

University of Suffolk Students' Union and Suffolk Union  
Services Ltd

# **Financial Procedures & Regulations**

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# Introduction and operation of this document

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## Who is covered by this document?

- All UOS SU Trustees, Student Officers and staff are bound by these Financial Procedures and Regulations.
- This includes officer trustees, student staff and students in voluntary roles at the SU (for example course representatives and sports/society members)

Financial procedures and regulations exist to manage risk and to safeguard the University of Suffolk Students' Union ('UOS SU') assets and staff. The aim of this document is to define the procedures and processes that must be used by all staff, trustees and volunteers when dealing with financial transactions.

This document contains guidance and procedures, financial schedules outlining levels of authority and appendices containing user guides.

The procedures document and financial schedule sets out required standards and should be reviewed annually and approved by the trustee board or delegated committee at the first meeting of the financial year. The appendices can be amended as appropriate and agreed by the CEO and President/Vice President.

Failure to follow the procedures will be viewed seriously and may give rise to disciplinary procedures so you should ensure that you are familiar with those that apply to you or any transaction you are undertaking.

The most up-to-date version will be uploaded to [uosunion.org](http://uosunion.org) . It is your responsibility to ensure you are working from the most up to date version.

# General

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## 1. Bank Accounts

- 1.1. Bank accounts for UOS SU can only be opened or closed with the agreement of the Trustee Board. The name of the account is University of Suffolk Students' Union
- 1.2. UOS SU should have current accounts and must be able to demonstrate that the balances are being correctly managed for all the accounts it holds.
- 1.3. All receipts and payments must be made through the current account.
- 1.4. Payment Instructions drawn on these accounts must be signed by two signatories on the bank mandate. Signatories to the bank mandate are outlined in the financial schedules
- 1.5. Direct debit collections should also be verified by two signatories on the bank mandate.
- 1.6. Payments made via online banking are to be prepared and input by an authorised officer and verified by a separate authorised signatory
- 1.7. An audit trail evidencing the legitimacy of all transactions will be kept. BACS Reports and payment lists are retained by UOS SU.
- 1.8. Direct Debit Instructions for purchase of goods or services (outward payments) must be authorised as required by the bank mandate and reported to the CEO.

## 2. Budget Holders and Budget line controllers

- 2.1. Budget holders and budget line controllers shall be as set out in the financial schedules and approved by the Trustee Board or their delegated committee.
- 2.2. Budget line controllers shall be responsible for:
  - 2.2.1. Approving expenditure as per their authority set out in the financial schedules
  - 2.2.2. Monitoring and reporting on activity in their budget lines
- 2.3. Budget Holders shall be responsible for
  - 2.3.1. Approving any expenditure above the authorisation limits of the budget line controllers
  - 2.3.2. Monitoring and reporting on budget line controller activity on their lines
- 2.4. Should budget line controllers or budget holders spend beyond their limits without prior authority or mismanage the use of their budgets then this will be dealt with through the normal disciplinary processes. In these cases the CEO shall have the authority to suspend, reallocate or permanently remove budget responsibility. Any such action should be reported to the Board of Trustees.

# Expenditure & Purchasing

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## 3. General

- 3.1. Goods and services shall not be considered legitimately procured and payments will not be authorised unless three stages have been followed:
  - 3.1.1. The goods or services must be approved by the relevant budget line controller or budget holder and ordered according to the process outlined in section 4
  - 3.1.2. There should be a clear record that we have received the goods or services
  - 3.1.3. The invoice has been approved by the relevant person
- 3.2. A clear audit should reveal all three stages for each payment made.
- 3.3. Expenditure must only be made against an approved budget and agreed by the nominated budget holder. Limits of authority for budget holders can be found in the financial schedules. These limits should not be exceeded.
- 3.4. All contracts entered into for the purchase of goods and services (except stocks for re-sale) must be reviewed by the CEO and a copy retained.
- 3.5. All contracts with a value in excess of 10k must be approved by the Trustee Board.
- 3.6. Budget line controllers must check availability of funds before committing expenditure. Any request for expenditure where the budget is not available must be referred to the relevant budget holder or CEO.

## 4. Ordering goods and services

### 4.1. Purchase Orders

- 4.1.1. A purchase order by email must be produced for all goods and services where possible with the exception of:
  - Stock for resale within the authorisation limits set out in the financial schedule;
  - Small value purchases under the limit set out in the financial schedule;
  - Periodic recurring payments,
  - Reimbursements to staff, officers & activity groups;
  - Goods or services supplied under contract
  - Payments made by the company credit card where a separate process is in place
- 4.1.2. Purchase Orders can be requested by anyone wishing to undertake expenditure but it can only be authorised by the appropriate budget line controller or budget holder.
- 4.1.3. If a payment is to be sent with the order, the budget holder must attach a 'pro forma invoice', obtained from the supplier, and pass the order to Finance. On receipt of the goods/services, the supplier should then issue a VAT invoice, which must be passed to Finance to enable any VAT to be reclaimed.

## 4.2. Credit Cards

- 4.2.1. The CEO shall agree who the credit card holders are for UOS SU and this shall be noted in the financial schedule
- 4.2.2. All credit card holders are responsible for any payments made on it.
- 4.2.3. The cards are intended to provide an alternative method of payment in situations where payment made by invoice /BACS payment is inappropriate. The card will be used primarily in three circumstances:
  - 4.2.3.1. Where its use can lead to cheaper deals
  - 4.2.3.2. Where BACS payments cannot be made, such as travel, subsistence, hospitality.
  - 4.2.3.3. Where the value of the transaction is low and non-recurring
- 4.2.4. Other use of the card must be authorised by a budget holder.
- 4.2.5. Authorisation must be obtained from the relevant budget controller and in line with the financial schedule. The person who is authorising the payment must ensure there is a budget and available money within the budget to make the purchase.
- 4.2.6. When another person wishes to make a payment using the card it must still remain in the possession of the card holder.
- 4.2.7. Card Holders are required to complete any reconciliations required and submit forms to finance within 5 days of the statement being received, complete with VAT receipts. Failure to do so will result in a hold on the use of that card and disciplinary action.
- 4.2.8. At the end of each month Finance will receive a statement. This will then be reconciled to the usage forms. Any unauthorised expenditure will be followed up and questioned. Misuse of the credit card may lead to disciplinary action.

## 4.3. Tendering Process

- 4.3.1. Tendering procedures apply to the purchase of goods/services that are not for re-sale, which exceed the value stated in the financial schedules. This excludes student groups that are not funded by UOS SU.
- 4.3.2. Where possible and economically viable, purchases should be made through our current suppliers. Our current suppliers list should be approved annually by the CEO.
- 4.3.3. A minimum of 3 tenders should be sought, unless an existing University, public sector or NUS purchasing agreement can be used, which has been awarded by competitive methods.
- 4.3.4. The contract/agreement will normally be awarded to the lowest tender, after taking into account all relevant costs, relating to acquisition, servicing, quality, reliability, performance and disposal. The CEO must agree in advance, the award of a tender other than the lowest priced and attach those reasons as an appendix to the tender documentation.
- 4.3.5. Copies of all tenders / quotations must stored for at least 12 months for audit purposes
- 4.3.6. EU Tender rules must be adhered when expenditure meets the regulated level.

## 4.4. Personal Interests

- 4.4.1. If anyone (including the Board of Trustees) involved in purchasing has any personal or family interest, in the supply of any goods or services to UOS SU, this could affect their impartiality in purchasing

decisions and it must be declared to the Chief Executive Officer. The CEO or Trustee Board will decide if there is sufficient conflict before agreeing to make the purchase. This must be done by the Chair of Trustees if it concerns the CEO.

#### Scheduling hourly paid staff

4.4.2. Scheduling hourly paid staff should be treated as making an expenditure. The rota of hours should be made by the budget line controller responsible for the budgets from which the staff will be paid. Staff should be allocated hours on an operational need only.

### 4.5. Receiving goods or services

4.5.1. The person receiving goods/stock and services is responsible for checking that quantity and quality is correct.

4.5.2. Any discrepancies must be noted on the delivery note or official paperwork, communicated to the supplier and the finance office. It must then be subsequently cross referenced to a credit note from the supplier.

### 4.6. Authorisation for payment

4.6.1. On receipt of an invoice the person authorising the payment must:

- Cross reference with the purchase order where appropriate
- Check that the goods or services have been received
- Ensure that the payment is allocated to the correct nominal code

In order to do this the authorised budget line controller or budget holder must put the following information to the finance office

- Date
- Purchase order number
- Departmental Code
- Nominal code of account
- Budget holders signature

### 4.7. Gifts and Hospitality

4.7.1. All gifts, hospitality and tips with a value in excess of £20 to staff and trustees must be reported to Finance and recorded so that the Chair of Trustees can inspect.

4.7.2. Once such gifts and hospitality have been given and recorded, the Chief Executive Officer will either allocate such gifts and hospitality to UOS SU's own stocks or make them available to as wide a group of staff as possible.

4.7.3. It is not appropriate to ask for gifts, hospitality or tips and any incidences of this will be dealt with through disciplinary procedures.

### 4.8. Transfers between departments

It is sometime necessary to transfer goods and/or services between departments. It is essential that all such movements of stock & services be correctly accounted for and therefore charged to the correct accounts.

4.8.1. The department supplying the goods/service is responsible for ensuring that a transfer request is emailed to the appropriate budget holder who will forward it to the finance officer once authorised.

- keep a copy of the authorised request.
- any other relevant paperwork (email) should be copied and attached to the request

## 4.9. Transfers between Union/SUSL & University

- 4.9.1. On occasion, it is necessary to acquire goods and/or services from the University - or to provide goods and/or services to the University. As both operate as separate financial institutions, this should be treated as a standard purchase or supply of goods and services

# Income

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## 5. Customer orders for goods/services

### 5.1. New Customers

- 5.1.1. For all new customer accounts, you must provide full details of the customer
- 5.1.2. Where appropriate a suitable check of the supplier should be made by the finance office to ensure that they are legitimate, not linked with suppliers we have put on hold and have appropriate reference. This would normally include a website review, sector references and view the Companies' House register or charity commission register if appropriate
- 5.1.3. If the new customer is a registered organisation a suitable check should be made

### 5.2. To request an invoice be raised

- 5.2.1. To request an invoice be raised this should be done by e-mail the finance office clearly stating:
- Who the invoice is for
  - The date(s) of the provision of the goods/services
  - The finance contact details for that organisation
  - The amount to be invoiced
  - The narrative to appear on the invoice
  - Any purchase order reference
  - Any additional information or paperwork (e.g. contract) that needs to be sent with the invoice.
  - If a copy or the original needs to be sent back then this should be included in that e-mail along with nominal and departmental code.

### 5.3. Credit Notes

- 5.3.1. Requests for the issue of a credit note must be requested to the finance office so that the underlying transaction can be checked and credit issued

### 5.4. Contracts issued by UOS SU

- 5.4.1. The CEO must approve all contracts issued on behalf of UOS SU in advance of distribution to potential clients.
- 5.4.2. Budget holders will normally sign approved contracts, subject to their limits of authority.

## 6. Credit Control

- 6.1. UOS SU payment terms are 30 days from the date of the invoice unless specifically authorised by the CEO.
- 6.2. Invoices are raised for UOS SU by the Finance Office. To raise an invoice an email should be sent to the Finance Office with full details as detailed below.
- 6.3. The Finance Office will lead on the credit control process. They will follow up unpaid invoices after the 30 days terms on a weekly basis. Standard letters are issued to debtors up to 90 days overdue



6.4. If an invoice is not paid after 90 days, the budget holder and the CEO will decide how further to proceed towards recovery of the monies.

6.5. All decisions of action taken after 90 days will be noted by the Trustee Board.

## 7. Payments Inward

### 7.1. Cheques

7.1.1. Cheques will only be accepted for invoiced transactions, excluding trading outlets – they must be made payable to “UOS SU”. The invoice will not be deemed to have been paid until the funds are cleared in the accounts.

### 7.2. Debit or credit cards

7.2.1. The EPOS procedures for using credit/debit cards is set out in the section outlining the operational procedures and must be strictly followed.

7.3. Cash is no longer accepted as an inward payment to UOS SU.

### 7.4. Safes and Keys & Combinations

7.4.1. UOS SU safes are listed in the financial schedules

7.4.2. Keys to the safe must be held by a responsible employee, and kept secure. A minimum number of people, in line with operational need should have access to safe keys and combinations.

7.4.3. If a key is lost then it must be reported to the finance office and the CEO and locks changed.

# Assets of the Union

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## 8. Definition of assets

- 8.1. Purchases of assets that have a life expectancy of 5 years, and will provide benefit to UOS SU for, more than one financial year may be treated as capital items and their value written down over the lifetime of the asset.
- 8.2. Any proposal for capital expenditure must have funding agreed by the Trustees prior to an order being placed.
- 8.3. The minimum value for an item to be treated as a capital asset is set out in the financial schedule. The CEO may agree a lower figure depending on circumstance. The following points will be considered in determining whether to capitalise and depreciate accordingly any improvements or repairs:
  - will the expenditure significantly prolong the asset's useful life beyond that conferred by normal repair and maintenance?
  - will the expenditure increase its capital value?
  - will the expenditure provide a substantial improvement in the quality of output or a reduction in the previously assessed operated losses?
  - will the expenditure increase the market value of the asset?
- 8.4. If an item recorded on the asset register is removed from the premises, this must be signed for and that person is responsible for its safe return in good condition – failure to do this will result in the person being asked to replace the item at their own expense.
- 8.5. A log will be kept in the finance office
- 8.6. Disposals can be made to the values set out by the levels of authority in the financial schedules.

## 9. Depreciation Policy

- 9.1. The Income and Expenditure account of UOS SU suffers a charge for the wearing out of all assets that have a life expectancy of more than one financial year. This is known as depreciation. Capital assets will be depreciated at the rates set out in the financial schedules:

All depreciation will be calculated on a “straight-line” basis, i.e. the cost of the asset is written off in equal instalments over the period of depreciation. The CEO will decide whether an item should be treated as capital expenditure or not and if so, the basis upon which it will be depreciated.

- 9.2. The accountants appointed by the Board will compile and hold a register of fixed assets and the basis upon which they are depreciated.

### Inventory items

- 9.3. This refers to all items purchased for use by UOS SU, but excludes stock for resale.
- 9.4. Whilst not all items and equipment purchased are considered as capital assets, any item with a value over the limit shown in the financial schedules should be treated as inventory items and
- 9.5. Regular checks must be made of all items as determined by the Finance office. The table below outlines the minimum checks required on our assets:

Asset Class	Checks required and who	Frequency	Evidence
Sports equipment	Visual inspection by team captains. Faults and missing items registered	Every fixture/use	e-mails to student opportunities co-ordinator
	Inventory check of all equipment	Every semester	Inventory check sheet
Societies equipment	Visual inspection groups using equipment. Faults and missing items registered	Every use	Society committee co-ordinator
	Inventory check of all equipment	Every semester	Inventory check sheet
Office furniture and equipment (including stationery items and IT)	Visual inspection by CEO , or delegated member of staff	Annual	Inventory check sheet
All electrical equipment	PAT test – organised by university	Annual	Central University records

## 10. Insurance

- 10.1. The CEO is responsible for implementing all insurance cover necessary for the safe and secure running of the organisation and carry through all claims in consultation with relevant staff as needed.
- 10.2. Staff are required to provide suitable notice of the acquisition of any new assets that need to be insured – this should be carried out before the asset is purchased so that suitable cover can be arranged. Appropriate notice should also be provided for any alterations that are carried out to items already covered by a policy.
- 10.3. Staff must notify the CEO of any potential claim arising from loss, liability or damage.
- 10.4. UOS SU will arrange for a suitable fidelity guarantee insurance policy under which all appropriate employees are included.
- 10.5. The CEO will review all policies on an annual basis and work with managers to assess changes in cover that may need to be made.

# Staff costs and expenses

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## 11. Payroll

- 11.1. Salary payments are made in line with the contracts agreed with employees and are made by monthly instalments by bank transfer on the last working day of each month.
- 11.2. No new member of staff can be entered onto payroll without the approval of the CEO.
- 11.3. Student staff can only be scheduled subject to the budgetary approval of the budget line controller or budget holder.
- 11.4. New staff documentation must be completed and passed to the CEO and Finance office for approval

## 12. Staff Expenses

12.1. If staff or volunteers incur legitimate expenses in the normal course of duties they can claim reimbursement, see Appendix 4. These should be claimed via an Expenses Form and authorised by the budget holder or budget line controller.

**12.2.** Staff can not authorise their own expenses – these should be counter signed by a budget holder or in the case of the CEO this should be counter signed by a member of the Executive (normally the President/Vice President)

## 13. Pensions

13.1. The Union participates in the Auto-Enrolment Pension arrangements and utilises the services of the People's Pension scheme for this purpose. More details can be found at:

[www.thepeoplespension.co.uk](http://www.thepeoplespension.co.uk)

# Financial Reporting

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## 14. Annual Report and Accounts

14.1. UOS SU is obliged by law to present financial information to Statutory Bodies, University, and Union members. Accurate financial information is also essential to the management of the organisation.

14.2. In order to ensure that accurate financial information is provided, budget holders must adhere to the procedures contained in this document and to other procedures introduced as necessary.

14.3. The accountants will produce annual accounts, which will be audited and signed off by UOS SU external auditors. These will conform to the most current statements of recommended practice (SORP). The Chief Executive Officer or delegated staff member will present the audited accounts to the Trustees.

14.4. Once the audit has been completed a Trustees Annual Report and Accounts will be compiled by the Senior Leadership Team. The Annual Report and Accounts will be presented to University and published on the website.

## 15. Monthly Management Accounts

15.1. The UOS SU Financial Year runs from 1st August to 31st July. It is divided into 12 accounting periods, in line with each calendar month.

15.2. At the end of each accounting period, the Finance manager and CEO will produce and distribute management accounts to each respective budget holder and budget line controller. The management accounts will detail all income and expenditure, highlighting all variances against budgeted figures for the preceding month and against the annual budget.

15.3. The Finance Manager and CEO will work with budget holders on explanations of performance, any issues apparent and in identifying actions to address.

## 16. Storage of Records and keys

- 16.1. UOS SU is required to store all “source” information for a period of 7 years from the end of each financial year.
- 16.2. The Finance Office is responsible for ensuring that all relevant information is stored securely and that all sensitive data (personal bank account details etc) adhere to the Data Protection Act
- 16.3. All keyholders are to be authorised by the department manager or CEO and any keys issued to staff must be recorded on the central key register. (see Appendix 6)
- 16.4. The central register of all keys issued and spares held must be kept up to date by the CEO and Finance Office
- 16.5. Authorised key holders are responsible for keeping keys safe and they must be kept on the person or in a secure place. Any lost keys must be reported to the department manager or CEO immediately, and locks should be changed if necessary to maintain security.

## 17. Budgets

- 17.1. It is essential to the financial operations of UOS SU, that realistic and achievable and accurate budgets are set, providing workable targets.

### 17.2. The budget year

- Jan/Feb - The staff team undergo a budget review and a new budget for the current year is produced for approval by the trustee board. They will use this to compile the operating plan which informs preparation of the following years grant request
- Mar/Apr – The Block Grant request is made to the University
- Apr-Jun – CEO/Finance Manager set the headline budget figures
- Jul - Individual budget holders prepare draft copies of their department budgets which are presented to the Finance Manager and CEO.
- Aug - The CEO will liaise with staff about any adjustments that are to be made and any areas that need to be re-evaluated.
- Nov – The finances undergo review and a new “forecast” budget is produced.

### 17.3. Reporting & Forecasting

- 17.3.1. The Finance Manager will prepare monthly reports showing progress against budget for the year to date and forecasts for the months to come.
- 17.3.2. Each budget line controller and budget holder is responsible for reporting back on any variances and errors in the accounts

# Student Activity Groups

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## 18. Sports Clubs, Societies, Student Groups

### 18.1. Authorised officers

- 18.1.1. Each Student Activity Group will annually elect or nominate an individual who will be the group's finance officer.
- 18.1.2. The Student Opportunities Co-ordinator will hold this information
- 18.1.3. All requests for expenditure should be directed through the appropriate department for authorisation, and then passed to the Finance office for processing.

### 18.2. Accounts

- 18.2.1. All Student Activity Group funds are held within UOS SU's bank account. No Student Activity Group may hold their own external bank account.

### 18.3. Grants to student activity groups

- 18.3.1. Student Activity Groups may apply for and may be granted funding from UOS SU to cover the costs of their core activity
- 18.3.2. An application for a grant should be made at the start of the year detailing the proposed activity for the year, any general operating costs, outcomes and impacts
- 18.3.3. The overall fund available to Student Activity Groups will be authorised within the budget process. The amounts allocated to each group will depend on the overall amount available and the applications produced by the committees which must show activities planned, anticipated outcomes and impacts. Each group will be asked to produce reports on progress made against their plans.
- 18.3.4. The process for allocation of the grants should be approved annually by the CEO and officer team
- 18.3.5. Access to Student Activity Group funding can be withheld by UOS SU at any stage with the agreement of the CEO and executive team.
- 18.3.6. Student Activity Groups must not overspend against their grant without prior authorisation from UOS SU

### 18.4. The fundraising account

- 18.4.1. Students can join groups, buy tickets and pay subscriptions on-line.
- 18.4.2. Student Activity Groups may also pay funds they have raised into the UOS SU account via the Finance office who will keep accurate records of each groups balance.
- 18.4.3. Student Activity groups must not overspend against their funds.
- 18.4.4. When Student Activity Groups charge an annual subscription fee, the costs of generic insurance policies relevant to a Student Activity Group may be deducted at source from their subscription fee.
- 18.4.5. Any funds left following the formal dissolution of a Society remain the financial asset of UOS SU

## 18.5. Equipment Purchased by Student Activity Groups

- 18.5.1. Any property/equipment purchased by any Student Activity Group from funds allocated by UOS SU remain the property of UOS SU.

# Appendix 1

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## Financial Schedules

### Limits of authority

		Budget Area	Budget Holder	Limit	Budget Controllers
CEO- £5,000		Central	CEO	£5,000	CEO
		Executive	Sabbatical Officers	£500	CEO
	Finance Manager £1,000	Student Opportunities (Societies and Sports)	Societies Co-ordinator	£500	CEO
		Marketing and Freshers	Communications and Events Co-ordinator	£1,000	CEO
		Front of House	Front of House co-ordinator	£500	CEO
		SU Representation	Student Representation Co-ordinator	£500	CEO
		Advice and Information	Advice and Information Co-ordinator	£500	CEO

### Bank account and cheque signatories:

1. Finance Manager,
2. SU President
3. SU Vice President
4. Chief Executive Officer.

A combination of any two of these four are required.



## Depreciation Policy

Type of expenditure	Number of years
Building improvements	5
Office furniture	5
IT equipment	3

## Other general limits

Details	Who is responsible	Limit
Credit Card holders	CEO	£10,000
Minimum value of asset to be capitalised	CEO	£500
Minimum value of items to be included in inventory item list	Finance Office	£500
Total value of any contract which needs to go to tender (min 3 tenders)	Budget holders	£2,500

# Appendix 2

## Forms and sheets used in the financial process

UNIVERSITY OF SUFFOLK STUDENTS' UNION STAFF TIMESHEET									
Name			Dept						
W/c (Monday)			/ /						
Date	Start Time	Finish Time	Total time	Breaks	Total less breaks	Total (decimal)	Employee Signature	Manager Signature	Comments
e.g. 01/06/17	11:30	19:30	08:00	00:45	07:15	7.25			
/ /	:	:	:	:	:	.			
/ /	:	:	:	:	:	.			
/ /	:	:	:	:	:	.			
/ /	:	:	:	:	:	.			
/ /	:	:	:	:	:	.			
/ /	:	:	:	:	:	.			
/ /	:	:	:	:	:	.			
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/ /	:	:	:	:	:	.			
/ /	:	:	:	:	:	.			
/ /	:	:	:	:	:	.			
/ /	:	:	:	:	:	.			
/ /	:	:	:	:	:	.			
/ /	:	:	:	:	:	.			
/ /	:	:	:	:	:	.			
/ /	:	:	:	:	:	.			
/ /	:	:	:	:	:	.			
/ /	:	:	:	:	:	.			
/ /	:	:	:	:	:	.			
						Total Hours	.		
						Rate	£ .		
						Total Pay	£ .		
Authorised (print)									
Authorised (sign)									
Date:	/ /								
								v2.0 2009-06-08	
7 June 2009									

# Appendix 3

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## Operational procedures for trading

### Procedures for Front of House (Shop SU) Staff

All staff are to be shown these procedures and must sign to say they understand and agree to follow these procedures.

#### During operations

The 'cancel' and 'misc' button and manager card must only be used by the manager/supervisor to check or amend purchases.

#### Declined debit / credit cards

If a card is declined, the Front of House staff member must cancel the sale and replace items. If the item has already been dispensed (I.e hot drinks). This should be reported as a loss to the Front of House Co-ordinator.

#### Lost property - Credit/Debit cards and Cash

If a credit/debit card found it must be handed to the FOH staff member immediately.

#### At the end of operations

At the end of operations each till should be logged out by the nominated FOH staff member.

### Key /Manager Card Security

The FOH Co-ordinator has overall responsibility for the security of all keys relating to his/her unit, ensuring that he/she is fully aware of the location of any spare keys applicable to the unit. All keys must be locked into the cabinet at the closure of the shop.

A list of who is in possession of keys or who can sign out keys should be kept up to date by the CEO and is kept as Appendix 6

Keys are to be kept on person or kept in secure place (the lock box behind reception) whilst trading

Any lost keys must be reported immediately. Immediate action must be taken to have locks changed to ensure security is maintained.

### Security of Premises and Stock

It is the responsibility of the Front of House Staff duty to ensure that all entry points to the unit are kept secured at all times. Team members must also be made aware of door security procedures.

All deliveries must be thoroughly checked upon receipt with the delivery note entered into the Total Control Stock management system within one working day..

The FOH Co-ordinator must ensure that all stock areas are kept secure at all times and only authorised persons have access.

## CCTV

The University has CCTV installed. If theft is suspected, the FOH Co-ordinator/CEO must be informed and CCTV requested.

## Other points

Under no circumstances should stock for resale be given away without authorisation from the CEO

## Stock Control

### General

All stock is the responsibility of the Front of House Co-ordinator, who must ensure that stock is secure, accounted for, stored safely and rotated appropriately.

FOH staff must ensure that stock levels are appropriate for the time of year and that agreed minimum/maximum levels are held at all times.

Access will be granted on a monthly basis for external companies who have stock stored at the SU – for example My Coffee Station. This must be agreed by the Front of House Co-ordinator/CEO

### Deliveries

All retail stock must be entered onto the EPOS system on delivery within one working day.

### Stock Taking

All stock will be subject to a half termly stock-take by either the manager or an external company. The annual stock check must be made at the year-end (July 31st)

Random Stock takes will be generated on a monthly basis throughout term time.

### Stock 'write-offs'

If systems to order and stock rotate are effective, write offs should occur only occasionally. However, it will be necessary to 'write-off' stock, due to perishable goods passing their sell-by date or stock being damaged.

The Front of House Co-ordinator must authorise all stock write-offs and investigate the cause of the write-off  
the Front of House Co-ordinator must note all waste and losses via the Total Control system.

# Appendix 4

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## Staff & Trustee Expenses

### General

Claims for expenses incurred by members of staff in carrying out their duties will only be reimbursed against production of receipts. Claims for reimbursement will normally be made by completion of a payment request authorised by the budget holder and payment made to individual's bank accounts using the BACS system.

Claims are only exceptionally be paid outcash. Where cash payments are made this is subject to the maximum permitted in the table below

All cash claims must be accompanied by a receipt. Where possible, expenses should be approved by the relevant budget holder in advance – even if exact figures are not known.

### Claiming & Approval

Expenses will only be reimbursed upon the completion of an Expense Claim Form. In every case the staff member should seek authorisation from their own manager i.e. the manager who is the budget holder before incurring the expense. The CEO's expenses should be approved by a Trustee

### Hospitality

In some circumstances staff members will be called upon to provide refreshments for third parties. Where such purchases are deemed to be necessary, are supported by a receipt and are approved by the line manager, UOS SU will reimburse staff for costs incurred. Full details of the circumstances, the amounts and the recipients of the hospitality are necessary for each claim .

### Travel – other than to the normal place of work

Staff will be able to claim for travel to places other than their normal places of work.

Public transport fares will only be repaid in full where a ticket or receipt is provided. UOS SU will not reimburse staff for journeys from home to their normal place of work under any circumstances, including weekend working.

Rail tickets should be made by advance booking, and paid for via the UOS SU credit card wherever possible.

All claims for travel must detail where journey starts and ends.

Where it is deemed that a member of staff or officer has a requirement to regularly travel between the different sites of the University then this member of staff shall be able to cover the additional travel. The definition of regular travel is where a member of staff is required to work at more than one location on average at least three days a week. For such travel to be included an agreement will need to be authorised by the CEO.

### Travelling by personal car

Mileage allowance is claimed when a staff member uses his/her own vehicle on UOS SU business. This will be justified on the grounds of cost or when transporting materials.

Staff members should ensure that their vehicle is adequately taxed, insured and roadworthy before any journey. UOS SU accepts no liability for the use of private vehicles for business purposes.

Anyone claiming mileage must ensure that their insurance policy indemnifies UOS SU against claims and must give a copy of the policy to the Finance Officer.

UOS SU will reimburse the payment of road tolls on the production of receipts.

### Taxis

Taxi fares will be reimbursed where public transport is unavailable or where it is demonstrably cheaper to use a taxi.

### Parking

Car park charges will be reimbursed by UOS SU when out of normal place of work. UOS SU will not reimburse staff or students for parking tickets or any fines.


### Hotels and accommodation

Hotel bills will only be paid by prior agreement of the CEO

<b>Expense Item</b>	<b>Limit</b>	<b>Available to</b>
Payment of expenses via BACs	As Financial Schedule	All
Travel: Mileage allowance	(Based on cumulative distance in tax year) <ul style="list-style-type: none"> <li>• Car or van (up to 4,000 business miles) - 45p per mile</li> <li>• Plus 5p per mile per additional passenger</li> <li>• Motor Cycle 24p per mile</li> <li>• Bicycle 20p per mile</li> </ul>	All
Conferences and off site events	Breakfast £5, Lunch £10, Evening Meal £20	All
Clothing: Required by the job	Any Personal Protective Equipment or uniform required by the job must be covered by UOS SU	All

# Appendix 5

## Student Activity Groups – Forms



### New Society Application Form

**Contact Information**

Name	
Student Number	
Email Address	
Telephone Number	
Course	
Year	

**Society Name**  
Give your Society an awesome name!

\_\_\_\_\_

**Committee Members**

**President**

Full Name	Student ID	Phone Number	Preferred email address

**Secretary**

Full Name	Student ID	Phone Number	Preferred email address

**Treasurer**

Full Name	Student ID	Phone Number	Preferred email address

**Optional Extra Position**

Full Name	Student ID	Phone Number	Preferred email address

**Optional Extra Position**

Full Name	Student ID	Phone Number	Preferred email address



**Society Aims**

What will your Society aim to do? What will you try to achieve?

1	
2	
3	
4	
5	

**Skills or Qualifications**

Summarize your special skills and qualifications which you have acquired from employment, your degree, previous volunteer work, or through other activities, including hobbies or sports. We want to know a bit more about you!

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**Why should other students sign up to your Society?**

Why is your Society worth the membership fee? How do you intend to ensure your members' happiness? What skills will your members gain? What benefits and opportunities will your Society offer to other students?

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**Agreement and Signature**

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that the existence of my Society is subject to SU ratification, and any false statements, omissions, or other misrepresentations made by me on this application may result in my application being rejected.

Name (printed)	
Signature	
Date	

**Our Policy**

It is the policy of the SU that all New Society Application Forms are ratified by the SU. Please read the New Society Application Pack before submitting this form, to ensure you fully understand the expectations and policies governing all societies in affiliation with the SU.

If you complete this form online, email your completed version to [asuhail@uos.ac.uk](mailto:asuhail@uos.ac.uk). If you complete this form in paper, please drop it by the SU.

Thank you for completing this form and we will contact you once we have reviewed your application.

# Appendix 6

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## List of those authorised to hold keys or access areas

	Sarah T	Peter	Claire	Belle	Jessie	Gergana	Bradley	Dan	Mauro
Main SU Reception Door	x	x	x	x	x	x	x	x	x
Sabbs Office				x			x	x	x
First Office	x			x		x	x		
Central Office									
Sports cupboard	x			x	x		x		
Back office	x	x	x						
Safe room	x	x							
Safe in safe room	x	x			x				
Petty cash tin Finance	x	x							
Store room 1	x				x				
Store room 2	x				x				
Container				x					
Minibus x 2	x			x					
<b>Key location</b>									
Where are your keys kept	Drawer	Person	Drawer	Person	Person/FOH cabinet	Person	Person	Person	Person