



## Imperial College Union Finance and Risk Committee

19.06.18

<b>AGENDA ITEM NO.</b>	16
<b>TITLE</b>	Commercial Services Standard Operating Procedures
<b>AUTHOR</b>	Julia Mattingley
<b>EXECUTIVE SUMMARY</b>	<p>As part of our drive to ensure process improvement and efficiency across the Union, the Commercial Services has produced a set of Standard Operating Procedures.</p> <p>These procedures will ensure consistency of operation across trading outlets and will ensure rigorous controls are in place for auditing purposes.</p> <p>In addition these procedures will form part of the Union's Financial Procedures Manual. There are a number of recommendations that have arisen as a result of the production of these SOPs, and we recognise that the Financial Procedures Manual will need to be thoroughly revised and updated in due course.</p> <p>Any amendments to these SOPs as a result of the revision of the Financial Procedures Manual will come back to the Committee for approval.</p>
<b>PURPOSE</b>	For consideration by the Committee
<b>DECISION/ACTION REQUIRED</b>	For ratification by the Committee