

## **Halls Social Fund Policy**

**Proposer:** Becky Neil (Deputy President (Welfare))

**Secunder:** Rob Tomkies (Union President)

### **Union Notes:**

1. The Amenities policy ran out in 2014.
2. The only updates to the policy involved where training materials can be found and reshuffling sections so that it flows better.

### **Union Believes:**

1. Replacing the name “Amenities Policy” with the “Halls Social Fund Policy” will make it clear what the purpose of the policy is.

### **Union Resolves:**

1. To adopt the Halls Social Fund Policy (Appendix A)

## **Appendix A**

### **Halls Social Fund Policy**

#### **A. General Intro**

1. The Halls Social Fund Policy set out the funding structures, uses of the Halls Social Fund and Union support of the Halls Social Policy

#### **B. Funding Structure**

2. The Hall Social Fund account is funded by an amenities charge levied on the student's via the rent. This money is used to facilitate a core social Programme for the students throughout the year in accordance with the Union's policies and procedures. These funds must be administered in line with the financial procedures of the Imperial College Union which are detailed in the finance training and finance training manual on eActivities.

3. It is recognised that the events that the Hall Social Fund covers are typically not phased evenly over the year. That said, no more than 50% of the full year budget can be spent by the end of the Autumn Term and no more than 80% of the budget by the end of the Spring Term.

- A. The Union will deposit the full amount of money, as self-generated income in to each hall's account on 1 August each year based on full occupancy and 38 weeks.

- B. Campus Services will provide a monthly update on occupancy and a correction will be applied in the form of a debit to each hall's account.

- C. For the avoidance of doubt, these percentages refer to net expenditure figures, i.e., after the gross spend has been offset by any additional funds collected from the residents in respect of certain events. A pre-approved level of expenditure is calculated for each Hall to be able to spend prior to the end of October (when the rental income is due to be received). This is calculated on the basis of bed spaces per hall and with the assumption that no more than 40% of the full year budget can be committed before the end of October. These amounts represent limits on gross spending, i.e., it is not permissible to spend more than this in anticipation of future receipt of income from residents. Expenditure up to this level will only be approved for the Welcome Week Events and any other events prebooked up to the end of October.

4. Any balances on Hall accounts may be carried over into the following financial year under prior agreement with the Union.

5. Income & Expenditure reports and transactional data are readily available on the Union's eActivities system, which are accessible to the Hall Chair and Treasurer and Wardening team as required.

- A. The reports provide detailed transaction listings and if there are any queries arising a member of the Union Finance Team can be contacted for more details

#### **C. Use and spending of the Halls Social Fund**

6. The Hall Committee is responsible for the appropriate use of the Hall Social Fund overseen by the guidance on the Union

7. The Halls Social Fund may only be used on full members of Imperial College Union who are members of the associated hall; the fund may not be spent on Associate or Life members or students in other halls.

8. In order to access the Halls Social Fund, the Chair and Treasurer of the Hall Committee is required to submit a signed financial responsibility form, declaring that they will obey Financial

Regulations and adhere to Union policy, to the Union (yearly)

9. A guiding principle is that the Hall Social Fund should be spent on student events that are inclusive and build a sense of community within the Hall

A. Expenditure for the 'Hall Senior Induction Week', which takes place in the week before the start of the Autumn Term, must be accommodated within the Warden budget.

B. The level and type of expenditure on 'Hall Senior Induction Week' is currently restricted subject to further discussion, and overnight stays outside College are not permitted.

10. The Hall Committee is responsible for the spending of the Hall Social Fund budgets and management of hall amenity finances under the guidance of the Union.

A. In addition each Warden team will have a separate fixed College budget for expenditure linked to Wardening, such as printing costs. These expenses must be approved by the Director of Student Support.

B. Purchasing of equipment for the benefit of students in halls should be organised through Campus Services.

11. In line with Student Union Financial procedures any expenditure through eActivities should be authorised by the Chair or Treasurer up to the value of £250. Any expenditure over £250 should also be approved by a Union Sabbatical Officer or delegated staff member, as decided by the Union's Board of Trustees Finance & Risk Committee.

A. Any event that is held externally or for which tickets are provided over the expenditure value of £500 should be accompanied with a completed and approved Event Budget.

i. Any event with expenditure over £1,000 will require discussion with a member of the Union's Finance Team.

ii. Any event with expenditure over £10,000 will need to be approved by the Union's Head of Finance.

iii. If the Hall Committee decide that they would like to run an event or trip that will be in excess of the funding provided by the Hall Social Fund, then a full business case (event description, date of event, number of attendees, location, cost of event, amount to be charged per student, justification for event) should be provided for the College Finance Team in order to assess. Expenditure of this nature will only be approved once funds have been transferred to the Union.

B. Any approved expenditure will trigger a notification to the Warden of that hall of residence in the form of an email.

12. The Wardens, Treasurers or Chairs should only pay for items or events from personal funds (using personal credit/debit cards etc) in exceptional circumstances and Expense Claims must be authorised and submitted to the Union Finance Department for payment and as soon as the expense is incurred. This will minimise the Wardens, treasurers or chairs funding a Union liability through their personal finances.

#### **D. Training**

13. All Wardens, Hall Seniors and Hall Committee Treasurers should receive training in Union's Financial Procedures.

A. Online training and manuals for all aspects of eActivities will be made available online, via the training hub

B. All Hall Seniors, Hall Committee Chairs and Treasurers are required to attend Union Finance Training

C. All Hall Seniors, Hall Committee Chairs and Treasurers will be required to complete a number of 'Training Quizzes' to validate their learning through training before being allowed to approve expenditure

14. Online training and manuals that is additional to the Finance training is found on the training hub <https://eactivities.union.ic.ac.uk/training/finance>