

## **FINANCIAL PROCEDURES GOVERNING RECOGNISED SOCIETIES**

### **PART A (HULL CAMPUS):**

#### **INTRODUCTION:**

1. Interpretation In these Standing Orders, unless the context implies otherwise, the use of the word 'Societies' shall mean any Society recognised by Union Council in accordance with the Constitution and relevant Standing Orders.
  
2. Society Grants: When Union finances permit, grants will be made available to societies to help further their aims. A society will be eligible for a grant if:
  - (a) it is ratified by Union Council;
  - (b) it is established in accordance with Standing Orders Governing Union Societies;
  - (c) a minimum membership subscription is charged which will be set by VP Community and reviewed each academic session;
  - (d) it has 15 paid members with such subscriptions having been paid into the Cash Office, for credit to the Primary Account of the Society.

The allocation of available grant money will be agreed by the Societies Executive Committee and ratified by the Vice-President Community. In determining the allocation, the Executive Committee will take into account

- (a) the level of activity, proposed and past where appropriate;
- (b)
- (c) the proposals by the Society to generate income;
- (d) dual membership of Societies with similar aims and objectives;
- (e) contribution to Hull University Union, or to its profile;
- (f) proposals to develop or train its members (excluding first aid and minibuss training);
- (g) the service a Society offers to students;
- (h) contribution to the University or Community of Hull;
- (i) the expense of the Societies' activity.

The Societies Officer will be responsible for the administrating the grants once approved.

### **CONTROL OF INCOME AND EXPENDITURE**

3. Accounts All Society monies are to be held by Hull University Union Cash Office and shall not be lodged with a Bank, Building Society or outside agency. All Primary account Society transactions must be authorised by VP Community. In his/her absence other members of the Union Exec Committee may authorise expenditure having ascertained the Society's account has sufficient funds. The Union Cash Office shall arrange for a Primary and Secondary account for each Society:
  - (a) Primary Account to hold the following:
    - (i) Society Grant (if available).
    - (i) Subscriptions
    - (ii) Other monies raised for activities in line with the main Constitution of the Society.
  - (b) Secondary Account to hold the following;
    - (i) Monies for activities outside the main Constitution of the Society, e.g. T-shirts and one-off social 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 one financial year or is not re-ratified at the first Union Council meeting of the following academic year, in which case the credit shall be transferred to the Society Executive Committee account held in the Societies budget. Any credit balance remaining in the Primary Account at the end of the financial year may revert to the VP Community budget for Societies at the discretion of the Board of Trustees.

4. Income All monies received are to be banked with Cash Office within one clear day.
5. Expenditure Societies shall not have access to Society monies which are held by the Hull University Union cash office until they have 15 paid members and have been ratified by the Governance Zone.
6. Expenditure – Secondary account
  - (a) No payment or signing out process of HUU shall allow non-signatories to spend Society's primary or secondary monies. If this occurs, HUU must bear full responsibility for the error.
  - (b) A Society shall have full control over expenditures charged against its Secondary account, subject to authorisation as detailed at paragraph 12 below.

7. The funds in the Society's Primary Account must be tightly monitored by the Treasurer, other Society signatories and VP Community (in conjunction with the Societies Officer) to ensure that they are used strictly within:
- (a) the interests, aims and objectives of the Society as written in its Constitution;
  - (b) the aims, objectives and rules of Hull University Union as written in the Standing Orders, Constitution, Bye Laws and Policy as agreed by Union Council or General Meeting;
  - (c) the law, with particular reference to the Education Act 1994 and Charities Act.

A maximum of 100% of the total cost of the following can be claimed from a Society's Primary or Secondary Account, as long as the expense is wholly and strictly within (a), (b) and (c) above, that the relevant paperwork is completed and signed, that sufficient funds are in the account and receipts/invoices handed in to the cash office:

- (1) Printing - leaflets, posters, T-shirts, membership cards, and other materials from print outlets.
- (2) Equipment Hire - hiring of televisions, video machines, video tapes and other costs associated with presentational and other equipment.
- (3) Equipment Purchase - all equipment to be purchased must be registered on an inventory, to be handed in to the Societies Officer. The equipment remains the property of the Union Society, and remains so when signatories leave. .
- (4) Conference Fees and Related Travel - the registration, travel and subsistence costs for up to 2 members for a Society attending a relevant conference.
- (5) Guest Speaker - the costs of funding a guest speaker - travel costs and the costs of a meal for the guest speaker and 1 member of the Society when entertaining the speaker.
- (6) Training Costs - the expenses incurred to train a Society's or HUU members in skills that will directly benefit themselves, their personal development, the society or HUU, such as instructor fees.
- (7) Educational Materials - the costs associated with purchasing educational materials, as long as they are within the aims of the Society.
- (8) Social Events - all costs associated with holding a social event can be claimed (such as room/DJ hire) except for any contribution towards refreshments (i.e. food and drink).

- (9) Affiliation Costs to National Organisations - where a benefit can be justified to a Society's members, and is passed by Union Council in accordance with Standing Orders.
- (10) Any Other Expenditure not listed above, providing that VP Community agrees to the expenditure.
8. Expenditure - authorisation A specimen signature of the Chairperson, Secretary, Treasurer and other Nominated Signatory (as elected at a quorate General Meeting of the Society) shall be submitted to the Cash Office at the beginning of each session. Application for expenditure from:
- (a) Secondary account shall require the signature of the Chairperson/ Secretary/Treasurer/Nominated Signatory;
- (b) Primary Account shall require two signatures from the Chairperson/ Secretary/Treasurer/Nominated Signatory, and counter signature of the authorised officer or official.

Where it is not possible to obtain a second signature from an authorised Society officer the VP Community is to counter-sign. Application for payment from either Primary or Secondary account is to be made using the official HUU cash or cheque claim voucher.

8.Liability The Chairperson and Secretary/Treasurer or other nominated authorised signatory shall ascertain that funds are available before authorising payment. In the event of over expenditure, such officers shall be answerable to Community Zone and Union Council, and may in the final event be held personally liable for repayment of the outstanding amount. In addition, Society Officers considered by Union Council to have broken financial regulations can be fined up to £100.

## **PART B (SCARBOROUGH CAMPUS):**

### **INTRODUCTION:**

1. Interpretation In these Standing Orders, unless the context implies otherwise, the use of the word 'Societies' shall mean any Society, based at Scarborough Campus, recognised by Union Council in accordance with the Constitution and relevant Standing Orders.
2. The rules for Scarborough shall be the same as Hull with the following exceptions;
- a) Money set aside for Societies will be part of the Scarborough budget and the reallocation of any year end society account credits and debits will be dealt with by the Scarborough Executive Committee
- b) For VP Community read VP Scarborough
- c) 15 members qualify for a grant
- d) Allocation of Society grants will be by the Scarborough Executive
- e) Reference to Hull will read Scarborough
- f) expenditure approvals will be by VP Scarborough and in his/her absence Union Manager or other members of the Executive Committee

- g) reference to the cash office in Hull will be the SU offices in Scarborough
- h) reference to the Societies officer in Hull will mean the Scarborough Community Zone Volunteer and RAG member

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