

DURHAM STUDENT ORGANISATION FRAMEWORK

1. Definitions

In this Framework the following terms shall have the following meanings:

| Term | Meaning |
|-----------------------|---|
| Academic year: | The period from 1 August in one year to 31 July in the next year |
| College: | A maintained College of the University of Durham |
| Common Room: | Graduate, Middle or Junior Common Room of a College |
| Head of College: | The Principal or Master of a College |
| Parent body: | The University organisational unit in which a student organisation sits: for a Common Room this is their College; for Team Durham this is Experience Durham; for other student organisations the Parent body will be agreed by UEC. |
| Physical assets: | Includes furniture and equipment but excludes property |
| President: | President elected in accordance with the standing orders of the Common Room or other student organisation, where a variety of titles may be used |
| Student organisation: | Common Rooms, Team Durham and other student organisations which are, from time to time, recognised by UEC as such for the purposes of this framework |
| UEC: | The University Executive Committee |
| Year: | A calendar year |

2. Introduction

- 2.1.** The Durham Student Organisation (DSO) framework is a set of high level operating principles which sets out the governance framework for Durham University student organisations which are not student unions. It is designed to be sufficiently flexible for student organisations to design their own operational arrangements at a local level.
- 2.2.** Student organisations which opt in to the Framework will no longer have their own separate Constitution. Their aims and objectives and operational arrangements will be set down in their standing orders which may vary between different student organisations and between different Common Rooms.
- 2.3.** Student organisations will be expected to operate within the principles set out in this Framework including its Annexes.
- 2.4.** There will be an initial two year period of opt in to the Framework at the end of which a student organisation must inform the University of its intention to opt in or to opt out. A full academic year will then elapse before any change of status will take effect.
- 2.5.** Following the initial two year period set out in 2.4 above, a student organisation may, on an ongoing basis, opt in or opt out of the Framework. A student organisation must inform the University at the end of an academic year of any intention to change its status with regard to the Framework. A full academic year will then elapse before any change of status will take effect.
- 2.6.** If a student organisation decides to opt out of the Framework, it will need to re-establish itself as a separate organisational entity.

3. Democracy

An overriding principle recognised by the University in the Framework is the preservation of the democracy of student organisations. This will be manifest through:

- 3.1.** the freedom of an individual student organisation to design its own arrangements for the running of the organisation, including meetings, committees and elections, which should be underpinned by the principle of fairness.

- 3.2. the freedom of an individual student organisation to determine the extent of its involvement in the operations of its Parent body;
- 3.3. the recognition of the primacy of the accountability relationship which each President has with the members of their organisation, in the light of the organisation's role of representing the views of its members to its Parent body.
- 3.4. Student organisations will be subject to the freedoms and responsibilities provided for in relevant University Codes.

4. Staff

- 4.1. Under the Framework, sabbatical Presidents and other full-time staff of the student organisation become University employees with an agreed job description and terms and conditions of employment as set out in **Annex 1**. It is recognised that the President's employment relationship is secondary to their primary relationship with their members and this will be clearly recognised in the agreed job description. The President is responsible for ensuring appropriate line management of the other staff employed by the student organisation. Full-time staff will be paid via the University payroll.
- 4.2. As a University employee, management arrangements need to be in place for the President. It is recognised that these arrangements need to be light touch, supportive, and recognise the primacy of the President's accountability to their organisation. For each Common Room President, the choice of line manager, who will be a member of University staff who is also a member of the College Council, will be by mutual agreement between the President and the Head of College. For student organisations which are part of Experience Durham, the line manager will be the Dean of Experience Durham.
- 4.3. The casual staff of the student organisation will either become University employees with appropriate University terms and conditions of employment or be paid an honorarium. Casual staff will be paid via the University payroll. The student organisation will continue to control and be responsible for the recruitment of casual staff although the principles of University policies and procedures must be adhered to.
- 4.4. Each College and Experience Durham should set up an independent panel to adjudicate over any disputes which arise between the student organisation and the Parent body. Either the President or the Head of the Parent body may refer an issue to the panel whose decision on the matter shall be final. Guidance on panel membership and operation is set out in **Annex 2**.
- 4.5. Although the principles of University policies and procedures must be adhered to, the student organisation is responsible for determining, and setting down in its standing orders, the recruitment, appointment and removal processes for the President. These must be fair and open, transparent, and inclusive.

5. Finance and Procurementⁱ

- 5.1. The University recognises that the activities of its student organisations are sufficiently different from its general operations to require a distinct set of operating arrangements for financial matters.
- 5.2. Each student organisation will have a University cost centre, linked to the budget centre of the Parent Body, through which that organisation's staff, including casual staff, will be paid. The student organisation is responsible for agreeing the staff cost budget on an annual basis, completing the necessary documentation to pay staff, and monitoring expenditure against budget. The staff costs paid by the University on the student organisation's behalf will be offset against the funding provided by the University to the student organisation.
- 5.3. Student organisations will, in addition, retain a separate bank account for managing all non-staff costs. The student organisation will be responsible for:
 - 5.3.1. Producing an annual budget, monitoring performance against this and producing updated forecasts on a quarterly basis;

5.3.2. The timely and accurate recording of financial transactions in an agreed format and regular monthly bank reconciliations;

5.3.3. Quarterly reporting of income and expenditure against budget to the University in an agreed format;

5.3.4. Quarterly reporting of VAT as required under the terms of the University's VAT registration.

5.4. Student organisations may retain the use of cheque books and a petty cash float to support the procurement of goods and services as required. Procurement may be managed independently of the University's core processes and approved suppliers.

5.5. Support will be provided to student organisations in fulfilling the above requirements. Detailed information about the management and reporting requirements, together with levels of authority to spend, are set out in **Annex 3**.

5.6. The financial activity of student organisations will be consolidated into the University's accounts at its financial year end.

5.7. The financial records of the student organisations will be made available to internal and external audit on request.

5.8. Officers of the student organisation will attend appropriate training on managing the organisation's financial affairs.

6. Assets

6.1. The physical assets of student organisations will be held by the University for the use of the student organisation concerned.

6.2. The ownership by student organisations of their financial and physical assets will be respected.

6.3. The wishes of any donors of financial and physical assets of student organisations will be respected.

7. Liability and Insurance

7.1. The University will ultimately be liable for the activities of student organisations registered under the Framework and will procure appropriate insurance to cover these liabilities.

8. Health and Safety

8.1. Student organisations will come under the University's health and safety arrangements.

9. Premises

9.1. Each Parent body will agree to make space available for the activities of their student organisation on a reasonable basis and recognising the breadth of the student organisation's activities. No overhead charge will be made for this space.

10. General

10.1. This Framework and its annexes will be reviewed at intervals of not more than every 5 years in consultation with the student organisations who are opted in to the Framework at the time of the review. Changes may be made to the Framework by mutual agreement of UEC and those Presidents whose organisations are opted into the Framework. In the event that such agreement cannot be reached in a reasonable timeframe a panel, appointed by University Council, on which there is equal representation from the University and the student body, will make the determination.

ⁱ This section does not apply to Team Durham whose finances are run through the University ledger.
Version 7

President Job Description

Note this job description applies to Sabbatical post-holders only.

Job Title: JCR President

Responsible to: The JCR President's primary accountability is to the JCR. However, in order to support the JCR President a Line Manager will be chosen, by mutual agreement between the President and the Head of College, from the University staff members of the College Council

Term of Office: The term of office will be as set out in Standing Orders¹

1. Job Purpose/Summary

- 1.1. To represent and promote the views of the JCR to their College Officers and College bodies, and vice versa.
- 1.2. To promote the well-being of the college community and perform all such duties as are consistent with this.

2. Main Duties and Responsibilities *(Please note this is not an exhaustive list and should be read in conjunction with the JCR Standing Orders and the Durham Student Organisation Framework.)*

- 2.1. To act as point of contact for all matters affecting the interests of the JCR and for any member of the JCR.
- 2.2. To sit on College and JCR committees as set out in Standing Orders, as a voting member unless otherwise specified.
- 2.3. To liaise with the JCR, MCR, as applicable, SCR, DSU and any other appropriate body.
- 2.4. To act as a representative or adviser in pastoral or disciplinary matters, on behalf of JCR Members liaising with the Senior Tutor, Head of College and Bursar. The President shall maintain the confidences of individual students and members of staff in accordance with relevant University, College and JCR policies.
- 2.5. To comply with Data Protection Regulations in all cases and at all times when handling personal data of members of the JCR.
- 2.6. To undertake welfare training and gain a recognised qualification in First Aid.
- 2.7. To work in the interests of the JCR to promote the attractiveness of the College to student applicants, and help to develop the corporate image of the University, College and the JCR.
- 2.8. To be responsible for public relations on behalf of the JCR and to write contributions to relevant publications, such as the College Handbook and the prospectus.
- 2.9. To report regularly to the JCR Executive Committee; to meet regularly with their Head of College; to meet regularly with their line manager; to maintain communications with the other College Officers; and to act as a point of reference for all members of College.
- 2.10. To oversee the activities of the Executive Officers; assist them and Non-Executive Officers of the JCR in the execution of their duties, wherever necessary.
- 2.11. To be a signatory on the JCR bank account and have responsibility for JCR finances.
- 2.12. To keep well informed on all issues relating to student life and liaise and network to help achieve this.
- 2.13. To ensure line management arrangements are in place for other JCR officers and casual workers.
- 2.14. To ensure adequate handover information is provided for the incoming President at the end of the term of office.
- 2.15. To carry out such other reasonable duties, specific to the College, as agreed between the President and the Head of College.

3. Special Requirements

- 3.1. The President must be willing to work flexibly with hours spread over the whole week, including evening and weekends, to fit the normal pattern of College and student life.

- 3.2. The President must be resident in College for the better performance of his/her duties.
- 3.3. The President shall not be absent from College on consecutive weekends, or for periods of longer than three days, without permission of the JCR Executive Committee and notification to the College Officers.
- 3.4. The President shall not take on any other commitments whether paid or unpaid which could interfere with his/her duties, without the approval of his/her line manager and JCR Executive Committee.

4. Terms and Conditions of Employment

The main terms and conditions of employment as are follows (the person appointed will receive a full written statement of the terms and conditions of employment):

- 4.1. The salary will be on the Grade 3 scale, currently £15,001 per annum, or £8.24 per hour.
- 4.2. College accommodation will be provided for the duration of the contract for which a charge will be made, currently £300 per month. Details of the accommodation will be provided separately by each College.
- 4.3. The post is full time, nominally 35 hours per week with significant flexibility in working hours required.
- 4.4. The post is fixed term for 1 year, and can only be extended should the post-holder be re-elected for a further term by the JCR.
- 4.5. The post is pensionable (although JCR Presidents can choose to opt out of the pension scheme).
- 4.6. Annual leave entitlement is 27 days per annum, with additional days granted in lieu of additional hours worked as appropriate (up to a maximum of 23 days as time off in lieu giving a maximum of 10 weeks leave per annum). Any annual leave or time off in lieu must be taken outside of term time and approved by the JCR Executive.

5. Recruitment and Removal from Office Processes

Note: As this is an elected position the normal University recruitment processes do not apply. The processes for recruitment, appointment and removal from office will be set out in the Standing Orders. However, the following principles must be adhered to:

- 5.1. Where there is a vote of no confidence by the JCR an appropriate Panel will be convened to consider if there is case for dismissal from office.
 - 5.1.1. The membership of the Panel will be determined by the JCR Executive in consultation with the HR Director or his/her Deputy.
- 5.2. If the President is accused of committing a serious offence that falls within the University's definition of gross misconduct (as set out in the University's Disciplinary Regulation) the JCR Executive must consider a vote of no confidence against the President.
- 5.3. The responsibility for any disciplinary procedures involving the President will be delegated to the JCR.
- 5.4. Should the President be dismissed from Office there will be the right of appeal. The appeal process will be determined by the JCR Executive in consultation with the HR Director or his/her Deputy.

6. Special Conditions

- 6.1. The President shall be reimbursed by the College for agreed expenses when carrying out duties which would otherwise be performed by a College Officer.
- 6.2. The President may be reimbursed for entertainment expenses.
- 6.3. The President will be provided with office space.

Version 3

ⁱ All references to Standing Orders are to be the Standing Orders of the JCR

President Job Description

- Job Title:** Team Durham President
- Responsible to:** The Sabbatical President is a University employee line managed by the Director of Sport
- Term of Office:** The term of office will be as set out in Standing Ordersⁱ

1. Job Purpose/Summary

- 1.1. To support, enhance and deliver a programme of student sport centred around performance, participation and community outreach.

2. Main Duties and Responsibilities *(Please note this is not an exhaustive list and should be read in conjunction with the TD Standing Orders and the Durham Student Organisation Framework.)*

- 2.1. The responsibilities of the Sabbatical President shall include:
- 2.1.1. the delivery, in conjunction with University staff, of both College Sport and the inter-university competitive sport programme (BUCS);
 - 2.1.2. reporting on all student sport matters to the Experience Durham Advisory Group and the Team Durham Steering Group;
 - 2.1.3. conducting the day to day administrative business of student sport, covering:
 - The BUCS programme (performance sport)
 - College Sport (participation)
 - Club grants
 - Transport
 - All other matters relating to the delivery of student sport not covered above
 - 2.1.4. managing and reporting on student sport finances;
 - 2.1.5. chairing and co-ordinating Team Durham Student Organisation committees;
 - 2.1.6. day to day line management of the Team Durham Student Sport Administrator.
- 2.2. It is the responsibility of the Sabbatical President to review the makeup of the Student Executive on an annual basis. Any proposed amendments should be presented to the Team Durham Steering Group. Amendments must be approved by a vote at a General Meeting as constituted under the relevant section of the Standing Orders.

3. Terms and Conditions of Employment

The main terms and conditions of employment are as follows (the person appointed will receive a full written statement of the terms and conditions of employment):

- 3.1. The salary will be on the Grade 1, spine point 1, currently £13,203 per annum.
- 3.2. The post is full time, nominally 37 hours per week with significant flexibility in working hours required.
- 3.3. The post is fixed term for 1 year, and can only be extended should the post-holder be re-elected for a further term by the voting membership.
- 3.4. The post is eligible to join the Retirements Benefit Plan.

- 3.5.** Annual leave entitlement is 27 days per annum, with additional days granted in lieu of additional hours worked as appropriate (up to a maximum of 23 days as time off in lieu giving a maximum of 10 weeks leave per annum.) Any annual leave or time off in lieu must be taken outside of term time and approved by the Team Durham Steering Group.

4. Recruitment and Removal from Office Processes

Note: As this is an elected position the normal University recruitment processes do not apply. The processes for the recruitment, appointment and removal from office will be set out in the Standing Orders. However, the following principles must be adhered to:

- 4.1.** Where there is a vote of no confidence by the Team Durham Steering Group an appropriate Panel will be convened to consider if there is case for dismissal from office.
- 4.1.1.** The membership of the Panel will be determined by the Team Durham Steering Group in consultation with the HR Director or his/her Deputy.
- 4.2.** If the President is accused of committing a serious offence that falls within the University's definition of gross misconduct (as set out in the University's Disciplinary Regulation) the Team Durham Steering Group must consider a vote of no confidence against the President.
- 4.3.** The responsibility for any disciplinary procedures involving the President will be delegated to Team Durham.
- 4.4.** Should the President be dismissed from Office there will be the right of appeal. The appeal process will be determined by the Team Durham Steering Group in consultation with the HR Director or his/her Deputy.

5. Special Conditions

- 5.1.** The Sabbatical President shall be one of the Executive Officers of Team Durham Student Organisation.

Version 2

ⁱ All references to Standing Orders are to be the Standing Orders of Team Durham

Interactions with the College

1. Representative Role

- 1.1. A central function of all Common Rooms is to represent the views of their students on College matters to relevant staff and bodies within the University
- 1.2. Common Rooms should therefore be consulted on matters of University policy which will affect their students. The University undertakes to recognise and respect this representational role.
- 1.3. There shall be a representative of the Common Room on each relevant College committee.

2. Arbitration Panel

- 2.1. In the event of a Common Room and University or College Officers having a serious disagreement that cannot be resolved to the mutual satisfaction of both parties, the matter shall be referred to an arbitration panel 'the Panel', the operation of which is outlined hereafter.
- 2.2. Immediately upon the President's first taking office, or shortly thereafter (for the avoidance of doubt this shall be no more than one month from the time that the President takes office) the President and Head of College shall jointly agree the membership of the Panel.
- 2.3. The Panel shall comprise:
 - 2.3.1. One student representative, which may include a sabbatical officer, or a student from any College within the University;
 - 2.3.2. One member of College Council who is not a College Officer or a student of the College;
 - 2.3.3. A third member, external to the College.
- 2.4. The President and Head of College shall jointly agree which of the panel is to act as chair.
- 2.5. Should a member of the Panel have a personal interest in the outcome of a decision, he or she must declare it.
- 2.6. In such a case, the remaining members of the Panel shall rule on whether a member with a personal interest may remain on the panel.
- 2.7. Should the remaining members rule that the member with a personal interest may not take part, he or she shall not take part in the Panel's meeting, and a new member shall be appointed, for that occasion, as set out in clause 2.3.

3. Principles of Operation

- 3.1. Before either party invokes the Panel, every effort shall be made by both parties to resolve the matter.
- 3.2. Should resolution not be possible to the mutual satisfaction of both parties, at the invocation of either party, the Panel should meet within 48 hours.
- 3.3. This period may be longer if agreed by both parties.
- 3.4. Any party invoking the panel shall notify the other party simultaneously.
- 3.5. In a hearing of the Panel, each party shall make a written submission, before answering such questions as the Panel shall ask about the dispute.
- 3.6. If both parties agree, oral submissions shall suffice.

- 3.7. The Panel shall consider all submissions and rule within 24 hours of meeting.
- 3.8. The Panel shall provide a written ruling, setting out the reasoning behind their decision as soon as is practicable, and in all cases no later than seven days after meeting. This ruling will be binding on both parties.
- 3.9. In coming to its decision the Panel shall bear in mind the principles enshrined in the Durham Student Organisation (DSO) Framework.

Version 3

Financial Regulations for Durham Student Organisations

Part 1 – General Provisions and Governance

1. Background
2. Governance
3. Status
4. Role of University Treasurer
5. Roles of DSO Officers
6. Special Measures
7. Code of Conduct

Part 2 – Financial Management and Control

8. Financial Planning
9. Financial Control
10. Accounting
11. Banking
12. Income
13. Expenditure
14. Pay
15. Taxation
16. Physical Assets
17. Insurance
18. Audit

List of Financial Terms

Part 1 – General Provisions and Governance

1. Background

- 1.1. Durham University is a Charity exempt from registration with the Charity Commission by virtue of the Charities Act 1993.
- 1.2. The University, in consultation with the student body, has developed a Durham Student Organisation (DSO) Framework, the University recognised governing document for Durham University student organisations which elect to opt into the Framework and which are recognised by the University Executive Committee for the purposes of the Framework.
- 1.3. Following the enactment of the Charities Act 2006 some JCRs opted to become independent registered charities. The others are a “Durham Student Organisation” (DSO) under the framework agreement described in 1.2.
- 1.4. The following student organisations have also entered the DSO framework:
 - 1.4.1. Team Durham, the organisation responsible for supporting sport throughout the University, to which individual sport clubs may be affiliated.
 - 1.4.2. Student Community Action (SCA) (wef 1 February 2012).
- 1.5. A register of student organisations and their governance status, as recognised by University Council and the University Executive Committee, is maintained by the University Governance Support Unit and is published on the University website at (http://www.dur.ac.uk/gsu/student_organisations/).
- 1.6. This document sets out the Financial Regulations applicable to all DSOs under the framework agreement, including, for the avoidance of doubt, each sports club within Team Durham.

2. University Governance

- 2.1. The University Council is its governing and executive body. It has ultimate responsibility for all the affairs of the University including financial matters. Council delegates its responsibility to committees and individual officers.
- 2.2. The Vice-Chancellor and Warden is the University’s accountable officer responsible for compliance with the financial requirements of external stakeholders.
- 2.3. The University Treasurer is responsible to the Vice-Chancellor for the conduct of the financial business of the University.
- 2.4. The Registrar and Secretary is responsible to the Vice-Chancellor for the conduct of University business.

3. Status

- 3.1. This document sets out the financial regulations for DSOs. This document was approved by the University Council on 5 July 2011. It applies to all DSOs under the framework agreement.
- 3.2. This document applies to DSOs in place of the Durham University Financial Regulations which state the University’s policies in relation to financial control. It is recognised that the nature and extent of those regulations are inappropriate for associations of students. This document has therefore been developed to apply specifically to DSOs to ensure that their financial management is appropriately robust.

- 3.3.** All student organisations opting in to the DSO framework are therefore required to adhere to these regulations. Any failure to adhere which is not rectified within a timescale notified to the DSO will be placed in “Special Measures”. The nature and extent of these measures is set out in Section 6.

4. Role of University Treasurer

- 4.1.** The University Treasurer is responsible for the conduct of all the financial business of the University, which includes DSOs.
- 4.2.** The University Treasurer shall ensure that DSO Officers are notified of the responsibilities within these regulations and shall ensure that these regulations are reviewed and amendments agreed with DSOs as appropriate.
- 4.3.** The University Treasurer is responsible for ensuring that training and financial information is provided to DSO Officers to enable them to discharge their responsibilities under these regulations.

5. Roles of DSO Officers

5.1. DSO President

- 5.1.1.** For the purposes of this document, the term “DSO President” is also deemed to denote the President of Team Durham, Sports Club Captain and Student Chair (SCA).
- 5.1.2.** The DSO President is responsible for DSO finances and oversees the activities of other executive officers including the DSO Treasurer. The DSO President remains accountable for the DSO finances.

5.2. DSO Treasurer

- 5.2.1.** The DSO Treasurer is responsible to the President for the conduct of the financial business of the DSO.

5.3. Other DSO Officers

- 5.3.1.** There may be other DSO officers who hold financial responsibility delegated by the President or Treasurer.

5.4. Training

- 5.4.1.** The DSO President and Treasurer are required to attend training in financial matters provided by the Finance department.

6. Special Measures

- 6.1.** Any DSOs not complying with these financial regulations will be required to remedy the breach immediately. In the case of any DSO not satisfactorily remedying such a breach, Special Measures will be introduced with the agreement of the Head of College to safeguard the financial position of the University. These may include some or all of the following:
- 6.1.1.** The Head of College/Dean of Experience Durham will take control of the DSO finances, including any surplus already generated;
- 6.1.2.** All bank accounts will be amended to require the signature of a University officer;
- 6.1.3.** Head of College/Dean of Experience Durham approval will be required before any significant financial commitments can be entered into;
- 6.1.4.** Any composition fee or other payment due from the University will be withheld.

- 6.2. Special Measures will continue to apply until the DSO has fully met the requirements of these financial regulations.

7. Code of Conduct

- 7.1. The University is committed to the highest standards of openness, integrity and accountability. It seeks to conduct its affairs in a responsible manner, having regard to the principles established by the Committee on Standards in Public Life (formerly known as the Nolan Committee), which all members of staff are expected to observe and which are set out in Council's Statement of Primary Responsibilities which may be accessed at:

<http://www.dur.ac.uk/resources/committees/StatementofPrimaryResponsibilities.pdf>

- 7.2. The University's financial regulations set out standards in relation to the acceptance of gifts or hospitality to ensure that its officers are not influenced by such actions. These standards, contained in section 9.5 of the University's Financial Regulations as set out at: http://www.dur.ac.uk/treasurer/financial_regulations/corporate_governance/code_of_conduct/, are hereby incorporated into this document.

Part 2 – Financial Management and Control

8. Financial Planning

- 8.1. Financial planning is the foundation of sound financial management. The DSO Treasurer will prepare an annual financial plan for approval by the DSO President and the Deputy Warden or his designated deputy. The financial plan will set out proposed levels of annual income and expenditure in sufficient detail to form an operating budget for the following year. The financial plan will also include proposals for capital expenditure, where appropriate, and identify their source of funding.
- 8.2. The financial plan will be presented to the College Council for information.

9. Financial Control

9.1. Budgetary Control

- 9.1.1. The DSO Treasurer will be the Budget Officer responsible to the Deputy Warden or his designated deputy for control of the DSO budget but may delegate discrete elements of the budget for certain activities to other DSO officers as indicated under clause 5.3.
- 9.1.2. The DSO Treasurer will prepare an annual budget to facilitate budgetary control and the preparation of variance analysis. Costs and income relating to discrete activities should be managed separately to facilitate this.

9.2. Financial Information

- 9.2.1. Reports of actual income and expenditure against budget, in an agreed format, will be provided quarterly to the Head of College and the Colleges Divisional Accounts Team by the DSO Treasurer with explanations of any significant variances and their impact. Sports Clubs falling under Team Durham should submit their reports to the Dean of Experience Durham and the Colleges Divisional Accounts Team.
- 9.2.2. On a quarterly basis, an updated forecast of income and expenditure for the year should also be provided to the Head of College/Dean of Experience Durham and the Colleges Divisional Accounts Team.
- 9.2.3. Where DSO income and/or expenditure is managed through University cost centres, this information will be provided to the DSO Treasurer by the Colleges Divisional Finance Team to enable the required DSO financial report to be prepared.

9.2.4. Reports of income and expenditure and variance analysis will be presented to the College Council for information. An annual report will be prepared, where requested, to provide additional analysis and information as specified by the College Council.

9.3. Virement

Virement between individual non-staff budget headings within a DSO budget is permitted by the authority of the DSO Treasurer.

No virement between the budgets of different DSOs is permitted.

9.4. Year-end Balances

Income and expenditure should be managed such that a positive balance is maintained at all times. Such balances will be carried forward to the following financial year and made available for expenditure. If, under exceptional circumstances, there is a negative balance, this will be carried forward to the following financial year to be recovered from income. Permission to have a negative balance must have the prior approval of the Deputy Warden or his designated deputy.

10. Accounting

10.1. Financial Year

The DSO's financial year will run from 1 August until 31 July the following year.

10.2. Basis of Accounting

The DSO will prepare financial information in accordance with the Financial Reporting Standards and the accounting policies approved by the University.

10.3. Accounting Records

- 10.3.1.** The DSO Treasurer will keep accounting records which are sufficient to show and explain the DSO's transactions and are such as to disclose with reasonable accuracy, at any time, the financial position of the DSO at that time. The accounting records shall in particular contain entries from day to day of all sums of money received and expended by the DSO and the matters in respect of which the receipt and expenditure takes place and a record of the assets and liabilities of the DSO.
- 10.3.2.** DSO transactions will record their VAT impact and summarised information required for the VAT return to HMRC will be provided to the Colleges Divisional Accounts Team at least quarterly.
- 10.3.3.** The account codes used to record transactions will be mapped to the University's chart of accounts to facilitate consolidation of accounting entries at year-end.
- 10.3.4.** The accounting transactions of the DSO will be recorded in spreadsheets and summarised monthly in a format agreed by the Colleges Divisional Accounts Team.
- 10.3.5.** Staff from the University Finance department and the Dean of Experience Durham as appropriate will have a right of access at all times to all DSO financial records and information and are entitled to require from any DSO officer such information and explanations as they consider necessary for the proper performance of their duties.

10.4. Retention of Records

The DSO will retain all accounting records for a period of six years in accordance with the University's retention of records policy. *Note: the location of these needs to be agreed – should be the college finance office or offsite archive.*

11. Banking

- 11.1. All DSOs will have their own bank account. This will be in the name of the DSO.
- 11.2. The account signatories will be the DSO Treasurer and President and the Head of College/Dean of Experience Durham, as appropriate. Other signatories may be proposed by the DSO and approved by the Head of College/Dean of Experience Durham.
- 11.3. All cheques will be signed by two authorised persons. Any cheque above £5,000 will require Head of College /Dean of Experience Durham signature.
- 11.4. All cheque books will be kept in safe custody by the DSO Treasurer.
- 11.5. The DSO Treasurer is responsible for ensuring that the bank account is subject to monthly reconciliation and that reconciliations are provided promptly to the Colleges Divisional Accounts Team.
- 11.6. A DSO may choose to transfer surplus funds to the University for investment. The DSO may subsequently request the return of these funds with five working days' notice.
- 11.7. A DSO may not enter into any overdraft, loan, hire purchase or other credit agreement, other than standard credit terms in the normal course of business.

12. Income

- 12.1. The DSO Treasurer is responsible for the prompt collection, security and banking of all income received.
- 12.2. All monies received by the DSO must be recorded on a daily basis and entered in the accounting records.
- 12.3. All monies must be banked intact promptly. Where available these should be banked through the security arrangements used by the University. All sums received must be paid in and accounted for in full and must not be used to meet miscellaneous expenses.
- 12.4. The DSO will ensure that any funds designated for a specific purpose are utilised for that purpose.

13. Expenditure

- 13.1. The DSO Treasurer is responsible for making payment to suppliers of goods and services to the DSO.
- 13.2. The DSO Treasurer is responsible for authorising the purchase of goods and services for the DSO. In doing so, there shall be access to, but no obligation to use, the contracts arranged by the University for similar goods or services.
- 13.3. The DSO Treasurer is responsible for nominating other DSO officers authorised to purchase goods or services. Where this will involve entering into a contract on behalf of the DSO, the DSO Treasurer will provide a list of such officers and their delegated authority limits to the Colleges Divisional Accounts Team. Any changes to the list must be notified immediately. For other purchases, where cash is expended for subsequent reimbursement, the DSO Treasurer

will make clear to the nominated officers in advance of any transaction the extent of their delegated authority and will reimburse their expenditure on that basis.

- 13.4.** Only goods or services received to a satisfactory standard will be paid for. The DSO President is responsible for ensuring that procedures are in place to determine that such receipt has been evidenced.
- 13.5.** Payments will only be made against invoice documents. Where an invoice is not available a signed receipt must be obtained.
- 13.6.** Payment for other items will, where necessary, be made on the authority of the DSO Treasurer and the reason for such payment documented.
- 13.7.** Payments in cash may be made where this is the most appropriate method. Cash for this purpose will be drawn from the bank account and held in a petty cash float if required. The float will be operated on an imprest basis and will be held securely by the DSO Treasurer. Payments from the float will be documented in the same way as other payments.
- 13.8.** The petty cash balance will be confirmed to the Divisional Accounts Team at least annually at the end of each financial year.

14. Pay

- 14.1.** DSO paid staff will be University employees and will be paid through the University payroll. Terms and conditions of such staff will be subject to separate regulation.
- 14.2.** The DSO President will be responsible for providing sufficient information to the University's HR and payroll departments to ensure that DSO staff are paid accurately and on time.
- 14.3.** A separate University cost centre for each DSO will be established to which the costs of DSO staff will be charged. These costs will be deducted from any composition fee payable to the DSO by the University.

15. Taxation

- 15.1.** PAYE and NI compliance will be achieved through the University's payroll processing.
- 15.2.** VAT registration will be in the name of the University. DSO transactions having a VAT impact will be recorded, summarised and reported in accordance with section 10.3.2.

16. Physical Assets

- 16.1.** The DSO will not purchase, lease or rent on a long term basis any land, buildings or fixed plant. Equipment above the University's threshold will be capitalised.
- 16.2.** The DSO Treasurer will maintain a register of capital assets in the format agreed by the Colleges Divisional Accounts Team.
- 16.3.** DSO Officers have primary responsibility for the care, custody and security of any assets owned by the DSO.
- 16.4.** Disposal of any DSO owned assets requires the written authorisation of the DSO President. The proceeds of disposal will remain the property of the DSO.

17. Insurance

- 17.1.** The University will provide insurance cover for DSOs. The DSO President will be responsible for providing sufficient information to the University's Insurance Officer to enable adequate insurance cover to be arranged.
- 17.2.** DSO Officers must give prompt notification to the Insurance Officer of any potential new risks, additional property that may require insurance and any event that may give rise to a claim.
- 17.3.** The Insurance Officer will prepare any claims necessary in conjunction with DSO Officers.

18. Audit

- 18.1.** Both the University's external auditors and its Business Assurance staff shall have authority to:
- access all assets, records, documents and correspondence relating to any financial and other transactions of the DSO;
 - require and receive such explanations as are necessary concerning any matter under examination;
 - require any DSO Officer to account for cash or any other DSO property under his or her control.

List of financial terms

| Term | Explanation |
|-----------------------------|---|
| Bank account reconciliation | An exercise to compare bank statements with the record of income and expenditure to ensure that the latter is complete and correct by identifying and correcting differences other than timing differences. |
| Delegated authority limit | A financial limit placed on the authority delegated to named officers. An individual cannot delegate more than their own delegated financial limit. |
| Financial plan | A forecast of proposed financial performance including: <ul style="list-style-type: none"> • an annual budget for income and expenditure phased by month and in sufficient detail to enable comparison of actual results. • a statement of proposed capital expenditure and sources of funding other than income. |
| Imprest float | A float that is replenished to a fixed amount by reimbursing the amount spent. |
| Variance analysis | Determining and explaining the reasons for differences between budgeted and actual income and expenditure by period. |
| Virement | Moving available budget between expenditure headings. |

Amended: January 2012 item 1.4.2 to confirm SCA

Version: 3.0

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