. You can get this information from the Organisational Affairs Specialist. Before your club can start to use its Kide.app account, a contact person from Kide.app will check with ISYY's Organisational Affairs Specialist that you have pre-agreed to set up the account. Clubs may not set up a Kide.app account in any other way as all club transactions must go through ISYY.

Please note that using Kide.app is subject to a fee. Kide.app charges a product commission of €0.30/product and a 3% sales commission for each product sold (e.g. a ticket).

Please note that the numbers in this document are from August 2024.

For example, if you sold 10 tickets that cost €5 each, Kide.app would charge you:

- $10 \times €0.30 = €3$ in product commissions, and
- $€50 \times 0.03 = €1.50$ in sales commissions.

Payment orders

Use the payment order form if you bought something for your club with your own money and want the money transferred to your bank account instead of being paid cash. The payment order form is available on ISYY's website in the [Documents](#) section under Forms.

- The total must be over €10 (if the sum is smaller, get cash from ISYY's office).
- Complete all fields.

- You can use the form to request money for several purchases as long as you make it clear which sum is linked to which purchase.
- Under 'Reason for payment', write:
 - your club's name;
 - where you purchased from;
 - what you purchased; and
 - the purpose of your purchase.
- Filling in the 'As decided by' field:
 - This means the person authorised to approve payment orders under the club's rules, e.g. the club chair or board. You cannot approve a payment order you issued yourself. For example, a payment order issued by the chairperson should be approved by the club's vice-chair or board.
 - Enter the name of the person who gave you permission for making the purchase.
- Date the payment order and write your name under 'Issued by' (the issuer is usually the person who will receive the payment).
- Submit the payment order online.
 - You don't need to print out the document and sign it by hand. A signature in the following form is sufficient: *16 January 2023 by email John Smith*.
 - Send the payment order and the receipt (preferably as a single file) to ISYY's accountant: erja.leinonen@isy.fi
- Scanning is the best way to store receipts, but photographs are the most common.
 - Photographs take up a lot of storage space, so if you have multiple receipts to submit, please include as many receipts in one photo as you possibly can without making them unreadable.
 - Please pay attention to lighting and make the receipt as flat as possible.
 - You can also scan receipts at ISYY's offices.
- Keep the original receipt until you have received the money.
- ISYY usually fulfils payment orders twice a week, on Mondays and on Wednesdays/Thursdays.

Invoice from the seller to the club/ISYY

If the supplier/service provider can send an invoice instead of you having to pay by cash or card, give the seller ISYY's invoicing information. The invoicing address and information can also be found on ISYY's website.

Address for invoices

Itä-Suomen yliopiston ylioppilaskunta

PL 1627

70211 Kuopio

Address source: Purchase ledger, supplier register

Please note! The name of the contact person and/or the name of the event/club must be given as reference.

Electronic invoicing

We have switched to electronic invoices to make our operations more efficient. Our e-invoice operator is Maventa Oy.

Electronic invoicing information:

Name: Itä-Suomen yliopiston ylioppilaskunta

Business ID: 2299016-4

E-invoice address: 003722990164

Please note! The name of the contact person and/or the name of the event/club must be given as reference.

Supplier information:

- If your e-invoice supplier is an operator (Itella, Basware, etc.), the operator ID is 003721291126.
- If your e-invoice supplier is a bank (Nordea, OP, etc.), the operator ID is DABAFIHH.

Please note that we only accept invoice image files and other attachments as PDF files.

If you cannot send an e-invoice, please mail a paper invoice to our scanning service to the address below or email it to invoice-22990164@kollektor.fi.

Itä-Suomen yliopiston ylioppilaskunta

22990164

PL100 80020

Kollektor Scan

Things to keep in mind with paper invoices:

- Include the unhyphenated Business ID in the address field of each invoice, not only on the envelope.
- Only use black for text.
- Only send invoices to the scanning service, not advertisements or other material.
- Do not staple the pages together.

For more information, please contact:

Student Union of the University of Eastern Finland

Erja Leinonen

erja.leinonen@isyy.fi

044 576 8423

Invoicing order – invoice from the club/ISYY

Get the invoicing order form online on ISYY's website in the [Documents](#) section under Forms>Invoicing Order and Payment Order.

Fill in all fields and deliver the document on paper or by email to ISYY's Membership Services Specialist at the Joensuu office (toimisto.joensuu(at)isyy.fi).

- Name
 - Official company name
- Business ID (or a personal identity code if it's a person)
 - Required!
- Operator ID/Electronic invoicing address/EDI code
 - Only if the company accepts e-invoices

- Write your club's name in the 'Revenues go to' field
- Reference number/message
 - Ask the organisation you are sending the invoice to if they need a contact person's name on the invoice
 - For example, sending an invoice to 'The University of Eastern Finland' would not suffice
- Under 'Reason for invoicing', write clearly what your club is invoicing
 - *For example: Kuopio Student Theatre performance on 22 February 2023 at the Children's Winter Day event*
- Date the invoicing order and write your name under 'Issued by'
- If you send the invoicing order by email
 - A signature in the following form is sufficient: *16 January 2023 by email John Smith*
 - Send the order to toimisto.joensuu@isy.fi

Examples of accounting reports

How to read the reports:

The income statement shows the club's revenues and expenses during the current accounting period (calendar year).

The report/income statement has four columns:

- The first column (period 1 January 2024–31 January 2024) shows all revenues and expenses recorded in January 2024.
- The second column (budget 1 January 2024–31 December 2024) shows the entire year's budget.
- The third column (period 1 January 2023–31 January 2023) shows all revenues and expenses recorded in January 2023 to allow comparison.
- The fourth column shows the difference between the first and second columns, indicating, for example, how much money is still left according to the budget.
- Expenses will be recorded in the accounts once club members submit their payment orders, etc. If the transaction took place in January but the club did not send the receipts or ask money from ISYY until March, it is likely that the expense will be shown in the March accounts.

In the transactions list, the minus and plus signs are 'the wrong way round' in the Balance column (minus signs for revenues and plus signs for costs).

	Kaudelta		Budjetti		Kaudelta		Kaudelta		
	1.1.2024-31.1.2024		1.1.2024-31.12.2024		1.1.2023-31.1.2023		Vertailu		%
4141 Esimerkki-kerho									
VARSINAINEN TOIMINTA									
Tuotot									
3000 Tuotot	200,00		0,00		0,00		200,00		
3199 Muut tuotot	150,00	350,00	0,00	0,00	0,00	0,00	150,00	350,00	
Muut kulut									
4000 Jatkuva toiminta	-303,20		-250,00		0,00		-53,20		121,3
4001 Kokouskulut	-12,50	-315,70	0,00	-250,00	0,00	0,00	-12,50	-65,70	126,3
VARSINAINEN TOIMINTA yhteensä		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00		284,30	-13,7 -13,7
TUOTTO- / KULUJÄÄMÄ		34,30		-250,00		0,00			

TILIERITTELY

Sivu 1 (1)

Tili: 3000-9999 Tositenro: 1-999999 Tositelaji: 1-89 Projekt: 4141 Pvm:1.1.2024 - 31.1.2024

Projekti			Selite	EUR	EUR	EUR
Tili	Tositte	Pvm	Tunniste	Debet	Kredit	Saldo
			Kustannuspaikka			
4141 Esimerkki-kerho						
3000	Tuotot					
		1.1.2024	Saldo :			0,00
	61.1	31.1.2024	Kassa Jns 1/24 /RS: Talvitapahtuman lipputuotot 40 x 5€ /KP: 9177 Kerhot		200,00	-200,00
			Tili yhteensä		200,00	-200,00
3199	Muut tuotot					
		1.1.2024	Saldo :			0,00
	4.1	15.1.2024	ISYYn kerhoavustus Esimerkki-kerho /KP: 9177 Kerhot		150,00	-150,00
			Tili yhteensä		150,00	-150,00
4000	Jatkuva toiminta					
		1.1.2024	Saldo :			0,00
	3.1	10.1.2024	MM Huttunen /RS: Prisma mehua ja munkkeja Talvitapahtumaan /KP: 9177 Kerhot	23,20		23,20
	3.3	15.1.2024	Savon tilat Oy /RS: Talvitapahtuman tilavuokra /KP: 9177 Kerhot	100,00		123,20
	3.4	16.1.2024	Savon Haalarimerkit Oy /RS: 100kpl Esimerkki-kerho -haalarimerkkejä /KP: 9177 Kerhot	180,00		303,20
			Tili yhteensä	303,20		303,20
4001	Kokouskulut					
		1.1.2024	Saldo :			0,00
	3.2	15.1.2024	MM Luttinen /RS: Prisma kahvia ja pullaa yleiskokous /KP: 9177 Kerhot	12,50		12,50
			Tili yhteensä	12,50		12,50
Tilijä, tositteita ja vientirivejä yhteensä 4 / 6 / 6				315,70	350,00	-34,30