

# Financial Responsibility Form 2019/20

Financial Responsibility runs from 01 August to 31 July the following academic year

Tick as appropriate  Club, Society or Project  Management Group/Constituent Union  Hall

Name: e.g. CGCU Mechanical Engineering

## Account Code

Find yours at [eActivities.union.ic.ac.uk](http://eActivities.union.ic.ac.uk) > Finance > Transaction Pages > Use the magnifying glass to search your group

If you are a New Incubator Club (NAI) you will not have an account code so please write 'NAI' as your code

**As an individual responsible for the financial transactions of your group for the 2019/20 academic year, you must ensure the following:**

- Income received by cash or cheque is taken directly to the bank and deposited. Alternatively, cash should be stored in a Union safe and retrieved the next working day.
- Cash is handled according to Union guidance. E.g. one (1) person can carry up to £2,500, two (2) people may carry up to £5,000.
- Income related to website products and event tickets with a value of £2 or greater is, where possible, received through the Union website.
- When receiving cash or cheques directly from individual members, a record of that transaction is to be kept.
- All income and expenditure are to go through a Union account. No external (non-ICU) bank accounts are to be opened or used for your group's business. This includes the storing of monies in a members' personal account.
- Regarding group expenditure, the most appropriate method of payment is used. For instance, transactions above £250 should be made by raising a Purchase Order, after which a full VAT invoice must be provided.
- Income received for the purpose of a charitable donation is collected in line with the Charities Acts (2011) and principles directed by the Fundraising Regulator [<https://www.fundraisingregulator.org.uk/>].

**If your group is an affiliated Club, Society or Project, you must also ensure the following:**

- An annual budget is submitted to the Union via the agreed system.
- Any costs over your Union grant allocation are to be funded by self-generated income as in normal circumstances. There is no overdraft facility available.
- Membership fees are processed online, via the Union website.
- Contracts, including sponsorship, are authorised by the Union before being signed by the Club, Society or Project Chair or Treasurer.
- Inventory equipment valued in excess of £100 shall not be re-sold, re-allocated or otherwise disposed of without the prior written authorisation of the Deputy President (Finance & Services).
- It is the responsibility of all Chairs to ensure that their respective CSP asset inventory is maintained and kept up to date with any purchases and disposals.

**Please use the box below to note any discrepancies between:**

- The accounts of your group currently and from previous years;
- The equipment your group has and the entries on your inventory on eActivities

*For example, balances transferring between years which don't reconcile or transactions with no basis.*

**Declaration**

By signing this form overleaf, you are confirming that you have read and understood Union policies relevant to your group. The following have a particular impact on the activities of Clubs, Societies & Projects:

- Equal Opportunities Policy
- Clubs, Societies & Projects Policy
- Minor Election Bye Law (Bye Law I) and Major Election Bye Law (Bye Law H)
- Health and Safety Policy
- Under 18s Policy
- Freedom of Speech and Events Approval Policy
- Volunteers Policy
- Imperial College Union Privacy Notice [[imperialcollegeunion.org/privacy](http://imperialcollegeunion.org/privacy)]
- Imperial College Union Financial Regulations

*All Union policies can be found online at [imperialcollegeunion.org/policies](http://imperialcollegeunion.org/policies).*

**The Legal Bit**

We the undersigned have read, understood and agree to abide by the Imperial College Union Financial Procedures, outlined in training available for Club, Society and Project Officers. We have read and understood the guidance relating to finance (online at [eactivities.union.ic.ac.uk/training](http://eactivities.union.ic.ac.uk/training)).

We undertake to be responsible for the financial transactions of said group for the 2019/20 academic year and understand that we may be held responsible for our actions for up to seven (7) years after the end of term in office.

Although the Union's Financial Procedures contain no specific sanctions for non-compliance, deliberate, negligent or repeated disregard of their provisions, this may result in disciplinary action being taken against the individual(s) concerned, under the Union or College Disciplinary Procedures.

Only sign if you have read the above pages

### Position

*Tick as appropriate*

Chair/President/Club Captain

Warden/Subwarden

Management Group Chair/Constituent Union Executive Officer

Halls Committee (elected)

Surname

First Name

Mobile Phone

CID

--	--	--	--	--	--	--	--

Your CID number can be found on the front of your College swipe card.

Signature

Date

### Treasurer

Surname

First Name

Mobile Phone

CID

--	--	--	--	--	--	--	--

Your CID number can be found on the front of your College swipe card.

Signature

Date

**Note:** If your group has multiple individuals sharing the role of Chair/President/Club Captain or Treasurer, please complete an additional form.

### Next Steps

- Print off a copy and hand it to the Union Reception (Level 2, Union building, Beit Quadrangle, SW7 2BB)  
Alternatively, you can email a scanned hand signed copy to [union@imperial.ac.uk](mailto:union@imperial.ac.uk).
- Complete an Annual Risk Assessment  
To complete go to [eActivities.union.ic.ac.uk](http://eActivities.union.ic.ac.uk) > **Administration** > **Clubs, Societies & Projects** > **Documentation** > **Risk Assessment**
- Complete the Validation quizzes  
To complete go to [eActivities.union.ic.ac.uk](http://eActivities.union.ic.ac.uk) > **Training** > **Quizzes**