

## **STANDING ORDERS GOVERNING FINANCIAL PROCEDURES**

### **INTRODUCTION**

1. Responsibility The Board of Trustees is responsible for ensuring that Union funds are used in accordance with the Charities Acts, the Education Act 1994 and any other statutory requirements or conditions that the University may from time to time prescribe.
2. Aim The purpose of the controls and checks detailed in this Standing Order is to ensure that, subject to the restrictions mentioned above, HUU funds are used in the best interests of the members.
3. Ultra Vires Expenditure is likely to be ultra vires unless it is provided to support activities that relate to HUU members as students or the affairs of the University of Hull as such. Additionally the Charity Commissioners place further restrictions on political activities, even when these activities relate to students as students. Donations from HUU funds to external organisations are not permissible; this does not prevent members or constituent bodies from raising funds for charitable purposes.
4. Financial year The financial year shall be from 1<sup>st</sup> August to 31<sup>st</sup> July.
5. Clubs and Societies Specific regulations covering Clubs (AU) and Societies are at Annex A and Annex B respectively and are to be interpreted in such a manner as not to conflict with the instructions detailed below.

### **ANNUAL BUDGETS**

6. Preparation  
At the first meeting of the calendar year, the Board of Trustees will agree the guidelines for the preparation of the budget for the next financial year. Unless there are agreed strategic reasons for doing so, the budget is to be balanced.
7. Responsibility The President will be responsible for co-ordinating the budget preparations of the student areas: the Zones. Sabbatical Officers will be responsible for their Zone budget which should be approved by the Zone Committee. The Chair Scarborough is responsible for the Scarborough budget.

The Chief Executive will be responsible for preparing the budgets of the administrative and commercial areas.

The draft budget is to be agreed by UEC prior to presentation to the Board of Trustees. Normally, the budget and explanatory details will be circulated to the Trustees at least 5 working days before the meeting.

8. 8. Discretionary Powers In the event that the budget is not approved by the start of the financial year, Trustee Board shall be empowered to authorise recurrent expenditure up to 25% of the levels agreed in the budget for the previous year.
9. Subsequent Amendments to the Agreed Budget UEC shall only propose amendments to the approved budgets during the course of a financial year by seeking a solution to that effect from the Board of Trustees and obtaining ratification to the proposed amendment from the University authorities.

## **CONTROL OF INCOME AND EXPENDITURE**

10. Periodic reports The Finance Manager is to make available periodic reports of income and expenditure to the Trustees and University authorities, at such times and for such periods as the University authorities may from time to time determine.
11. Management Accounts For accounting purposes, the financial year is split into thirteen account periods of 4 weeks with Periods 1 and 13 varying in length to fit in with the accounting year start and end dates.

At the end of each account period, a Management Account will be issued by the Finance Manager, showing income and expenditure for the accounting period and the year to date, against budget. Budget responsibilities in the Student Services sector is detailed at Annex C.

12. Standing Committee expenditure The annual budget estimates may include an allocation to facilitate the work of a Standing Committee. It is the responsibility of the officers responsible for the Zone when requesting payment to ascertain that funds are available for such expenditure. In the event of over-expenditure, such officers shall be answerable to the Board of Trustees, and may in the final event be held personally liable for repayment of the outstanding amount.
13. Over Expenditure The Finance Manager shall bring to the notice of UEC and the Board of Trustees any account which shows evidence of over-expenditure as against its approved budget level and shall ensure that no further payment is authorised from the account until corrective action has been taken and agreed by the Board.
14. Authorisation of Expenditure
  - (a) Limits of Authority/Commitment to Expenditure Appendix D outlines the authority levels. These shall be formally reviewed as required by the Board of Trustees.

- (b) Financial Transactions (HUU) The approval of financial transactions shall require the signature of one approved Student Officer signatory and one approved staff signatory. The student approved signatories shall be the President and two other student trustees drawn by lot at the first meeting of UEC. The staff signatories shall be the Chief Executive, the Commercial & Marketing Manager, Finance Manager and the Senior Finance Assistant.
- (c) Financial Transactions (HUU Services Ltd) Student approved signatories shall be the Managing Director plus two student Directors and staff signatories (as above).

These officers and officials are hereinafter referred to as the "authorised officer and official". No authorised officer or official is to authorise a payment due to him or herself. Any person failing to obtain proper authorisation in accordance with these Standing Orders is personally liable for any costs that may be incurred.

15. Contracts: Contracts and other financial agreements with outside bodies shall require the signature of an authorised officer and official, unless a specific variation is detailed in Standing Orders, regulation or resolution of the Board of Trustees. All such agreements are to be in writing; any verbal agreements are only to be made subject to confirmation in writing.
16. Establishment of and transfer to separate funds The Board of Trustees shall establish separate funds as are deemed necessary, in accordance with the powers vested in it by the Constitution and Charity law, and make allocation in the annual budget estimates for transfers into such funds. These shall be clearly defined in the Report and Accounts with definitions in the account rules.
17. Charges and fees HUU Services Limited Board is responsible for setting the level of charges and fees for HUU services.
18. Purchases An official HUU order form, signed by the appropriate authorised officers detailed at paragraph 14 above and 26 below must be obtained for any item ordered through the University or outside suppliers (excluding products for resale).
19. Application for payment An application for payment is to be made using either a Cash, Cheque Claim, BACS or Internal Transfer Voucher (see Enclosures, 2, 3 and 4). The request for such payments is to be made as follows:
- a. Standing Committees; Chairperson or Treasurer and President or Vice-President responsible for budget;
  - b. Club or Society; as detailed in Annex A and B respectively;
  - c. Student Services expenditure other than 'a' or 'b' above; President or Vice-President responsible for budget.

Appropriate receipts or invoices are to be attached. The application is to be countersigned by an authorised officer and official, except where such a payment is to be fully charged against an 'Own Account'.

20. Security of cash All cash is to be banked with Cash Office as soon as possible. Where it is essential to hold cash overnight or during weekend periods, arrangements are to be made with the Duty Manager or Duty Porter for safekeeping in the Night Safe. Deposits are to be made using self-seal cash bags, available from the Cash Office, Duty Manager or Duty Porter.

### **MATTERS SUBJECT TO SPECIAL ARRANGEMENTS**

21. Motions to UGM or Council Any motion to a Union General Meeting or Council Meeting, which would involve expenditure of Union funds must appear on the agenda of the meeting, detailing the amount involved and from which budget allocation it shall be funded. In very exceptional circumstances, the Chairperson may accept an emergency motion provided that the matter has been discussed with the President prior to the meeting.
22. HUSSO (SCA) The Charity Commissioners have agreed that HUU funds may be used in the provision of support services to enable HUU members to promote charitable activity. Donations and grants from external organisations will normally be used to support specific projects and activities UEC should ensure that HUU funds are used to support members in their charitable works and are not transferred or used to provide help for external organisations.
23. Hire of vehicles In law HUU has a duty of care to take all reasonable steps to ensure the safety of members when undertaking any official activities. This duty of care extends to ensuring that the drivers of hired vehicles are competent for the task and that the vehicles are maintained in a roadworthy condition. To this end any member who wishes to hire a vehicle for any activity organised under the auspices of HUU, even when the costs are to be charged against an 'Own Account', is to obtain an official HUU order form from the House Manager for non AU hire, from the AU Secretary for AU hire. When the hire involves the use of a minibus, the driver must hold authorisation to drive an HUU minibus. All appropriate documentation e.g. Trip Registration Forms, must be completed.
24. Campaigns expenditure - general The annual budget estimates shall include an allocation to facilitate the activities of Campaigns Committee. The allocation shall be sub-divided into two categories:
- a. expenditure on transport in support of demonstrations and lobbies;
  - b. other expenditure.

Such expenditure shall be authorised and accounted for as detailed below.

25. Campaigns - expenditure on transport Shall be subject to the following conditions:

- a. that no more than 50% of the total cost of such transport be met from Union funds;
  - b. all orders for transport shall be submitted on an official HUU order form signed by the authorised officer and official;
  - c. that all tickets shall be credited to the travel expense nominal code in the Campaigns Account. The Chair Campaigns and Democracy is to ensure that a satisfactory system for the sale of tickets is established and that all funds accruing from the sale of tickets is paid into the Cash Office.
26. Campaigns - other expenditure Expenditure, excluding transport costs, in support of a campaign, is to be authorised in accordance with normal procedures laid down for Standing Committees.
27. Conference expenditure The annual budget estimates shall include an allocation to facilitate the attendance of Union sponsored delegates and observers at conferences. The allocation shall be budgeted and accounted for in two categories:
- a. NUS National Conferences;
  - b. other conferences to be allocated funding from the relevant sabbatical's budget area;

Approval for exceeding any of the above Conference Budgets is required from UEC.

In exceptional circumstances, where it is impossible for the matter to be reasonably left to the next meeting of the Board of Trustees, the matter may be referred to the Union Executive Committee for a decision in principle and on funding. In the event of a decision being taken in this manner, only one delegate or observer shall be funded for a conference outside the region.

28. Conference expenses Conference expenses shall be accounted for in two categories:
- a. cost of registration and accommodation;
  - b. cost of travel and subsistence.

Unless otherwise agreed by the President, travel shall be by coach or rail if the delegate or observer holds a Young Persons Rail Card. Expenditure on tickets is to be agreed by the authorised officer and official. Subsistence allowance, as agreed by UEC from time to time and any incidental expenses shall not be authorised until a report from the delegate or observer is accepted by Council.

29. Affiliations - notification An affiliation must be of identifiable benefit to HUU in accordance with the 'Objects HUU (Constitution refers). An application to affiliate to an external organisation is to be displayed in the Official Notifications Notice Board

at least three clear days prior to the application being heard and published on the agenda of the meeting.

30. Affiliations – authorisation UEC may authorise an affiliation to an external organisation provided that the proposal is carried by a two-thirds majority of those present and eligible to vote.

UEC is to ensure that HUU funds are not used to affiliate to an external organisation unless authorised in accordance with this procedure.

31. Collections Council may only grant permission for a collection to be held in University House when the proceeds are to be used for any cause which UEC deems as charitable.

## **ACCOUNTS**

32. Audit The accounts of HUU shall, at the end of each financial year, be audited by the University External Auditor. The accounts are to include a list showing all external organisations to which the Union or any of its official bodies have affiliated to, together with details of such expenditure. The accounts must meet the requirements of the current accounting standards.
33. Presentation The Honorary Treasurer shall present the audited accounts of the preceding financial year to a meeting of the Board of Trustees, together with a full written report. A copy of the accounts signed by the Auditor is to be forwarded to the University authorities (University Ordinance XIII refers).

## **WITHDRAWAL OF PROVISION**

34 The Trustees of HUU reserve the right to suspend funding from any area or department where it is deemed that the activities being undertaken bring the Union into disrepute or contravene:

- a. the Constitution, Bye Laws and Standing Orders;
- b. the law;

### Annexes:

- A. Financial Procedures Governing Athletic Union Clubs
- B. Financial Procedures Governing Recognised Societies
- C. HUU Cost Centre and Department Structure - see paper copy
- D. Limits of Authority

PWT/jh

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