

Union Finance Manual
A note by the Central Services Manager Alex McKee

Background

Although financial regulations and rules exist in the Constitution and associated regulations and appendices, it was highlighted in the 2010/11 Internal Audit that a document that contained “comprehensive financial policies and procedures” should be in place.

Counter Culture, a firm of external financial consultants, carried out the initial work of producing the Union’s Finance Manual. Subsequent work was carried out by departments and stakeholders to ensure that the document was an accurate reflection on current procedures and rules.

Resolves

The Finance Manual is approved by the Trustee Board with the power to amend and addend the document delegated to the Executive Committee.

Any changes made to the document should be reported to the Finance and Risk sub-committee.