



Harper  
Adams  
Students'  
Union

February 20

2017

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Procedures for the Allocation of the Clubs' Budget,

## **Financial Policies and Procedures**

### **Clubs and Society Accounts**

#### **1. Policy**

- i. All income and expenditure made by Clubs and Societies must pass through the Students' Union bank account. External bank accounts are strictly prohibited.
- ii. All requests for budget allocation or supplementary allocations for Clubs and Societies shall be received by the Office Manager. Requests for donations or subscriptions and allocations for other activities shall be received by the President and the Office Manager.
- iii. The Executive Committee shall approve nominations for budget holders, who shall be responsible for the administration of individual budgets from which expenditure shall only be committed to the purchase of items for which expenditure was approved and shall not exceed the budget vote approved by the Executive Committee.
- iv. Each year, within a month of the new Clubs treasurers being elected (around the third week in March), a meeting will be arranged between the treasurers of all the Clubs and Societies and the Students' Union Treasurer, Office Manager and the Sports Co-ordinator. It will be the responsibility of the Office Manager to organise this meeting, the purpose of which will be to explain the budgeting procedure to the treasurers, to provide them with details of the previous year's expenditure and to discuss any proposed expenditure.
- v. All Club treasurers will complete a budget request form for the forthcoming season; each form will have to itemise all estimated income and expenditure (including membership figures, sponsorship, coaching costs, transport, etc.)
- vi. The completed budget request forms will be reviewed by the Students' Union President, Treasurer, Office Manager and the Sports Co-ordinator in April of each year.
- vii. When the amount of money being issued to the Students' Union from the Subvention Grant has been confirmed by the University's Finance Department, and the details of the new season's BUCS entries and associated costs have been confirmed by the Sports Co-ordinator, the available funding for Clubs and Societies will be allocated by the Finance Officer within one week after approval.
- viii. Allocations to Clubs and Societies will be based upon a number of factors including: membership numbers, BUCS entry, student involvement, supporters, health and safety considerations, student impact and previous performance.
- ix. A meeting with all the Clubs and Societies will be arranged so that their draft budgets can be issued to them and the allocations explained.

- x. Should any of the Clubs and Societies wish to appeal against their allocation, appeals should be made in writing to the Office Manager within one week of receiving the allocation. Appeals will be addressed within one week of receipt by the Treasurer, Office Manager and Sports & Societies Co-ordinator. A written response will be returned no later than one week from receipt of an appeal and a copy of this response will be kept on file.
- xi. After all appeals have been reviewed, the final Clubs and Societies budget will be presented to the Trustees of the Students' Union. This will happen no later June of that year.
- xii. All meetings with Clubs and Societies will be minuted and records kept in either electronic or paper format. These records will be kept by the Students' Union Office Manager and the Sports Co-ordinator and should be freely accessible.
- xiii. Elected Treasurers will be responsible for monitoring and maintaining the individual Clubs or Society accounts and disseminating all pertinent information to the paid up membership. To enable them to do this, the Office Manager will ensure that accurate, up-to-date information is available, at reasonable notice, to all the Treasurers.
- xiv. All Clubs and Societies will receive updated information about their performance against their budgets on a monthly basis after October 2017 and meetings with the Office Manager, SU Treasurer and Sports Co-ordinator will be arranged to ensure that the Clubs treasurers receive any necessary assistance; it will be the responsibility of the clubs and societies themselves to organise these meetings.
- xv. The Students' Union retains ultimate control over Club and Society funds if its use is deemed inappropriate or illegal.

**2. Contracts and Orders**

- i. The Union Office Manager shall keep a supply of official order forms (Purchase Order forms). No contract or order submitted on behalf of The Union shall be valid unless submitted on an official order form signed by the Office Manager or President.
- ii. Any member of The Union or other persons who purport to order goods or services for the account of The Union in a manner not in accordance with the provisions of these regulations, or in any event not acting in good faith, shall render themselves personally liable for the cost of the goods or services.

**Approved by the Board of Trustees:**

Signature \_\_\_\_\_ (Chair of the Board of Trustees)

Print name: \_\_\_\_\_

Date: \_\_\_\_\_