

Minutes of the Executive Committee held on 18th April 2011

Present were:

Alex Kendall - President)

Alex Dahinten - Deputy President (Education)

Charlotte Ivison – Deputy President (Welfare)

Heather Jones – Deputy President (Clubs & Societies)

Scott Heath – RCSU President

Nathaniel Bottrell – CSB Representative

Deena Blumenkrantz – GSA President

1. An item for discussion was brought by the Central Services Manager, Alex McKee, on the future of funding handbooks for Freshers. The current cost of printing and distributing handbooks is £11,000. It was discussed whether these would be better online to save money and paper and whether they would have to be cut anyway with a drop in subvention projected for the next year. Exec agreed that the potential to put the handbooks online was there, but thought that something should still be sent to all new students. It was decided to investigate how much sending a simple postcard with the website address on it would cost.
2. The Summer Ball 2011 budget was presented by the Operations Manager, Robin Pitt, and the DPFs. There were two versions with costs and income for 3500 attendees and 5000 attendees. The budgets were passed.
3. The Marshalling Policy was presented by the DPCS and passed.
4. The Room Bookings policy was presented by the DPCS and passed but was also referred to Council.
5. The External Speakers policy was presented by the DPCS and passed but was also referred to the Trustee Board.
6. The Expenditure in remote or challenging environments policy was presented by the DPCS and passed.
7. The Publicity Policy was presented by the DPCS and passed but was also referred to Council.

Expenditure in remote or challenging environments policy

The Union notes:

1. That logistical issues prevent it being feasible for some student activity ventures with large costs in remote or challenging environments to access the Union accounts through the normal financial procedures.

2. That prior payment for goods and services is not always possible or advisable, particularly in inaccessible environments, leaving cash transactions in these locations the only viable option.
3. That those running ventures where it is not possible adhere to the normal Union finance procedures may have local partners who will provide the most appropriate logistical financial support.
4. That according to Regulation 8 point 31 of the Constitution no constituent part of the Union may hold cash without the prior written authorisation of the Deputy President (Finance and Services)
5. That according to Regulation 8 point 8 of the Constitution "Expenditure up to £200[RP1] may be authorised by a Club or Society Chair from their budget. In the absence of the Chair, the Treasurer of the Club or Society may authorise expenditure on his or her behalf."

The Union believes:

6. That the students who raise the money for a specific venture should be able to remove it from the Union account to whichever account the Deputy President (Finance & Services) and the venture leader jointly deem appropriate[RP2], where the usual financial procedures are not suited to the venture being undertaken.

The Union resolves:

7. That on production of a comprehensive budget and satisfactory reasons why normal financial procedures are inappropriate a Club, Society or Project shall, on the authorisation of the Deputy President (Finance & Services) or in their absence the Deputy President (Clubs & Societies), be permitted to transfer all funds raised or awarded for a specific venture
8. That the authorisation necessary from the Club, Society or Project shall be the assent of 2/3 of the venture participants, reported via the venture leader or treasurer. The venture Leader and Treasurer shall both sign the budget as a true and accurate reflection of the costs involved.
9. That a report detailing proof of expenditure as far as is practicable must be submitted within 4 weeks of return
10. The venture participants must endeavour to obtain receipts where available/appropriate. In this is unachievable, a log of the time, date, expenditure value and description must be kept and included in the report.
11. The funds shall be provided in whichever form is most appropriate to the venture leader or Treasurer. This may include, but is not limited to, bank transfer(s) to an individual student's bank account(s), bank transfer(s) to external organisation(s) (which will usually be of a charitable nature), travellers cheques etc.
12. That any individual recipient of funds shall sign a contract requiring them to uphold the expenditure according to the agreed budget as far as practical and act lawfully and ethically.