

# St Cuthbert's Society JCR

## Article 1 Budgeting Order



### **1. Terms of Budgets**

- 1.1. Decisions about spending should only be made in line with our charitable aims.
- 1.2. In the case when expenditure needs to be approved by the Finance Committee and the Committee has not been appointed yet, the Executive Committee have the authority to approve expenditure on their behalf.
- 1.3. Where a committee chair position is vacant, the President of the Society and the JCR Treasurer may jointly authorise expenditure on the behalf of the vacant committee chair position.
- 1.4. The JCR Treasurer has the final decision on which category of expenditure each request falls under.
- 1.5. This Order relates to expenditure that is not deemed as essential for the legal obligations of the Charity.

### **2. Approval of Expenditure**

#### **2.1. JCR Committees**

- 2.1.1. When a committee wants to spend from their budgeted funds, approval is required from the following authorities, depending on the level of expenditure.
  - 2.1.1.1. From £0.01 to £499.99: The chair of the committee.
  - 2.1.1.2. From £500 to £2999.99: The chair of the committee, and Finance Committee.
  - 2.1.1.3. £3,000 or over: The chair of the committee, Finance Committee, and the Board of Trustees.
- 2.1.2. When a committee wants to spend from unbudgeted JCR funds (i.e. JCR reserves), approval is required from the following authorities, depending on the level of expenditure.
  - 2.1.2.1. From £0.01 to £499.99: The chair of the committee, and Finance Committee.

- 2.1.2.2. From £500 to £2999.99: The chair of the committee, Finance Committee, and a motion passed by a JCR Meeting to that effect.
- 2.1.2.3. £3,000 or over: The chair of the committee, Finance Committee, a motion passed by a JCR Meeting to that effect, and the Board of Trustees.

## **2.2. JCR Sports and Societies**

- 2.2.1. When a sport or society wants to spend from their budgeted funds, approval is required from the following authorities, depending on the level of expenditure.
  - 2.2.1.1. From £0.01 to £499.99: The relevant sport or society executive committee member.
  - 2.2.1.2. From £500 to £2999.99: The relevant sport or society executive committee member, and Finance Committee.
  - 2.2.1.3. £3,000 or over: The relevant sport or society executive committee member, Finance Committee, and the Board of Trustees.
- 2.2.2. When a sport or society wants to spend from their own reserves, approval is required from the following authorities, depending on the level of expenditure.
  - 2.2.2.1. From £0.01 to £499.99: The relevant sport or society executive committee member, and Finance Committee.
  - 2.2.2.2. From £500 to £2999.99: The relevant sport or society executive committee member, Finance Committee, and a motion passed by a JCR Meeting to that effect.
  - 2.2.2.3. £3,000 or over: The relevant sport or society executive committee member, Finance Committee, a motion passed by a JCR Meeting to that effect, and the Board of Trustees.

## **2.3. Motions for Expenditure at JCR Meetings**

- 2.3.1. Excepting the instances outlined above where a motion needs to be passed at a JCR Meeting, if a motion is proposed to spend from unbudgeted JCR funds (i.e. JCR reserves), approval is required from the following authorities, depending on the level of expenditure.
  - 2.3.1.1. From £0.01 to £499.99: Finance Committee.
  - 2.3.1.2. From £500 to £2999.99: Finance Committee, and the Executive Committee.
  - 2.3.1.3. £3,000 or over: Finance Committee, the Executive Committee, and the Board of Trustees.

## **2.4. Event Budgets**

- 2.4.1. 'Event budgets' are defined as standalone budgets where the income is derived primarily from ticket sales or similar, and the expenditure is taken from that income.
- 2.4.2. All 'event budgets' must be approved by the JCR Treasurer before any income or expenditure is incurred by the relevant organiser.
- 2.4.3. Event budgets that predict an overall loss must be approved, where the predicted loss is assumed to be the level of unbudgeted expenditure.
- 2.4.4. The events that this clause relates to includes, but is not limited to:
  - 1) Freshers' Week
  - 2) Michaelmas Ball
  - 3) St Cuthbert's Society Boat Club Ceilidh
  - 4) St Cuthbert's Society Charity Fashion Show
  - 5) The Feast of St Cuthbert
  - 6) Summer Ball
  - 7) Cuth's Day