

## **Bye-Law 5**

### **Finance**

**Owned by:** President

**Date passed by Board of Trustees:** 19/01/2019

**Date passed by Student Senate:** 30/01/2019

**Reviewed:** 23/03/2022

**Further review required:** March 2025

## **1. Overview**

- 1.1. This Bye Law sets out the general principles of Winchester Student Union's financial practices and the boundaries of authority for finances accessed or administered by individuals on behalf of the Union. These practices are subject to the Education Act 1994, the Charities Act 2011 and the Constitution and other governing articles of the Union.

## **2. General principles**

- 2.1. Winchester Student Union (herein referred to as the Union) is a charity created by statute and subject to public accountability.
- 2.2. It will maintain records and procedures as required by statute, tax and other government regulation.
- 2.3. It will comply with published accounting standards, charity SORP and best practice in managing its financial affairs.
- 2.4. Its accounts will be subject to formal external audit. The auditor's report and accounts will be published to Union members and the public.
- 2.5. Ultimate financial responsibility for the Union will rest with the Trustees, as defined by statute, who will be appointed by the Union by process defined in the constitution.
- 2.6. The Trustees will maintain close and amicable relations with the University of Winchester. In recognition of the Universities role as main funders of the Union it will establish management practices as advised by the University and provide such reports as required by the University in the application of its obligations under the education act. Such practices be detailed in a regularly reviewed financial memorandum; an appendix to the Memorandum of Agreement which exists between Winchester Student Union and the University of Winchester.
- 2.7. The Trustees will employ staff responsible for day-to-day management of the Union.
- 2.8. There will be formal processes for Trustees and the University to be notified of financial irregularity.
- 2.9. Trustees, members of Committees, all staff and persons in a position of financial responsibility will be bound by a duty of care to the Union. They may not acquire or use for themselves the cash or other assets of the Union other than under the processes strictly defined in this document. They will formally declare any personal or family interest in their financial dealings with the Union.
- 2.10. Members of staff will avoid conflicts of interest in their dealings with members of the Union. They will not on their own behalf enter into a trade of goods or services with students or student groups.

## **3. Annual Accounts**

- 3.1. The Union's financial year shall run from August 1<sup>st</sup> to July 31<sup>st</sup>. It will prepare accounts in a format compatible with nationally accepted accounting standards. The Accounts will be audited by a professionally

qualified external auditor and presented to the next Annual General Meeting of the Union. The accounts and audit reports will also be made available to the Governing Body of the University. Copies will be held at the Union Office, and, on the Union's website and on the Charity Commission's register of charities, for the inspection of members and the general public.

#### **4. Audit**

- 4.1. The Trustees of the Union will appoint professionally qualified external auditors to audit and make recommendations on the Union's Annual Accounts and its accounting practices. This appointment will be reviewed from time to time as decided by the Trustees and there will be at, not less than five yearly intervals, a competitive tender process for the appointment. The Union will inform the University and its members of any proposed or agreed change of auditor.

#### **5. Bank Accounts**

- 5.1. The Trustees of the Union will enter an arrangement with one or more banking organisations to operate current and reserve accounts. The bank will be fully authorised under English law and Treasury Regulation to carry on banking activity.
- 5.2. The University & members will be informed of all banks with which the Union has a relationship.
- 5.3. All Union bank accounts will be held under conditions established by the Trustees. No person shall open an account or enter into banking transactions on behalf of the Union outside of these conditions.
- 5.4. Banking arrangements will be reviewed from time to time as decided by the Trustees and there will be, at not less than five yearly intervals, a formal review of banking arrangements by the Trustees.
- 5.5. Banking arrangements will be subject to appropriate ethical screening.
- 5.6. The Trustees will authorise formal banking mandates and signature lists at least once per year. Certain levels of commitment will require signatures from both an elected Trustee and senior manager (see Appendix A).
- 5.7. As a matter of policy the Union will seek to minimise cash holdings by banking them regularly and often (see Cash below).

#### **6. Budgets**

- 6.1. The financial accounts and budgets of the Union will be arranged in such a manner as to reflect its operational areas.
- 6.2. Each area will have a nominated Budget Holder and a Manager having overall responsibility.
- 6.3. Budgets have two purposes. They are the formal framework for strategic financial planning by the Union. They are also the mechanism whereby budget holders are given limits within which they must operate.

- 6.4. Budget holders and managers will exercise proactive control over their areas and report likely differences to budget to the Finance & Commercial Services Manager in good time. These will be routinely reported to Trustees. The powers and responsibilities of budget holders are as detailed under the specific headings and appendices of this document.
- 6.5. Draft annual budgets and forecasts will be prepared by senior managers for consideration and approval by Trustees.
- 6.6. Budgets will be presented to the Trustee Board and the University for ratification.
- 6.7. Final Budgets will be published to budget holders and senior managers at least one month prior to yearend, or as soon as feasibly possible thereafter.
- 6.8. There will be regular reports of budget performance (see Management Accounts).
- 6.9. Trustees will formally approve any variations to budget throughout the year.

## **7. Cash and Cash Income**

- 7.1. The Union will provide secure locations for cash and cheques in safes.
- 7.2. At all stages in the receipt and storage of cash there will be a nominated employee who is responsible for its safe keeping and accountable for it.
- 7.3. There will be a separate register of keys/codes held for secure storage.
- 7.4. Cash may be received by an authorised member of staff. A numbered receipt from controlled stationery will always be issued. Members of staff who are not authorised to receive cash or issue receipts must not do so. If a member of the public or a Union member insists on leaving cash when there is no one to receive it then they may leave it in a sealed envelope at their own risk. It will not be formally accepted until an authorised person is available and a receipt issued. Sundry cash will be banked as soon as possible and always within one week of receipt.
- 7.5. Cash transit within the building from one location to another will be done in line with any recommendation made by the Unions insurers and with a mind to minimised risk. Unless otherwise noted, and where practicable, cash transit should apply the following ratio of personnel to money:
  - 7.5.1. £2000 or less – One member of authorised staff.
  - 7.5.2. £2001 to £3000 – Two members of authorised staff.
  - 7.5.3. £3001 to £5000 – Three members of authorised staff.
  - 7.5.4. £5001+ - as many members of authorised staff as deemed practicable and safe.
- 7.6. The combinations to all safes will be changed; at least once per financial year and/or when a member of staff who knew the combination leaves the employ of the Union.

## **8. Contracts**

- 8.1. The Union will delegate to its staff, budget holders and budget managers the power to contract for purchases and sales within the specific limits contained in Appendix B
- 8.2. The normal method of making a purchase commitment is by official purchase order.
- 8.3. This will be used even when a contract requires its own documentation.
- 8.4. Notwithstanding the formal limits contained in Appendix B no employee shall enter into a contract without reasonably establishing that it is best value for the Union, and declaring any personal interest (see Appendix C).
- 8.5. High value contracts (as defined in Appendix B), and contracts with effect beyond one financial year will be reported to Trustees for their authorisation.
- 8.6. Any other contract, including those where the financial implications are unclear but which will legally bind the Union will be reported to Trustees for their authorisation.

## **9. Expenses**

- 9.1. Standard limits allowed as expenses for staff, officers and students are defined under; 'Paper – Travel & Recharges' & 'Paper – Staff expenses' (Appendix D & E).
- 9.2. Expense against mobile phone usage is usually only possible if the individual is deemed to be an essential/out of hours user; who would be reasonably expected to use their phone at any time. Paper – Mobile phone work usage applies in such instances (Appendix F).
- 9.3. No employee will enter into expense commitment without agreement in advance by the relevant budget holder or their immediate manager.
- 9.4. Employees should avoid using their own funds to make purchases which would normally be made through the order process. Where in emergency this is unavoidable the sums may be reclaimed against receipt through expenses but must be specifically agreed by the person authorising the claim and observe the limits in Appendix B.
- 9.5. Expense claims will be made on the proper forms and require authorisation by the Finance & Commercial Services Manager or Union's senior manager.
- 9.6. Sabbatical Officers have a special legal status as trustees of the charity. Sabbatical Officer expenses require authorisation by the Union's senior manager.
- 9.7. All claims for payment of expenses shall be completed in an approved form and must be submitted within two months of being incurred, or prior to the end of the financial year, whichever is sooner.
- 9.8. All expense claims must be supported with relevant receipts unless otherwise agreed in advance with the Finance & Commercial Services Manager. The Union may refuse to authorise claims without proper evidence.

- 9.9. All claims will be paid by BACS (or cheque by prior agreement) within 14 days of the date the claim is received by the Finance & Commercial Services Manager. The Finance & Commercial Services Manager and/or Union's senior manager may agree more frequent payments to avoid hardship but employees must not assume this to be automatic.
- 9.10. The facility for wage advances will be made available to staff in the instance of hardship or other need subject to the following criteria; the amount advanced cannot exceed 80% of monthly earnings or expected earnings; the full amount must be repaid within the period agreed with the union (normally not more than three pay months) or upon the staff member ceasing to work for the Union; no more than one advance per individual can be active at any one time; no more than three advances can be made in any one financial year to the same individual.
- 9.11. Parallel to the above there will also be a facility for staff to apply for an advance against wages to purchase IT equipment for the benefit of both parties. Paper – IT Advance applies in this instance (appendix G).

## **10. Financial Irregularity**

- 10.1. These regulations have been established by the Trustees of the Union. Any significant breach will be investigated by senior managers as soon as it becomes known and reported to Trustees.
- 10.2. The following actions will be regarded as mandatory;
  - 10.2.1. Any single loss or discrepancy of more than £200 will automatically be notified to the Trustees at the earliest possible convenience and investigated by a senior manager immediately.
  - 10.2.2. Any discrepancy or disappearance of a fixed asset listed in the Union Asset Register or Equipment Inventory will automatically be notified to the Trustees at the earliest possible convenience and investigated by a senior manager immediately.
  - 10.2.3. Any attempt to contractually bind the Union outside the limits established in Appendix B will automatically be notified to the Trustees at the earliest possible convenience and investigated by a senior manager immediately.
  - 10.2.4. Any commercial service cashing up discrepancy of more than £10 or 0.5% of daily take, whichever is greater shall be adequately investigated, evidenced and recorded by the shift duty manager.

## **11. Fixed Assets & Capital expenditure**

- 11.1. A capital threshold will be agreed annually by Trustees.
- 11.2. Any purchase of over the agreed capital threshold [currently £2,500] before VAT will be considered capital expenditure. This sum may be reviewed from time to time by the trustees.
- 11.3. All capital expenditure must be authorised by the Trustees of the Union.

- 11.4. The Union will maintain a Fixed Asset Register of items of lasting value costing more than the agreed capital threshold [currently £2,500] and recognise them on the Balance Sheet as such.
- 11.5. Employees are under a duty of care to protect the assets of the Union.
- 11.6. Provided they are properly authorised by a senior manager assets may be loaned to staff or students. These will be formally recorded, showing date lent, item lent, to whom lent, why, date of return and authorisation.

## **12. Investments**

- 12.1. The Union may from time to time agree to place sums on investment.
- 12.2. Such investments will be deemed to be covered by the Trustees Act 2000. Deposits will only be made with a recognised banking institution and will be subject to a level of ethical screening.
- 12.3. Investments will be subject to trustee approval.

## **13. Management Accounts**

- 13.1. Budget holders and Managers will be provided with management accounts on a monthly basis. Trustees will be provided with a summary a minimum of four times per annum.
- 13.2. Budget holders and Managers will be asked to report on their financial performance against budget, targets or any other measure agreed, utilising management accounts as a tool to do so, on a monthly basis.

## **14. Other Income**

- 14.1. The Union will receive from time to time income as cheques or direct transfer into the bank account.

## **15. Petty Cash Claims**

- 15.1. Petty cash floats will be established to cover small expenditures. These will be held in secure locations under the control of the Finance & Commercial Services Manager
- 15.2. Claims for petty cash may be made using the expenses claim form or such form which has been agreed by the Finance & Commercial Services Manager.
- 15.3. Claims will not exceed £50. Any claim greater than this Union's senior manager.

## **16. Purchases**

- 16.1. The Union will use a Purchase Order Form when making an external commitment for supply. The forms will be held securely as controlled stationery and issues will be recorded. Purchase order numbers will be used even where a supplier has accepted arrangements for order by telephone, email or other mechanism. The Union will reserve the right to repudiate claims from suppliers where there is no Purchase Order.
- 16.2. Notwithstanding the formal limits contained in Appendix B no employee shall enter into a contract without following the rules to establish that it is

best value for the Union, and declaring any personal interest (see Appendix C).

- 16.3. Further no employee shall enter into a contract without following the appropriate purchasing rules stipulated under our purchasing consortium with NUS Services Ltd.
- 16.4. The normal method of payment to a supplier will be by BACS on the month end date following the month of invoice. Managers may request special payment terms on behalf of their suppliers, this will be subject to approval by the Finance & Commercial Services Manager or Union's senior manager.
- 16.5. In certain cases a supply may only be available by using the Union Credit Card. The normal process of formal authorisation by signature within limit and documentation will still apply. Provided this is undertaken the Credit Card will be issued by the Union's senior manager or Finance & Commercial Services Manager.

## **17. Sales**

- 17.1. Sales by the Union may be by way of regular trading or by invoice to specific customers.
- 17.2. Pricing policies will be established by Senior Managers in order to maximise the return to the Union whilst ensuring best value to the members. The appropriate senior manager will give clear guidance on the implementation of these policies to the staff involved.
- 17.3. Individual members of staff may not decide on an ad hoc basis the price to be charged for a sale.
- 17.4. Where a sale is to be invoiced to a customer the member of staff involved will ensure that the customer is aware of the standard terms and conditions for payment etc. Invoice request will be passed to Finance & Commercial Services Manager or Union's senior manager for approval and raising of the formal Invoice. No member of staff will seek to raise or represent an invoice to a customer outside these conditions.

## **18. Subsidiary Companies**

- 18.1. The Union may create and manage subsidiary companies to facilitate its business, and particularly where tax and charity law make it desirable; as defined under its articles. Creation of a subsidiary company requires the approval of both the Board of Trustees of the Union and the Governors of the Universities. The objectives of such a company will fall within the objectives of the Union and directors will be appointed to protect the interests of both. The financial controls expressed in these Regulations will apply to any subsidiary and audited accounts presented to both The Union and Universities each year.



## **19. Reserves**

- 19.1. In order to ensure financial resilience and to satisfy the criteria of charity SORP, Winchester Student Union undertakes to have an unrestricted sum of money held in 'reserve' This sum is derived in order to be able to cope with any unexpected downturn in funding or additional calls on our resource without immediately curtailing activities. It also provides members and stakeholders confidence in the financial management and sustainability
- 19.2. The Union's Trustees shall set a minimum reserve level annually. Such a sum will be commensurate with the needs of the organisation, will be published in the Union's accounts and will justify and explain any sum so set.

## Appendix A – Bank Mandate

Winchester Student Union

We certify that the following resolution was passed at a meeting of Board of Trustees on [insert date] and duly entered into the minutes:

i) That bank accounts are continued with National Westminster Bank (the 'Bank') and the Bank is authorised:

a) To pay all cheques and other instructions for payment signed on behalf of the Union by the persons detailed in the attached Standard Forms of Bank Mandate subject to the following rules:

Any amount greater than £2,000 requires a Category A signature plus a Category B signature (two signature in total).

Any amount less than £2,000 requires a Category A or Category B signature plus one further Category B signature (two signatures in total).

Whereby a Category A signatory is a Sabbatical Officer duly elected by the members, a Category B signatory is a Senior Manager and staff member of the Union.

b) To deliver any item held on behalf of the Union by the Bank in safe keeping against the written receipt of two signatories as required for an amount greater than £2,000.

c) To accept the signatories as fully empowered to act on behalf of the Union in any other transaction with the Bank.

ii) That any debt incurred to the Bank under this mandate shall, in the absence of written agreement by the Bank to the contrary, be repayable on demand.

iii) That the Chair of the Board of Trustees and the Union's senior manager are authorised to supply the Bank as and when necessary with lists of persons who are authorised to sign, give receipts and act on behalf of the Union and that the Bank may rely on such lists.

iv) That this resolution remains in force until cancelled by notice in writing to the Bank signed by the Chair and Union's senior manager acting or claiming to act on behalf of the Union and that the Bank is entitled to act on such notice whether the resolution has been validly cancelled or not.

List of Signatories and category included with this mandate:

### **Category A**

[President]

[Vice President, Activities]

[Vice President, Education & Welfare]

### **Category B**

[Union's senior manager]

[Finance & Commercial Services Manager]

You have already been provided with specimen signatures for all of the above.

Signed

Chair of Board of Trustees

Union's senior manager

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Date:

Date:

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## Appendix B – Authorised Signatories

Signatories are designated A, B, or C

- A - Sabbatical Officers
- B - Senior Managers
- C - Manager

Commitments over £250 will be made wherever possible using an official Purchase Order

For Purchase Order authorisation:

£250 - £2,000	A,B or C plus one further B
Over £2,000	One A and One B

For invoice authorisation for stock provision via purchasing consortium or established recommended provider:

Up to £8,000	A,B or C plus one further B
Over £8,000 (subject to budgetary compliance)	One A , One B and One C

For all other authorisations, e.g. invoices, BACS, petty cash:

Authorisation is required as per our Bank Mandate

## Appendix C – Best Value for Money

In addition to the formal limits of authority contained in Appendix B no employee shall enter into a contract without following the rules to establish that it is best value for the Union, and if appropriate declaring any personal family or fiduciary interest.

Employees will not artificially subdivide or delay commitments in order to avoid spending rules for Best Value.

For commitments of £2,000 and under the employee will take reasonable steps to avoid waste and may be judged on this in assessing their job performance.

For commitments of over £2,000 where an approved supplier is not being used (see below) the employee will be expected to seek three alternative quotes and attach these to the Order. Where alternative quotes are not possible the employee will state in writing the process to establish best value. The Senior Manager responsible for countersigning the order will check that this is done.

### Approved Supplier List

The following suppliers are recognised by the Union as offering best value and therefore do not need alternative quotes:

- Any supplier on the NUS or NUSSL list.
- Any supplier recommended as best value by University of Winchester procurement departments.
- Any supplier recognised and minuted as best value by Trustees of the Student Union
- Any public body or utility for which there is no alternative supplier

## Appendix D – Travel Rates & Recharges

### **Paper - Travel rates and recharges**

**Owned by:** Union's senior manager

**Date passed:** 23/03/22

**Body passed by:** Senior Managers

**Review Required:** Annually

**The Student Union believes** that it is often necessary for students and staff to travel either on behalf of Winchester Student Union or on bonafide and authorised business relating to the Student Union. Furthermore, it is recognised that often this travel is conducted in either a privately owned vehicle or one of the Student Union's vehicles. In these instances, it is believed correct to offer a reimbursement of such travel costs (or to charge Activity Group users costs) that is commensurate with prevailing fuel costs taking into account vehicle maintenance and upkeep. The student union also believes that in each case of travel thought must be given to the method of travel to ensure carbon emissions are kept at a level commensurate with our desire to minimise impact on our environment.

**The Student Union therefore resolves** to pay or charge such remuneration at the following rates:

**SU minibus** – The SU minibus has an MPG of approximately 21. That is roughly 4.6 miles per litre. This in turn is roughly 39p per mile based on diesel at 180p per litre. Annual maintenance allowance per vehicle is 12p per mile based on 9000 annual miles. Tax and insurance allowance per vehicle is 27p per mile. This gives an actual cost to the organisation of 0.78p per mile. It is proposed that the Student Union centrally absorbs the costs of maintaining, taxing and insuring the vehicles, but that the actual diesel costs are passed onto the end user be that a department or club or society.

**Internal use will therefore be recharged travel at 40p per mile.**

**Personal Vehicles (Union business)** – All vehicles, other than those noted below, shall be considered able to reclaim the same sum per mile from the Student Union as long as the trip has been authorised and agreed by the traveller's line manager or an appropriate executive officer. For the purposes of determining the sum the SU has assumed via national statistics (available from VOSA) that a domestic car has an average MPG of 38.8. That is roughly 8.5 miles per litre or 20p per mile based on fuel at 173p per litre (allowing a margin for geographical variances, different fuel types, and 15% increase to average fuel costs). Also allowed is an additional 100% for maintenance and running costs for the first 100 miles, and 60% for any miles over 100.

**This brings the rate at which we will reimburse personal vehicle use per mile, to 40p per mile for the first 100 miles and 32p thereafter**

*The Union bears no responsibility for vehicle insurance and would urge personal vehicles users to check that they are insured for the purposes for which travel expenses are being reclaimed.*

**Personal Vehicles (Activity Groups)** – The above calculation for determination of average actual cost per mile also applies for use of students on cars for travel to and from sport or society activities. For the avoidance of doubt that is: roughly 8.5 miles per litre or 20p per mile based on fuel at 173p per litre (. As Activity Groups are already in receipt of subsidy from the Union through grant and access to resource, allowance for maintenance and running costs is at the reduced rate of 50% flat for all miles.

**This brings the rate at which we will reimburse Activity Group personal vehicle use per mile, to 30p per mile.**

*The Union bears no responsibility for vehicle insurance. As usage is for leisure, it unlikely to be considered business use for the determination of insurance coverage, but individuals are recommended to check their insurance*

### **Personal Vehicles (Motorcycles and bicycles)**

In the instance that these vehicles are used for Union business or Activity Group usage, flat rechargeable rates, as determined by HMRC apply, these being:

Motorcycle – 24p per mile

Bicycle – 20p per mile

## Appendix E – Subsistence Allowances & Expenses

### Paper – Subsistence Allowance & Expenses

**Owned by:** Union's senior manager

**Date passed:** 23/03/22

**Body passed by:** Senior Managers

**Review Required:** Annually

**The Student Union believes** that as a responsible employer, we should ensure that staff & officers receive reasonable subsistence allowances and expenses to compensate for expenditure properly incurred in meeting the requirements of their union roles.

**The Student Union resolves** that the below policy will fulfil our obligations in regards to reasonable and proper reimbursement of expenses and provide a clear framework for such. Furthermore those expenses shall be within the acceptable rates as determined by HMRC.

#### **General context of travel expenses:**

Road transport is the fastest growing sources of greenhouse gas emissions, which cause climate change. By driving less we can all help fight the trend of global warming. Therefore, the position of Winchester Student Union is to discourage the use of private cars for work purposes and encourage the use of alternative options including walking, cycling and using public transport.

As a general principle, wherever practicable public transport should be considered for transport to training courses, conferences and other work related events. If the cost of journey is more cost effective by public transport taking into account, the length and duration of the trip then the journey should not be undertaken by private car. Where the cost of a journey is approximately the same by car or public transport the benefits of being able to work whilst travelling by public transport should be taken into account. Consequently the journey should not be undertaken by car.

Where rail travel is used for company purposes then Winchester Student Union will only cover the cost of a Standard Class travel ticket unless otherwise authorised. Staff should make use of advance purchase options available from the train companies' web sites to obtain the best value fare for the journey they are making.

When more than one member of staff is making the same journey and travel by road is the best option then car sharing is encouraged wherever this is practicable.



Any staff member using a private or rental vehicle for travelling on Winchester Student Union business must be in possession of a valid driving license for the vehicle being used.

Any staff member using a private vehicle for Winchester Student Union business is responsible for ensuring that appropriate and valid insurance for the vehicle is in place covering the journey(s) being made. Evidence of such insurance may be required in advance of travel.

Staff members who drive their own vehicle for business use must:

- Ensure their vehicle is taxed and has a valid MOT.
- Ensure their motor insurance policy includes business use cover for the amount and type of business mileage they undertake
- Ensure the vehicle is not used inappropriately (e.g. unsecured load carrying, or hazardous off-road access)

All drivers are strictly prohibited from using a hand-held mobile phone while driving a vehicle if this is for business purposes and they are claiming mileage for the trip. Winchester Student Union will not pay any fines incurred by any employee caught using a mobile phone while driving or for any other traffic offence.

### **Reimbursement of Expenses**

Journeys will only be reimbursed from Winchester Student Union's registered address at Sparkford Road, Winchester, SO22 4NR or home address, whichever is the shortest at the commencement of the journey. In no instances will this include mileage that could be considered your usual commute.

Reimbursement for taxi fares, bus and train fares and other properly-incurred business expenses will be made at actual cost on provision of a bona-fide receipt.

In relation to attendance at conferences and training courses, if fees include accommodation and/or meals then no allowances for these items are to be claimed.

All employees must acquire prior approval from their line manager to incur expenditure on travel and accommodation.

Alcoholic drinks, private telephone calls, gratuities, newspapers and other items of a personal nature will not be reimbursed, without prior approval of your line manager. Only items of a very minor value will be reimbursed where no receipt is available providing that this is not a regular practice by the individual & is in line with the guidance provided by HMRC.

Receipts must not be altered, amended or changed in any way and must relate to the event/period for which the claim is being made. An employee at any level of the organisation cannot authorise their own expenses/travel expenditure.

Claims for expenses/travel expenditure must be submitted on an 'expenses claim form' with details of the items being claimed and receipts where applicable. This form must be signed by the staff member submitting the claim and authorised by a manager at Winchester Student Union, usually their own line manager.

Payment for expenses will normally be made via *bacs* transfer within 7 working days of receipt of authorised claim. It may take up to a further two days for the amount to credit your account.

Payment by petty cash can never normally exceed £50 and can only be agreed with prior consent of the Finance & Commercial Services manager alongside the normal authorisation process for expenses.

### **Subsistence Allowances**

The following are the maximum rates payable against allowable subsistence expenditure:

**Bed and Breakfast/Hotel**, Accommodation will normally be arranged by Winchester Student Union and therefore no additional claims should be made. Speak to your line manager if you require overnight accommodation.

**Meal Allowance**, maximum of £5. This cannot be claimed if meeting or event includes the provision of lunch/dinner. Allowance can only be claimed if you are travelling/ away from usual workplace for at least **5 hours**.

**Meal Allowance**, maximum £10. This cannot be claimed if meeting or event includes the provision of lunch/dinner. Allowance can only be claimed if you are away from home/usual workplace for at least **10 hours**.

**Meal Allowance**, maximum of £25. This cannot be claimed if meeting or event includes the provision of dinner. Allowance may only be claimed if you are away from usual workplace for at least **15 hours** or if travel away from work is ongoing after 8pm.

**Special Overnight Allowance**, maximum £20. This can only be claimed where you choose to stay with colleagues, friends or relatives rather than in a hotel. This allowance is inclusive of meals and refreshments and can only be incurred with prior authority from your line manager.

### **Mileage Allowances**

For details of allowable rates for travel please refer to Paper – Travel and recharges.

### **Responsibility**

Responsibility for adhering to this paper rests with all staff & officers at Winchester Student Union. Managers & Sabbatical Officers have an additional responsibility for ensuring that expense claims are checked prior to authorising. Overall responsibility for monitoring the effectiveness of this paper and for ensuring that the policy is regularly reviewed and revised as necessary rests with the Union's senior manager.

## Appendix F – Mobile Phone Work Usage

### Paper – Mobile Phone Work Usage

**Owned by:** Union's senior manager

**Date passed:** 23/03/22

**Body passed by:** Senior Managers

**Review Required:** Annually

**The Student Union believes** that, on occasion is vital for certain staff or officers to be able to be contacted both in and out of office hours both in the office and away from it. This may be due to legal, pastoral or operation reasons.

**The Student Union resolves** that the organisation make a nominal contribution towards the cost of a mobile device on either contract or pay as you go to enable individuals to be contactable at all time or at the times required by the role. This is intended to be a supplementary payment towards an existing personal phone and will not constitute a specific, fully funded 'work phone'.

#### **How much can I claim?**

If you own either a pay as you go or contract phone the Student Union may contribute **up to** £120 per annum towards the costs of calls, data, texts and handset. This is normally either a one off payment where contract is established or £10 per month for pay as you go.

#### **Who is eligible?**

Only full time paid student union officials, who are designated as essential users, or those who may have to provide out of hours service, will be eligible for this allowance. This will normally be determined by written application to the Union's senior manager. Such applications will be granted on the basis of your evidence for requirement and the responsibilities of your role as outlined by your Job Description.

#### **Will my phone bills be checked?**

No phone bill will ever be checked for acceptable usage. The allowance is to supplement a personal phone and therefore can be used in concert with your other existing uses of the mobile device. However the Student Union will not be liable for any charges claimed for whatever reason beyond the allowance granted.

#### **What is the expectation from the Union after supplementing my phone costs?**

If you are claiming this allowance it is expected that you will keep your phone on you, charged and in full working order as practicable, at all times. Calls will not be made to you unreasonably and your phone number will remain your private domain and will therefore not be issued by the Union to any 3<sup>rd</sup> party. You however may choose to disseminate your number to relevant parties as you see fit. If the device is dual use, some consideration to professionalism and appropriateness of voicemail greeting should be considered. If you leave the employment of the Student Union having claimed an annual allowance, you may be required to pay back any sum outstanding from your point of departure.

**What if I want a new phone?**

Whilst the Student Union will not buy you a handset, it recognizes the utility and usefulness of maintaining current smart phone models. The Union will therefore help you to secure the best value contract available and will provide insurance (£100 excess) on any handsets used for work at no extra cost, anywhere in the United Kingdom. We also offer a salary advance to purchase new technology, such as phones – see 'Paper – IT Advance'

**Agreement**

Staff Member: \_\_\_\_\_

Post: \_\_\_\_\_

Date: \_\_\_\_\_

I agree to all stipulations of use and expectation as defined by this policy.

I would like payment for my phone usage to be [12 months at £10 per month] [A one off payment of £120 to cover a 12 month period]\* *Delete as appropriate.*

Signed: \_\_\_\_\_

Agreed by: \_\_\_\_\_

Payments made:

## Appendix G – IT Advance

### Paper – IT Advance

**Owned by:** Union's senior manager

**Date passed:** 23/03/22

**Body passed by:** Senior Managers

**Review Required:** Annually

The Student Union believes that all full-time employees of the Student Union have a significant exposure to information technologies both in the work place and in the broader context of home and living. As this is an area that moves rapidly with advances to both software and hardware, often individuals are left either without current technologies or with technologies that are not sufficiently future proof. It is recognised that one barrier to suitable access to personal IT, is finance. The Union further believes that an employee's familiarity with an opportunity to own such technologies is of benefit to the organisation through staff development.

The Student Union therefore resolves to offer full time employees the opportunity to advance a sum of money against their future earnings for the purpose of purchasing any personal IT equipment subject to the following terms and conditions:

- Any sum advanced must be paid back within 13 months of the original purchase.
- If any staff member ceases to be an employee of Winchester Student Union, they will become liable for any balance of the advance from their final salary settlement.
- The amount advanced for any such purchase must not exceed 1 month's net earnings.
- Only PDA's, mobile communication devices, laptops, PCs or software for the aforementioned may be purchased with this advance.
- Equipment must be purchased by the Student Union from a reputable supplier – No cash will be issued directly to the employee.
- Repayment schedules must be agreed with the Union's senior manager and must be kept thereafter until the balance is cleared. Repayment schedules may include payment holiday months as long as sum is settled within 13 months.
- Winchester Student Union will not be held liable for any equipment failure or breakdown within the period of your repayments or thereafter.
- Only one advance of this kind can be taken at any one time. No further IT advances can be granted until the original sum is cleared. This may also affect your ability to request a hardship advance of salary.

- Agreement to the advance is the sole remit of the Union's senior manager or the President if such an advance is sought by the Union's senior manager.

### Staff Agreement

I the undersigned have read and understood all of the above terms and condition and undertake to advance the following sum:

£ \_\_\_\_\_

This is for the purchase of the following:

Item	Place of purchase	Cost

This is to be repaid over the following schedule:

Month	Year	Amount
Jan		
Feb		
March		
April		
May		
June		
July		
Aug		
Sept		
Oct		
Nov		
Dec		

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Agreed by Union's senior manager/President: \_\_\_\_\_

Date: