

Financial Procedures and External Affiliation Policy

1. Opening Statement:

- 1.1 *Union Activities is committed to ensuring all Student Group's feel confident in managing their group finances to ensure that they can develop further. This policy outlines the processes and procedures that should be applied by all affiliated Student Groups.*
- 1.2 *If a Student Group breaks this policy, a full investigation will be carried out in line with the Student Group disciplinary procedure outlined in the Student Group Constitution*

2. Policy Scope

- 2.1 This code of conduct applies to all affiliated Student Groups (including Team Leicester) that fall under the jurisdiction of the University of Leicester Students' Union Activities Department
- 2.2 This policy does not form any part of the ULSU constitution and may be amended at any time. Prior notice will be given where possible but is not necessary.
- 2.3 This policy is in addition to the ULSU Student Group Constitution and any other policies and documents held by the University of Leicester Students' Union which make reference to Financial Management (including but not limited to the 'Grant Funding Guidelines').

3. Aims of the Policy

- 3.1 To promote an awareness of successful financial management within Student Groups

4. General Guidance

- 4.1 Following successful affiliation, each Student Group will be given a fundraising account which is maintained by the University of Leicester Students' Union Finance Department
- 4.2 The elected President, Treasurer and Wellbeing and Inclusion Ambassador for that academic year are personally liable for the fundraising account and must ensure that the Student Group adheres to charity law. Should any Student Group be selected by the charity audit and is found to not adhere to charity regulations, the Students' Union could lose its status as a charity
- 4.3 To help ensure this does not happen, the University of Leicester Students' Union will ensure committee members are fully trained as part of the Committee Induction Period
- 4.4 All withdrawal requests need to be processed using the Union Activities withdrawal request. The Treasurer must create and submit the form along with the president approving it
- 4.5 SG's should not commit to any payments until they have checked their existing funds and reviewed their budgets.
- 4.6 All funds **must** be held in the Student Group's fundraising account
- 4.7 Union Activities reserves the right to investigate the balance of all affiliated group accounts to ensure they are abiding by policy

5. Grant Funding

- 5.1 The University of Leicester's Sport and Active Life Department shall be responsible for all grant funding available to Team Leicester clubs and provide guidance as appropriate
- 5.2 The Union Activities department shall provide all groups appropriate guidance whenever necessary and reserves the right to edit the grant funding guidelines from year to year
- 5.3 The Students' Union reserves the right to put sanctions and conditions onto any funding given to ensure funds are appropriately allocated

6. Memberships

- 6.1 Following the introduction of GDPR all memberships must be processed through the SU Website
- 6.2 The only exception to this rule is Team Leicester memberships which must be purchased through the University of Leicester shop website
- 6.3 It is recommended that all Student Groups must charge a minimum of £3 membership to generate initial revenue however groups can have free membership where deemed necessary

7. Sponsorships

- 7.1 All sponsorship agreements should be negotiated using the Students' Union sponsorship contract template before being submitted to Union Activities for review
- 7.2 Any affiliation is made in the name of Student Group and not the University of Leicester Students' Union
- 7.3 Upon submission, Union Activities will decide to either:
 - 7.3.1 Accept the affiliation without amendment
 - 7.3.2 Accept the affiliation with amendments
 - 7.3.3 Decline the application and provide feedback on the decision
- 7.4 Proposed agreements must not contravene
 - 7.4.1 The University of Leicester Students' Union's Equal Opportunity Policy
 - 7.4.2 The University of Leicester Students' Union's 'No Platform Policy'
 - 7.4.3 Any relevant legislation relating to The University of Leicester Students' Union
 - 7.4.4 Any relevant Students' Union policy or procedure
- 7.5 Proposed agreements must also observe the following restrictions that no group can have an agreement with:
 - 7.5.1 Accommodation providers (because of pre-existing arrangement with Sulets)
 - 7.5.2 Taxi providers (because of pre-existing arrangement with Swift Fox)
 - 7.5.3 Pizza companies (this effects on campus as Dominos has exclusive access to the campus but if a group SGs want to set up an individual contract with a company off campus e.g. getting discount at their restaurant, that is acceptable)
 - 7.5.4 Gym providers (due to Sports and Recreations facilities)
 - 7.5.5 Fur traders
 - 7.5.6 Gambling companies
 - 7.5.7 Gentleman's establishments