

Financial Responsibility Form 2017/18

Please note: Financial Responsibility does not take effect until 01 August 2017.

Club, Society or Project Name

Code

We the undersigned have read, understood and agree to abide by the Imperial College Union Financial Procedures discussed in training available for Officers of Clubs, Societies and Projects. We have undertaken the training relating to finance (online at imperialcollegeunion.org/training) and passed the online validation quizzes (online at imperialcollegeunion.org/validation). We undertake to be responsible for the financial transactions of said Club, Society or Project for the 2017/18 academic year, and understand that we may be held responsible for our actions for up to seven years after the end of our terms of 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 person concerned, under the terms of their employment contract with the Union, or, in the case of students, under the Union or College Disciplinary Procedures.

In the box below you may formally log any concerns you have with the accounts of your Club, Society or Project from previous years. Examples may include balances transferring between years which don't reconcile or transactions with no basis.

Also in the box below note any discrepancies between the equipment your Club/Society/Project has and the entries on your inventory on eActivities.

By signing this form overleaf you are confirming that you have read and understood the following Union policies and procedures. These policies have a particular impact on the activities of your Club, Society or Project:

- Equal Opportunities Policy, specifically the responsibilities on Clubs, Societies & Projects to accept and offer activities for all students of Imperial College.
- Clubs, Societies & Projects Policy. This policy outlines how Clubs, Societies & Projects are managed and where responsibilities lie; furthermore this policy explicitly bars any form of initiation ceremony.
- Minor Election Bye Law (Bye Law G). This document specifies the procedures by which Club, Society or Project elections must be conducted.
- The handover checklist gives guidance on the information you should have received in handover from your predecessors.
- Health & Safety Policy. This policy outlines safety responsibilities for how Club, Society or Project should be conducted.
- Alcohol Code of Conduct for Clubs, Societies & Projects
- Under 18s Policy, this policy sets out activities which students under 18 can and cannot participate in.
- Freedom of Speech and Events Approval Policy. This policy outlines responsibilities when organising events, particularly those with external speakers involved, both on and off campus.

All Union policies can be found online at imperialcollegeunion.org/policies.

President/Chair/Club Captain

Surname

College Log in

Mobile Phone

Signature

First Name

CID

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

Date

Treasurer

Surname

College Log in

Mobile Phone

Signature

First Name

CID

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Date

**Once complete, please return to the
STUDENT ACTIVITIES CENTRE, 2nd Floor, Union Building, Beit Quad,
Prince Consort Road, London. SW7 2BB**

Please note:

If your Club, Society or Project has multiple individuals sharing the roles of Chair/President/Club Captain or Treasurer then please complete an additional form.

If one of the Chair/President/Club Captain or Treasurer is unavailable, complete part of the form and hand it to the Student Activities Centre. Ask the other individual to submit a second partially completed form.

Form Entered On:

OFFICIAL USE ONLY