

# **Leeds Trinity Students' Union Financial Regulations and Procedures**

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## **1. Introduction**

### **1.1 General**

- 1.1.1 The procedures do not take precedence over the Union's Constitution and Articles of Association.
- 1.1.2 These Financial Regulations and Procedures (FRPs) are issued in accordance with directions issued by the board of trustees for the regulation of the conduct of the Students' Union (SU) in relation to all financial matters.
- 1.1.3 These FRP's detail the financial responsibilities, policies and procedures adopted by the Board and are designed to ensure that its financial transactions are carried out in accordance with the law and best practice in order to achieve accuracy, economy, effectiveness and efficiency.
- 1.1.4 These FRP's identify the financial responsibilities which apply to everyone working for the SU. They are not intended to provide detailed procedural advice. All financial procedures and subsequent amendments must be approved by the Board.
- 1.1.5 Should any difficulties arise regarding the interpretation or application of any of the FRP's, then the advice of the General Manager (who may then consult with the Board) must be sought before you act.
- 1.1.6 The General Manager is responsible for ensuring compliance with FRP's. Failure to comply with FRP's is governed by Leeds Trinity Students' Union's disciplinary procedures.
- 1.1.7 There shall be an annual review of all financial limits contained in these regulations.
- 1.1.8 The General Manager has overall responsibility for the operational running of the SU. As such, the General Manager is ultimately responsible for ensuring all matters regardless of the fact that some financial responsibilities may be delegated to and through various SU staff. All relevant staff who hold budget responsibilities will be responsible directly to the General Manager, as their line manager, for all operative matters and therefore must ensure that all proper reporting procedures are in place and authorities given and are correctly recorded.

### **1.2 Terminology**

- 1.2.1
  - a) "Leeds Trinity Students' Union" means Leeds Trinity Students' Union and any possible future subsidiary organisations.
  - b) "Budget holder" means the employee with the delegated authority to manage finances (income and expenditure) for a specific area of business.
  - c) "Board" means the Board of Trustees.
- 1.2.2 Wherever the title General Manager is used, it shall be deemed to include such other staff who have been duly authorised to represent them.
- 1.2.4 Expenses incurred by the General Manager should be authorised by the Union President or in their absence the Vice President.

- 1.2.5. Where the General Manager role is vacant or they are absent for more than 2 working days the Union President may sign off financial procedures delegated to the General Manager.

## **2. Board of Trustees**

The Board has an overall responsibility for ensuring the proper use of public funds.

The Board is required to designate a principal person who will normally be the General Manager, who should satisfy the governing body in respect of the use of public funds.

The Board must ensure that it is fulfilling its responsibilities for proper financial management, for the effectiveness of the internal control and management systems and for the economy, efficiency, and effectiveness of the institution's activities.

## **3. External Audit / Independent examination**

- 3.1 The external auditor / independent examination is appointed and paid for by the SU. The Board must ensure a cost-effective service ensuring that sufficient resources are applied to achieve the agreed objectives.
- 3.2 The external auditors / examiners shall be responsible for the audit or examination of the annual financial statements. The external auditors or examiners shall prepare an annual audit report and management letter which highlights any significant accounting and control issues arising from the audit for submission of the Board.
- 3.3 The SU should formally reappoint auditors / independent examiners every year. The General Manager should assess the auditors' work each year to ensure it is of a sufficiently high standard and at a reasonable price. The General Manager should then make a recommendation to the Board regarding the re-appointment of the auditors.
- 3.4 External auditors or examiners have a right of access to all books, records and accounts of the SU and are entitled to such information and explanation as may be necessary for the performance of their duties.

## **4. Budgets, Budgetary Control and Monitoring**

- 4.1 Prior to the start of the financial year, the General Manager will submit budgets for approval by the Board.
- 4.2 Once approved by the Board, the President will, in conjunction with the General Manager, submit the SU budget to the university.
- 4.3 The General Manager will devise and maintain systems of budgetary control.
- 4.4 The General Manager will keep the President and the Board informed of the financial consequences of changes in policy, pay awards, and other events and trends affecting budgets and shall advise on the financial and economic aspects of future plans and projects.
- 4.5 No budget holder may engage, re-engage or re-grade employees, or agree to changes in any aspect of remuneration unless authorised to do so by the General Manager.
- 4.6 Overspends on budget are not allowed without the prior authorisation of the General Manager. Budget holders are responsible for advising the need for overspend **prior to any commitment** to

the General Manager who will advise. Day to day financial control is operated by the General Manager, but the budget, as approved by the Board, is the essential element of financial control.

- 4.7 All budget holders are responsible for preparing and presenting budgets that are consistent with SU guidance and for ensuring actual costs are allocated to the correct cost centre, account and project.

## **5. Investments, Borrowings and Banking**

### **5.1 Investments and Borrowings**

- 5.1.1 The Board shall approve banking and investment arrangements.
- 5.1.2 The General Manager is responsible for ensuring systems contain a satisfactory level of internal control and are fully documented.
- 5.1.3 The General Manager has overall responsibility for ensuring that funds held are managed appropriately having regard to any limitations placed upon the SU by the board.

### **5.2 Banking**

- 5.2.1 The General Manager is responsible for managing the SU's banking arrangements including online banking, and for advising the SU on the provision of banking services and operation of accounts.
- 5.2.2 The Board shall approve the banking arrangements.
- 5.2.3 The General Manager shall prepare procedural instructions on the operation and control of banking transactions for the approval of the Board.
- 5.2.4 The General Manager shall be responsible for establishing a bank account at a nominated branch for the purposes of SU business and no other purposes. Under no circumstances may any other employee or volunteer acting on behalf of a club or society' establish a bank account for SU purposes.
- 5.2.5 The General Manager shall advise on the bank accounts required and shall open such accounts as the Board may authorise. They shall advise the bankers in writing, including a copy of the Board's resolution, of the conditions under which each account shall be operated, the limits applied to any overdraft and the specific cheque signatory powers over the account. All monies shall be held in accounts in the name of the SU.
- 5.2.6 The General Manager will advise the bankers of any alterations in the conditions of operation of accounts that may be required by resolution of the Board.
- 5.2.7 The General Manager shall advise bankers in writing of the officer(s) and/or director(s) authorised to release money, and draw cheques on, each bank account of the SU and shall notify promptly the cancellation of any such authorisation. The letter will indicate that the mandate instructions have been reviewed and agreed by the Board.
- 5.2.8 All cheques are to be treated as controlled stationery in the charge of a duly designated person controlling their issue.
- 5.2.9 All cheques require two (2) signatures from the following roles; General Manager, Deputy General Manager, Finance Co-Ordinator.
- 5.2.10 The General Manager should review the banking needs of the SU at regular intervals to ensure that they reflect current business patterns and represent best value for money. Following such

reviews, the General Manager shall determine whether or not re-tendering for services is necessary.

## **6. Revenue**

### **6.1 Revenue Systems**

6.1.1 The General Manager shall be responsible for designing and maintaining systems for the proper raising, recording, invoicing and collection of all revenue due. All such systems shall contain a sufficient level of internal control and be fully documented.

6.1.2 Invoices for use of facilities/supply of goods and consultancy services shall be raised at fee levels approved by the board.

6.1.3 The Finance Co-Ordinator is responsible for the raising and recording of all invoices for the SU including Sport Clubs and Societies.

### **6.2 Debt Recovery**

6.2.1 The General Manager is responsible for the appropriate recovery action on all outstanding debts. The General Manager shall establish procedures for the write-off of debts after all reasonable steps have been taken to secure payment. Where individual sums to be written off exceed £100, the General Manager shall seek the consent of the Board.

6.2.2 In relation to individual funding schemes (such as, but not limited to, events), the General Manager shall ensure that there are systems in place to readily identify all costs and revenues attributed to each scheme. This information should allow the construction of individual accounts in accordance with the requirements of the appropriate funding body.

6.2.3 Staff and/or Officers collecting, holding and accounting for income shall keep monies secure and pass them to the Finance Co-Ordinator immediately.

## **7. Terms of Service and Payment of Employees and Officers**

7.1 The board will review and determine annually the remuneration and terms and conditions of service for the General Manager and other future senior members of staff who are Board appointments.

7.2 The General Manager is responsible for all other staff and will work within any employment parameters as laid down by the Board. Salary changes will be presented to the Board for agreement.

## **8. Processing of Payroll**

8.1 The General Manager is responsible for working with the Finance Co-Ordinator for the proper administration of payroll, ensuring the proper recording and payment of all payroll related liabilities. All such systems should contain a sufficient level of internal control and be fully documented.

8.2 The General Manager has responsibility for ensuring all notifications are submitted in accordance with agreed time scales to the account.

8.3 The General Manager must authorise the appointment of new staff.

8.4 The General Manager is responsible for giving written notice of any changes in personnel records that will affect payment of an employee.

8.5 All salaries, wages, pensions, and taxable benefits to all employees shall be paid on the closest Friday either on or preceding the 15<sup>th</sup> of each month.

## 9. Payment of Suppliers

9.1 The General Manager shall be responsible for designing and maintaining systems to ensure the proper recording and prompt payment of properly authorised claims for payment. These systems shall be fully documented and have a satisfactory level of internal control.

9.2 The Finance Co-Ordinator as delegated by the General Manager shall be responsible for ensuring a sufficient level of internal control exists which should provide for certification that:

- Goods have been duly received, examined and are in accordance with specification and the prices are correct.
- Work done or services rendered have been satisfactorily carried out in accordance with the order and, where applicable, the materials used are of the requisite standard and the charges are correct.
- Where appropriate, the expenditure is in accordance with regulations and all necessary authorisations have been obtained.
- The account is arithmetically correct and in order for payment.
- Suppliers are normally paid on a standard 30-day credit term. Alteration to these terms require authorisation from the General Manager.

9.3 All payments of £100 or more made in advance of receipt of the related goods or service should be approved by the General Manager.

9.4 The General Manager is responsible for reviewing the debtor and creditor balances on a monthly basis.

## 10. Purchasing

10.1 The budget holder, in choosing the item to be supplied (or the service to be performed) shall always obtain the best value for money for the SU. In so doing, the advice of the General Manager shall, if necessary, be sought.

10.2 The budget holder of the cost centre is ultimately responsible for adhering to the purchasing regulations prescribed for all purchases funded within this cost centre.

10.3 Purchasing authority may be delegated to named individuals within the cost centre.

10.4 All goods or services other than those exceptionally permitted by the General Manager shall be raised on an official requisition (Purchase Order Form), which has to be signed off by either the General Manager, President, or Vice President (none of whom should sign their own forms) should these exceed £100. Once approved, an order will be prepared by the Finance Co-Ordinator. Should staff be working from home for any reason, and the appropriate form cannot be completed, an email should be sent as an alternative to the General Manager, copying in the Finance Co-Ordinator.

10.5 No order shall be issued for any item or items for which there is no provision (by reference to budget) unless authorised by the General Manager. In the event that an order is significantly

different to actual cost, an additional order shall be raised and authorised with an explanation provided by the General Manager to the Board.

10.6 Orders shall not be placed in a manner devised to bypass the authorisation personnel specified by the Board.

10.7 Due to recent changes in the way Credit Card payments are verified the General Manager and Deputy General Manager will both have a credit card in their name with whoever we bank with. These cards should be kept securely on site in a locked drawer or safe. They are to be used by the post holders either directly or through their supervision. **Should there be circumstances where the General Manager and/or Deputy General Manager are permitted to work from home for any length of time, the cards should be kept securely in their possession.**

10.8 Alternative quotes should be sought at all times. Purchases require at least 3 written quotes via the tendering procedure. This requirement may be waived with advance approval from the General Manager when:

- there are fewer than 3 suppliers able to provide the goods/service
- there is an urgent requirement
- a purchase is part of an ongoing supply arrangement subject to competitive quotes in the last 12 months and the supplier has demonstrated excellence in performance and value for money
- a purchase will be less than £200.

10.9 All goods and services purchased on the Union Credit Card require a Union Credit Card Authorisation Form completed prior to purchase. This should be signed off by the General Manager, Deputy General Manager or Finance Co-Ordinator in their absence.

## **11. Fixed Assets**

The Finance Co-Ordinator is responsible for recording and monitoring all of the Student Union's fixed assets in order to meet, internal control, audit and insurance obligations. All assets with a greater value than £200 will be added to the register and depreciated by 20% per annum. The addition of new items to the register, and disposals, will be overseen on an annual basis by the General Manager.

## **12. Tendering and Contracting**

As a user of the NUS Purchasing Consortium there can be confidence placed in that anything purchased in this way has already gone through a stringent tendering and ethical screening process by NUS.

12.1 All contracts made on behalf of the SU shall comply with the instructions and regulations detailed in this instruction. Exception to these requirements may be made where in the opinion of the General Manager this will not impact upon the requirement to achieve best value. All contracts the SU enter into must be authorised and signed by the General Manager or President for and on behalf of the SU.

12.2 Competitive tenders shall be invited for the supply of goods, materials, manufactured articles, the rendering of services including the use of management consultants, building and engineering works of construction and maintenance, except where:

- the requirement is ordered under an existing contract previously tendered

- the work consists of the repair, maintenance, or addition to, existing equipment which for practical reasons must be of the same manufacturer
- because of the urgency or unforeseen emergency, it becomes necessary to immediately enter into a contract for the supply of goods or services. In such an event the circumstances shall be reported to the General Manager.

12.3 Tenders must be sent in writing to all suppliers being tendered. The tender documentation must include a comprehensive specification of the required goods or services. The tender must state that the SU's conditions of purchase will apply to any order arising from the tender. The date and time for receipt of tenders must be clearly stated in the documentation.

#### 12.4 Approval

12.4.1 Firms invited to tender should be approved. The approval must:

- be undertaken by a staff member delegated by the General Manager
- include vetting regarding financial stability
- not be prejudiced by any outside objectives
- be documented and subject to review
- require the names of any firm currently supplying to be included

#### 12.5 Receipt of Tender

12.5.1 If the number tenders received is insufficient, or otherwise not strictly competitive, they shall be referred to the General Manager who will decide on the need or otherwise for re-tendering and on any question regarding the admissibility of a tender.

12.5.2 All tenderers who submit a tender must be sent a written reply indicating whether or not their tender has been accepted. It is permissible to give losing bidders some indication of the reasons why they were unsuccessful but commercial confidence must be respected.

### 13. Stores, Stationery, and other Consumables

13.1 Subject to the responsibility of the General Manager for the systems of financial control, the day to day responsibility for such stores is delegated to the Finance Co-Ordinator.

13.2 Stock records shall provide an adequate level of control, comply with such systems of control as the General Manager shall specify and be periodically checked against stockholdings.

13.3 All goods received shall be checked as regards quantity, quality and specification. Where possible a delivery note should be obtained from the supplier and shall be signed by the person receiving the goods.

13.4 Annual stocktaking arrangements shall be agreed with the General Manager where stock levels are material.

13.5 Stationery, consumables and all other stored items are for SU purposes only.

13.6 Following Fresher's week, there will be a full inventory of wristbands carried out and then all remaining unsold, unredeemed or damaged ones will be kept in the safe until the Audit.

### 14. Expense Claims



- 14.1 The following sets out the policy for all travel and subsistence claims which will include staff, trustees and officers. It is Union Policy for public transport to be used wherever this is a viable mode of transportation. Taxis which typically are more expensive than public transport should only be used when public transport is no longer in operation. Any other uses of taxis should be approved by the General Manager in advance.
- 14.2 Any deviation from said policy, without sufficient and satisfactory explanation, will result in the claim being revised accordingly. Where the expenses claim is materially incorrect or lacks sufficient authorisation it will be rejected.
- 14.3 It is the policy of the SU that all employees and officers are reimbursed the actual cost of expenses incurred wholly, exclusively and necessarily in the performance of the duties of their employment.
- 14.4 In the event that an expense claim or benefit is in respect of any item not included in this guidance, or a person has a query relating to the payment of expenses under this policy, the matter must be referred in the first instance to her or his line manager. If this is not the General Manager they may be referred thereafter to the General Manager for guidance.
- 14.5 It is the policy of the SU to reimburse reasonable expenses incurred by members of the Board in attending meetings.
- 14.6 All expense claims should be submitted on a monthly basis together with supporting receipts and the appropriate authorisation to the General Manager. On no account should expense claims cover more than one month without prior consent of the General Manager.
- 14.7 Expense claims must be authorised by the General Manager. If the General Manager is absent for more than two working days then the President or Deputy General Manager will authorise appropriate expense claims.

**Definition of Types of Expenditure**

**a) Business Mileage**

No travel between home and base office will be paid by the SU. The exception to this will be for anti-social hours where public transport is unavailable which should be agreed in advance with the General Manager.

All employees must keep detailed records of mileage in order to support an expense claim and any Inland Revenue queries.

All private vehicles used on SU business are NOT insured as company vehicles and should therefore be insured for use for ‘business purposes’ by the individual. The mileage rate reflects the additional cost of this insurance. Please note under no circumstances unless explicitly agreed by the General Manager and President should domestic air travel be used for business purposes.

The mileage rates payable by the SU to employees are as follows:

|             |     |
|-------------|-----|
| Cars        | 45p |
| Motorcycles | 20p |
| Bicycles    | 20p |

Passengers additional 5p per mile.

- b) **Rail travel** – Standard class rail travel should be used by all employees and booked through our Train Line Business account identifying the cheapest fare. This will usually be an off peak return or single trips for Virgin trains using our Charity Discount. Where the Charity Discount is used, those travelling should fill out the ‘proof to travel’ letter on the One Drive and obtain the General Manager’s signature for the letter
- c) **Hotels** – Selected hotels should represent the best combination of economy and convenience, e.g. the hotel should be of the Premier Inn standard. Where a hotel will cost more than £90 per night outside London or £120 in London authorisation should be sought prior to purchase from the General Manager.
- d) **Meals** – If not supplied (e.g. a conference includes food) a breakfast, lunch and evening meal may be claimed up to a reasonable amount in value, £5, £5, and £10 respectively, when overnight accommodation is booked. Alcoholic drinks cannot be claimed on expenses and a receipt must be provided.
- e) **Mobile Telephone** – Mobile phones will be supplied by the SU on a needs basis. All mobile phone telephone bills are itemised and reviewed by the Finance Co-Ordinator. Where a phone is pay as you go and a bill is unobtainable the Finance Co-Ordinator may opt to change this phone from pay as you to contract should the cost of such phone be high to ensure best value for money. Any costs relating to personal use will be charged back to the employee.
- f) **Hospitality** – Necessary costs for entertaining business contacts will be reimbursed on production of receipts with prior authorisation from the General Manager. For this purpose ‘business contacts’ do not include other employees of the SU. The following information should be noted on the receipt;
  - The name of the attendees.
  - The organisation which they represent.
  - The purpose of the entertainment.

**All claims must be supported by a receipt in order for expense payments to be made. Non-attachment of a receipt means that the item(s) may be disallowed from the claim.**

## **15. Reporting**

- 15.1 The General Manager shall ensure that regular reports are made to the Board with regard to financial performance of the Union.
- 15.2 The General Manager shall ensure that annual audited financial statements in accordance with the SU’s accounting policies and generally accepted accounting principles are submitted to the Board in accordance with time scales agreed with the Board and external auditors. The General Manager shall provide budget holders with yearend instructions which must be complied with.
- 15.3 The General Manager shall ensure that financial records are maintained and monthly management accounts are prepared in a manner acceptable to the Board and conforming to current accounting standards.

15.4 The General Manager shall maintain an analysis of income and expenditure appropriate for the management and control of the current and planned activities of the SU.

15.5 The Board shall receive a full report of the outcome of the annual audit/ independent examination.

## **16 Security of Cash and Cash Equivalents**

16.1 All staff whose duty it is to collect or hold cash shall be required to adhere to appropriate controls as agreed with the General Manager. Such staff shall be provided with access to the safe or with a lockable cash box which will normally be deposited in a safe or lockable drawer. The staff concerned shall hold only one key. The loss of any key shall be reported immediately to the General Manager.

16.2 The opening of coin operated machines (telephones, gaming machines, vending machines, jukeboxes etc.) and the counting and recording of takings shall be undertaken by the supplier of the machine. It is the responsibility of the Finance Co-Ordinator to ensure that the appropriate paperwork has been received and accounted for.

16.3 The General Manager shall prescribe the systems for handling cash and also for transportation of cash and cash equivalents.

16.4 SU monies shall not under any circumstances be used for the encashment of private cheques.

16.5 During the absence (e.g. holiday) of the holder of a safe or cash box key, the staff member officer who acts in their place shall be subject to the same controls as the normal holder of the key.

16.6 All unused cheques shall be subject to the same security precautions as are applied to cash.

16.7 Any loss or shortfall of cash or cash equivalents, however occasioned, shall be reported immediately to the General Manager.

16.8 The Finance Co-Ordinator is responsible for processing transactions in relation to Student Union affiliated societies and Sports Clubs. Monies received shall be banked in reasonable time and payments processed in line with the systems prescribed by the General Manager.

16.9 Any Union monies signed out in cash for Union business must be reconciled on a weekly basis with the Finance Co-Ordinator.

## **17 Risk Management and Insurance**

17.1 The overall risk management of the SU lies with the Board who delegate this to the General Manager.

17.2 The General Manager shall arrange insurance cover in accordance with SU requirements.

17.3 The General Manager shall circulate summary information to all employees regarding insurance cover and provide updates on all significant changes in nature of cover provided.

- 17.4 It is the responsibility of the employee to ensure that the SU is informed in advance of any proposed business trips so that SU insurance cover is valid.
- 17.5 Budget holders shall report immediately any circumstance that may give rise to an insurance claim either by or against the SU.
- 17.6 It is the responsibility of all staff members to be proactive with any potential fraud to the General Manager or in their absence the Deputy General Manager or Union President.

## **18 Interpretation**

- 18.1 In the event of a dispute as to the interpretation of any part of the FRP's, a ruling from the General Manager (and/or Board) shall be sought.

# **LEEDS TRINITY STUDENTS' UNION**

## **Financial Operations Guide for All Staff**

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## **1. OVERVIEW**

This document should be read in conjunction with “Leeds Trinity Students’ Union Financial Regulations and Procedures”.

The purpose of this document is to serve as an operational guide for all staff and explains the day to day financial operations of the Union.

## **2. EXPENDITURE / PURCHASING**

Expenditure must only be made against approved budget codes and limits and only by the nominated budget holder or General Manager.

VAT applies to all LTSU purchases and sales. Invoices for goods purchased and sales made by LTSU must be checked to ensure that VAT is shown and included in the overall total for the invoice. The LTSU VAT number is 362001995.

In addition, invoices should be checked to ensure that they are addressed correctly to the Union and not the University which is something that regularly occurs. If they are addressed to the University, a request for a revised invoice should be requested immediately.

Any order over £100 will require an authorised Purchase Order signed by the General Manager before the goods can be purchased. A Purchase Order form should be completed and authorised prior to the order being placed. For all other orders, a Purchase Order form should be completed by the budget holder.

Should there be circumstances where staff are required to work from home for any period of time, and the appropriate form cannot be completed, then an email should be sent as an alternative to the General Manager, copying in the Finance Co-Ordinator. This is a temporary solution until we have our electronic forms in place.

### **a. Invoices**

The Finance Co-Ordinator is responsible for the recording of all invoices received at the Students’ Union and ensuring all correctly authorised claims for payment are made by the due date. Payments are made each Thursday.

When an invoice is received into the Finance Office, it is stamped and checked against the completed purchase order and if the amount is correct, it will be logged on the system for payment. If there are any discrepancies between the invoice and the PO, it will be passed to the relevant person (who either ordered the goods or is responsible for the budget) to authorise that the invoice can be paid and that the goods/service has been received and all pricing is correct.

If a member of staff receives an invoice directly, this should be forwarded to the Finance Co-Ordinator immediately for logging on to the system.

b. Expenses

Staff expenses are paid on Thursdays, along with the normal payment run. If you have incurred legitimate expenses in the normal course of your duties, you can claim reimbursement. You should complete a Staff Expenses Form and have it authorised by the budget holder or the General Manager if you are the budget holder. Once authorised, this should then be passed to the Finance Co-Ordinator with all receipts attached, who will then arrange payment directly into your bank account. Further information on expenses can be found in the Financial Regulations and Procedures.

Should there be circumstances where staff are required to work from home for any period of time, and the appropriate form cannot be completed, then an email should be sent as an alternative to the General Manager, copying in the Finance Co-Ordinator. This is a temporary solution until we have our electronic forms in place.

c. Credit Card

Staff are encouraged to use the Union's credit card for purchases which need to be paid for upfront or online, rather than using their own money and then requesting reimbursement.

Due to recent changes in the way credit card payments are verified, the General Manager and Deputy General Manager will both have a credit card in their name with whoever we bank with. These cards should be kept securely on site in a locked drawer or safe. They are to be used by the post holders either directly or through their supervision.

To use the credit card, a Credit Card Authorisation Form should be completed in full and authorised by the General Manager or Deputy General Manager, who will then release the credit card for your use. This should be returned immediately after the purchase has been made.

Once the purchase has been made, a copy of the receipt or confirmation should be forwarded immediately to the Finance Co-Ordinator. If a VAT invoice is to be supplied, this should be requested and forwarded to the Finance Co-Ordinator upon receipt. VAT cannot be reclaimed without a VAT invoice.

The Finance Co-Ordinator is responsible for reconciling the credit card transactions at the month end and allocating each transaction to the specified budget.

d. Online Banking

The majority of the Union's payments are made by using the online banking facility provided by HSBC.

The General Manager will be the primary user of the account and responsible for the administration of online banking which includes adding and removing users, setting single payment limits and daily payment limits etc. The General Manager will also be responsible for authorising any payments above a user's set limits. The Deputy and Finance Co-Ordinator will also have access as secondary users. The Deputy has an individual payment limit of £2,000 and the Finance Co-Ordinator has an individual payment limit of £1,000.

In the first instance, the Finance Co-Ordinator is responsible for processing all online banking payments. In the absence of the Finance Co-Ordinator, the Deputy or General Manager may make

payments following the written procedures and using their own banking fobs and then passing on the paperwork to the Finance Co-Ordinator who can then update Kashflow accordingly.

When a payment is made via online banking, the 'Confirmation of Payment' page should be printed and attached to the paperwork. This can act as a remittance and also shows details of when the payment was made, the name and account number it was paid into along with details of which member of staff made the payment.

Payments are made each Thursday morning and all paperwork should be completed by 5pm on the Wednesday, allowing the Finance Co-Ordinator time to schedule payments and workload.

e. Bank Reconciliations

At the end of each month, the Finance Co-Ordinator is responsible for reconciling the bank statement with the online accounts system (Kashflow). Following the reconciliation, the bank statement will be given to the General Manager so that this can be checked against the accounts system and signed to say that this has been done. The Finance Co-Ordinator will then file the bank statements securely.

f. Changes to Signatories

The General Manager shall advise bankers of any addition or removal of signatories by completing the online form. All forms completed showing alterations need to be signed by two signatories.

### **3. INCOME / SALES**

a. Raising Invoices

Invoices are raised by the Finance Co-Ordinator. If you require an invoice to be raised, you should provide the Finance Co-Ordinator with a copy of the booking form (ie. fresher's fair stalls) or if one is not available, full details of the purpose of the invoice, who the invoice should be addressed to and the amount of the invoice. Contact details are also required, ideally a telephone number and an email address should there be any queries regarding payment etc.

Where the invoice is for sponsorship or a contract where the invoice has to be re-issued regularly, a copy of any purchase agreement/contract must be supplied to the Finance Co-Ordinator so that a diary of regular claims can be kept.

It is standard policy for payment to be made in advance for Freshers' Week commercial stalls.

b. Credit Control

Any unpaid invoices are followed up once they become overdue. In the first instance, an email reminder and a copy of the invoice will be sent. This is recorded in the notes section of the accounting software (Kashflow). If the debt still remains unpaid, telephone contact will try to be established.

The General Manager will review the Debtor and Creditor balances on a monthly basis.



On occasion, the originator of the sales invoice may be required by the Finance Co-Ordinator to contact the customer to chase up payment if he/she is experiencing difficulties to collect the debt in a timely fashion.

Funds for Invoices raised on behalf of Sports Clubs and/or Societies are not allocated to their accounts until payment has been received. This is to ensure that no overspend occurs should the invoice not be paid for any reason.

c. Payments Inwards

All methods of payment carry some risks. It is imperative therefore that the following procedures are adhered to:-

Payments online via the website – This is our preferred method for students to use for purchasing tickets, club memberships, kit etc. Funds collected via the website are paid into the Union bank account and are allocated to each club/nominal on a weekly basis. Budget holders should be aware of the transaction costs and these should be budgeted for in the area of activity if they are not to be charged to the purchaser.

Transaction charges are 1.5% per transaction plus an additional charge from MSL of 10p per transaction.

Cheques – cheques are accepted for payment of sponsorship for clubs and societies. These MUST be made payable to Leeds Trinity Students' Union and not any individual club or member.

Cash – we do not recommend any payments by cash but occasionally the need arises where cash must be handled in the Students' Union, ie. collection of subs, clubs/societies raffle money etc. Where cash is handed to a Union Staff Member, the money must be counted together with the person handing the money over and a receipt must be issued from the carbon copied receipt book. There are three receipt books available. One held by the Union Sports Co-ordinator and the other by the Representation and Societies Co-ordinator. Both these members of staff hold the appropriate cash deposit form to be completed when cash is paid into the Union. The Finance Co-Ordinator also holds a receipt book. A signed copy of the cash deposit form may also be given as a receipt.

Where payment can be made through the website, it should be but in the event it is not, a clear business case must be given to the General Manager as to the reason why.

The cash, along with the appropriate paperwork, should then be handed to the Finance Co-Ordinator as soon as is possible for banking. In the Finance Co-Ordinators absence, the money should be kept in a locked drawer. If you do not have access to a locked drawer, the General Manager or Deputy General Manager should be advised immediately and they can then arrange for it to be locked in a drawer or placed in the SU safe. Our insurance covers us for £200 locked in a drawer, ideally within a petty cash box. This limit is for all SU staff drawers combined and also includes any vouchers.

If the amount of cash exceeds £200 then this should be given to either the Finance Co-Ordinator or the General Manager to be stored in the safe out of business hours. The Deputy General Manager, President and Vice President also have access to the safe.

#### **4. TRANSFERS BETWEEN UNION/UNIVERSITY**

On occasion, it is necessary to acquire goods and/or services from the University and/or provide goods and/or services to the University. As both operate as separate financial institutions, it is crucial that transfers are accounted for in the correct manner.

The preferred method of accounting for supplies to/from the University is by raising an invoice and settlement made as though it was any other supplier or customer and likewise, the University will invoice the Union in the same manner.

If you have an invoice which requires payment by the Union but will be reimbursed by the University (ie. Awards, Pizzas etc), details should be provided to the Finance Co-Ordinator as soon as is possible. Agreement in writing should also be confirmed with the colleague in the University and a purchase order number requested from them. The Finance Administrator will then be responsible for raising an invoice to the University and ensuring everything is documented correctly and paid accordingly.

## **5. PROCESSING OF PAYROLL**

The General Manager must authorise the appointment of new staff and sign any contracts. All new starter documentation should be completed and passed to the Finance Co-Ordinator, who is responsible for adding all new starters to the computerised payroll system. A copy of the new starter's passport should accompany the documentation along with a P45 (if applicable). Once new starter details have been entered, the documents will be filed in a locked drawer.

Hours worked each day/week should be completed on the Deputy software and should then be checked and allocated a budget code from where the payment will be made by the person responsible for requesting the staff to work and/or the budget holder.

All salaries, wages, pensions, and taxable benefits to all employees shall be paid on the closest Friday either on or preceding the 15<sup>th</sup> of each month.

The Finance Co-Ordinator is responsible for the processing and payment of the payroll each month. Ensuring the Tax, NI and Student Loan monies are forwarded to HMRC along with all Real Time reporting and that pension contributions are forwarded to the Pension Provider within the set timescales.

The Finance Co-Ordinator will then create Journals to add all the payroll and pension information on to the computerised accounts and allocating costs against relevant budgets.

Should any employee (permanent or student staff) leave the employment of the Students' Union, the Finance Co-Ordinator should be informed within 3 days so that any monies owed/due can be calculated and the appropriate leaving paperwork completed.

## **6. STORES, STATIONERY AND OTHER CONSUMABLES**

All stock such as Wristbands and Bus Passes etc. is the responsibility of the Finance Co-Ordinator who will ensure that they are kept secure and accounted for in a lockable cupboard or the safe as appropriate and as per our insurance conditions.

Bus passes and Wristbands need to be contained within the safe outside office hours and it is the responsibility of the person selling such items, to return any unsold ones back to the Finance Co-

Ordinator or General Manager at the end of each day to be returned and locked in the safe. These items will be signed for when taken out of the safe and again when returned.

## **7. FINANCIAL REPORTING**

Management Accounts are produced on a monthly basis and these detail all income and expenditure up to the end of the period. They will also show any variance against budgets. These reports also include details of debtors and creditors along with projected bank balances and reserves. These reports are circulated to the Trustees and budget holders.

The Finance Co-Ordinator will forward the details to all budget holders who will be expected to check their budgets are correct each month and advise the Finance Co-Ordinator of any discrepancies or queries as soon as possible. Once the Management Accounts have been approved by the General Manager for distribution, they will be available for all Union staff to view on the shared one drive.

Details of Sports Clubs and Societies funds will be sent to the Co-Ordinators on a monthly basis but can also be provided at any time upon request to the Finance Co-Ordinator.