

DECLARATION OF FINANCIAL RESPONSIBILITY FOR AND ON BEHALF OF

*(name of society or club)*

We, the undersigned, in our capacities as Treasurer and President of the above Club or Society, hereby acknowledge and declare that:

1. We have read and understood the Financial Policies and Procedures For Club and Society Treasurers of the University of Essex Students’ Union AND
2. We acknowledge that these Financial Policies and Procedures must apply to all financial transactions made by or on behalf of the above-named Society/Club AND
3. We acknowledge that these Financial Procedures must be followed at all times when making, handling, and authorising transactions for and on behalf of the above-named Society/Club, including but not limited to the following summarised provisions which are hereby highlighted for our attention:
   1. All income and expenditure must pass through the Students’ Union bank account (1.0)
   2. The Students’ Union provides the banking facilities for every club and society and external bank accounts are strictly prohibited (1.9)
   3. If you are a society, you will be charged VAT on all income, including fundraising, unless it is a charitable donation, and it is the responsibility of the Students’ Union Finance Office to account for all VAT (1.8). If not applicable, see D.
   4. If you are a club, you will be charged VAT on any income that is not directly related to sport, unless it is a charitable donation (1.8).
   5. The Treasurer is responsible for administering the society’s/club’s account, which is a sub-account of the Students’ Union bank account, and for communicating all relevant information to the membership (1.3)
   6. Any activities to be held off-Campus must have the prior approval from the Student Activities team and, where applicable, the Finance Office of the Students’ Union (1.7)
   7. Requests for the reimbursement of expenses must be:
      1. supported by receipts or other relevant evidence, and
      2. authorised by the Society/Club Treasurer, or the President, where the Treasurer is making the claim on their own behalf, up to the value of £50, or
      3. authorised by the Student Activities Manager if the value of expenses is above the £50 threshold (1.8)

and under no circumstances must any payment or payments be made directly from Society/Club income

* 1. Money raised by the Society/Club for any charity other than fundraising for itself or the Students’ Union must be raised under the banner of RAG and the proceeds after deduction of any expenses must be paid into the RAG Bank Account via the Finance Office (3.0)

1. We have read and understood the Students’ Union Anti-Fraud and Fraud Response Policy AND
2. We acknowledge that any allegations of fraudulent activity in respect of club or society funds will be fully investigated by the Students’ Union. This may result in the suspension of club or society executives that are suspected of fraud whilst any investigation is taking place and may lead to further disciplinary action, including but not limited to:
   1. Removal of Essex Blades, club &/or, society membership
   2. Permanent ban from Essex Blades, club &/or society memberships and activities
   3. Reported to the Police
   4. Reported to Student Conduct

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| Treasurer | Signature  Name |  |
|  | PRID No.  Date |  |
| President | Signature Name PRID No.  Date |  |