

## Use of Union Funds

### 1. Introduction

- 1.1. This policy defines the rules on permitted expenditure for any Club, Society or Project, Management Group or Constituent Union; "Group" will refer to this group collectively hereafter.
- 1.2. Group expenditure currently exceed £2.7m per annum ; it is vital to:
  - 1.2.1. Ensure that this expenditure is appropriate, aimed at providing the most benefit to students.
  - 1.2.2. Ensure that volunteers with financial responsibility are held to account.
- 1.3. Group funds cannot be spent to benefit individuals as a whole (as stated in 2.2 of Imperial College Union Financial Procedure). This includes:
  - 1.3.1. Expenditure that solely benefits the committee, unless approved by the Management Group (Vice-) Chair for CSPs or the DPFS or DPCS for Management groups.
    - 1.3.1.1. Permission should be sought to process such expenditure before raising claims on eActivities.
    - 1.3.1.2. Expenditure of this nature should not exceed **£100** in any given year unless there is prior approval by the person outlined above.

### 2. Grant

- 2.1. Grant is a restricted fund to be used towards the core activities of a Group, as defined in their Annual Budget submission.
- 2.2. Funds are awarded to Groups through the Annual Budgeting process under the CSPB or via allocation of the Activities Development Fund (ADF).
- 2.3. Whilst grant through Annual Budgeting is allocated based on core activity costs, actual spending may be used towards any core activity approved through the Annual Budgeting Process

### 3. Self-Generated Income (SGI)

- 3.1. SGI predominately comes from memberships, sponsorships or profits made from events or fundraising.
- 3.2. SGI can be spent at the discretion of the Group on expenditure that will benefit the entire club and its members.
- 3.3. Expenditure that solely benefits the committee may not exceed **£100** in any one year and must be approved beforehand (see 1.3.1)
  - 3.3.1. The membership must be informed of this use of the Groups funds.

### 4. College

- 4.1. College funding comes from Imperial College, donated for specific purposes.
  - 4.1.1. This is usually departmental or faculty contributions
- 4.2. VAT must be paid on College funds where College receive a benefit in exchange for funding, as this funding will then be classed as sponsorship and not a donation

### 5. IC Trust

- 5.1. The Imperial College Trust is an independent charity (Registered Charity Number 273071) whose objectives include the promotion of charitable purposes for the benefit of the College and the support of research projects in connection with subjects being taught at the College.
- 5.2. The most common relevance to group expenditure is through Tour Funding, this can only be spent on transport towards a Union approved tour, as defined by the Tours Policy.
- 5.3. With permission of DPCS/DPFS, appropriate transaction corrections can be corrected from IC Trust on eActivities, if funding has not be allocated in time to process tour expenditure.

6. Harlington Grant
  - 6.1. The Harlington fund is allocated to Groups to fund capital expenditure or assets, approved via the Harlington Committee.
  - 6.2. Monies allocated to a Group through the Harlington account must only be spent on purchasing what the Harlington application consisted of (in accordance with the Harlington Funds policy).
7. Club Debt
  - 7.1. The union has a commitment to assist clubs in debt to return to a sound financial foundation.
  - 7.2. Where a Group has negative funds in their accounts and have not had a relevant event budget approved to account for expenditure, they must:
    - 7.2.1. Meet with a member of the Activities team and optionally DPCS or DPFS
    - 7.2.2. Develop a strategy to mitigate the debt over a reasonable time scale.
    - 7.2.3. Update the Student Activities Manager monthly with progress of strategy
  - 7.3. Where a Group is unable to adhere to their strategy they will be presented at CSPB for voting on closing the Group and cessation of their activities.