

FINANCIAL PROCEDURES GOVERNING ATHLETIC UNION CLUBS

PREFACE

1. Interpretation In these Standing Orders, unless stated otherwise, the use of the word 'club' shall mean any club recognised by Athletic Union Council in accordance with the Athletic Union Constitution.
2. Limitations A club shall not be eligible for a grant unless:
 - a. it is established in accordance with the Athletic Union Constitution;
 - b. a membership subscription set by the AU Executive is charged for each academic session;
 - c. A member of the club committee has made contact with the VP Sport before the beginning of the next academic year to confirm the continuation of the club.

All eligible clubs have the right to receive a grant. The amount will be the same for each club. The level of the grant will be dependent on the annual grant allocation from the HUU budget.

BUDGET ALLOCATION

3. General The Trustees shall allocate a block grant for the Athletic Union in the annual budget estimates.
4. Application for Extra Funds Club grants set by the Vice-President Sport and ratified at the Athletic Union Council are final. Clubs are able to apply for extra funds throughout each academic year by submitting the necessary paperwork to the AU Treasurer for approval by the Athletic Union Executive Committee.
5. Assessment for Extra Funding The Athletic Union Executive Committee, in considering applications, shall take into account:
 - a. the level of activity proposed, and past where appropriate;
 - b. membership level;
 - c. The current balances of both the clubs primary and secondary accounts;
 - d. the cost of essential safety equipment required.

6. Declaration of grant The grant allocation, having been set by the AU Executive Committee, shall be displayed at least one week before it is taken to Athletic Union Council for ratification. The decision of Athletic Union Council on the grant allocations shall be final.

CONTROL OF INCOME AND EXPENDITURE

7. Accounts All club monies are to be held by the Cash Office, and shall not be lodged with a bank, building society or outside agency. Cash Office shall keep a Primary and Secondary account for each club:
 - a. Primary account to hold the monies allocated by AU Council in the form of the club grant and all subscription monies.
 - b. Secondary account to hold income from donations or any money raised by the club, or members of the club through socials or other fund raising activities.

Any credit balance remaining in the Secondary account at the end of the financial year shall be carried forward unless the account has been dormant for two financial years, in which case the credit shall be transferred to AU General Funds. A debit on Secondary accounts shall not be carried forward without the express permission of Union Finance Committee (see Liability paragraph 12). Any credit balance remaining in the Primary account at the end of the financial year shall revert to AU General Funds.

8. Income All monies received are to be banked with the Cash Office as soon as possible indicating source of income and account number to be credited.
9. Expenditure - Secondary account A club shall have full control over expenditure charged against its Secondary account, subject to authorisation as detailed at paragraph 11 below.
10. Expenditure - Primary account Account expenditure must be directly related to the sporting activities of the club, the use of funds in the primary account are at the discretion of the Vice-President Sport and Athletic Union Administrative Assistant

Only in exceptional circumstances shall the primary account be authorised for use apart from for the following expenditure:

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- (1) equipment purchases as agreed in advance by the AU Executive Committee.
- (2) instructors' wages or expenses.
- (3) entry fees to a competition approved of by VP Sport.

- (4) insurance of equipment purchased by the Athletic Union, or insurance of club members which is compulsory for participation in the sports.
- (5) home match costs such as referees' expenses, pitch hire or other associated expenses.
- (6) transport costs to away matches

11. Expenditure - authorisation A specimen signature of the authorised club officials (President, Treasurer and Secretary) shall be submitted to the Cash Office at the beginning of each session. Applications for payment are to be made using official HUU cash or cheque claim vouchers.

- a. Primary account; the signature of the VP Sport and the permanent Union Admin Assistant Sport only.
- b. Secondary account; the signatures of two of the authorised club officials.

No authorising club officer is to authorise a payment due to him or herself. Where it is not possible to obtain a second signature from an authorised club officer, either the Vice-President (Sports & Leisure) or the Athletic Union Treasurer may counter-sign, if they are in possession of the relevant information.

12. Liability The club authorising officials shall ascertain that funds are available before authorising payment. In the event of over expenditure, such officers shall be answerable to AU Council, Finance and Union Council. They may, in the final event, be held personally responsible for repayment of the outstanding amount.

PT/JH

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