



Financial Routines for the Student Union

Table of contents

1. Introduction.....	2
2. Customers/invoices.....	2
3. Revenue routine.....	2
4. Agreements / Subscription rights.....	2
5. Investments / Inventory.....	3
6. Purchases / Suppliers / Supplier invoices.....	3
7. Expenses.....	4
8. Remuneration.....	6
9. Budget.....	6
10. Account plan / Accounting.....	6
11. Prices / Gifts.....	7
12. Representation.....	7
What is- and what is not representation?.....	7
What is party- travel- and educational expenses?.....	8
Study- and conference trips.....	8
Educational expenses.....	8
Representation in practice.....	8
Travels and Housing.....	8
13. Quarterly reports.....	9
14. Annual accounts.....	9
15. Violation of regulations / routines.....	10



1. Introduction

The regulations and routines are issued by the Chalmers Student Union's union board, which means that it covers the entire organization's activities. The regulations also contain information and references to routines in the area of finance. The information may be updated and the current version is always available on the Student Union's website. If you have any questions, you are always welcome to contact VO or the finance department.

The regulations are signed by those responsible within each unit / committee at the beginning of the term of office. Violations of the routines are dealt with in Chapter 15.

2. Customers/invoices

Credit information will be tested for all new customers, in order to ensure their ability to pay. Companies in the Chalmers organization are excluded, as well as companies in the public sector.

Ensure that you have all the information required to send an invoice **before** the service is provided.

The documentation, according to the template, shall be sent to the finance department. Any marking or other requirements from the customer should be stated. Alternatively, bring the documentation to the finance department and we will send the invoices together.

In order to invoice foreign customers we need the VAT-number and a specification of the sold products.

Lists of customer invoices will be printed each Friday to follow up on payments. The Vice President will contact you if any actions are required. It is very important not to leave any customer invoices unpaid without action.

3. Revenue routine

Each unit / committee shall establish a revenue routine to ensure that all revenue included in the assignment and agreed upon is recognized as revenue.

4. Agreements / Subscription rights

All agreements that entail financial obligations for the Student Union shall be signed by the unit or committee's treasurer or chairman jointly with the Student Union's president (KO),



vice president (VO) or director. Agreements with financial obligations refer to both those that entail income and those that entail costs. All agreements must be registered with the finance department.

5. Investments / Inventory

According to the Union's regulations, committees must use their respective fund for investments. Withdrawals from the investment fund are budgeted according to the budget guidelines. Additional withdrawals from the fund during the financial year take place in accordance with the regulations.

For the Student Union's units, investments must be budgeted for each profit unit. Additional investments during the financial year must be approved by the Union Board.

What counts as an investment? Equipment that is expected to be used for a longer period than one year and has a purchase price more than SEK 5,000.

Divestments / sales of equipment must be agreed with the Student Union's director in advance.

6. Purchases / Suppliers / Supplier invoices

All purchases should follow the Union's purchasing policy.

NOTE: We should primarily purchase from companies within the Union-group, if possible. If not, the second option is to use suppliers that we have existing agreements with.

<https://chalmersstudentkar.se/economy/>.

Any new supplier shall be confirmed by the Director **before** the purchase.

What do we investigate on new suppliers before approval?

Legality - When choosing a supplier, it must be ensured that the supplier is not blacklisted and complies with, among other things, tax laws and requirements. This is to counter crime and not to be associated with suppliers who damage Chalmers Student Union's brand.

Sustainability - When choosing a supplier, the environmental impact must be taken into account. Aspects that are important to keep in mind when choosing a supplier are physical distance, that it is a supplier who works with the sustainability aspect and choosing products and services with ecological sustainability in mind.



Coordination of suppliers - Purchases from different suppliers with the same product or service should be avoided. A prioritization of equal suppliers between different activities within Chalmers Student Union enables cost reduction, quality assurance and reduced administrative work for handling different suppliers.

Procedure for new suppliers:

1. Do we really need a new supplier?
2. Template for supplier information is emailed to the supplier.
3. The supplier returns the template containing their information.
4. Send the template to the Director for approval with a description of the purpose and if it is a temporarily one-time-purchase or if it is a supplier you wish to buy from on a regular basis and with this added to the list of approved suppliers.
5. The Director approves and sends the documentation to the finance dep.
6. You can make your purchase of goods/services.

Invoices should be digital, with a few exceptions.

Supplier invoices shall be accounted according to chapter 7, approved and certified in DOCBOX regularly.

Payments are made on Thursdays. Hence, it is important that you check your DOCBOX on Wednesday mornings.

An insufficient or faulty invoice is put aside for investigation, with an explanation on why it is wrong. The person who put aside the invoice is responsible for following through the case.

Any questions on accounting or invoicing should be directed to the finance department immediately.

7. Expenses

Avoid personal expenses as much as possible.

Always use the template for expenses. The exceptions are the Management team, and committee members approved by the Vice president, whom may use the routine for expenses via Docbox.

The expense must be **reported as soon as possible** after the purchase has been completed.

Expenses are paid on Thursdays and will reach your account on Fridays or Mondays.



Expense template in PDF

It is important that all information is clearly stated and readable, especially for bank account numbers. The template is a fillable PDF, enter the information on your computer and then print it.

An approved receipt must be attached to the accounts. An approved receipt must contain:
-Date of purchase, description of the product/service, seller's organization or personal number, amount. If it is a handwritten receipt, a signature is required. An extract or receipt that payment has been made is not sufficient.

Several receipts for the same expense report are preferable if possible.

Make sure to note the profit centre and project if applicable.

Expenses must be signed by the one who made it and certified by responsible.

After certification, put the expense document in the Vice President's (VO) post box in the Union Board's office.

For representation, use the dedicated template and follow routines in chapter 12.

Expenses via Docbox

Can only be used by committee members approved by VO.

The chairperson or treasurer scans the receipt (in standing A4 format) **via the printer in the Management team's corridor**. The receipt shall be emailed directly from the printer to ekonomi@chalmersstudentkar.se.

In the scanned file **it should be clear** which committee and which committee member made the expense. This can be written on the receipt or on an A4 paper which is put on the receipt.

In the **subject row** ("ämne" on the printer display) it should be clear which committee and which person made the expense.

Multiple receipt can be put on the same scan, as long as they are made by the same person.

On the backside of the receipt, write the committee and the person who made the expense. **The receipts shall then be put in the Economy departments post box.**

The expense is then put in Docbox by the Economy department and is attested according to the routines for Docbox.



8. Remuneration

In order to pay your remuneration, all personal must have a employment certificate and be registered in the payroll-system.

Send your contact details to the finance department according to routines. It is very important that all information is correct to make any payments.

Time reports shall be handed in according to schedule.

Hourly employees will receive their salary on the 25th of every month. Work done in month 1 will be paid on the 25th of month 2. Remunerations are paid in the current month.

Due to GDPR no specifications are sent out. You will find them in Visma or KIVRA. The finance department will answer any questions on your specifications.

Terminated employments or remunerations shall be reported to the finance department.

It is not permitted to provide compensation for work other than salary / remuneration as it is then counted as a benefit. For example, carpet / drink or goods.

9. Budget

The preliminary budget for the next financial year must be completed in April and then decided by FuM in May.

The budget is revised during the month of August and approved by FuM during the month of September.

See separate instructions for guidelines / conditions in the budget process, or contact VO.

10. Account plan / Accounting

Incoming supplier invoices must be accounted, approved and certified in DOCBOX on an ongoing basis.

Payment of supplier invoices takes place on Thursdays, so it is important that you check in DOCBOX no later than Wednesday morning.

If an invoice is incorrect, it must be placed in the investigation queue with an explanation of why it was placed there. The person who placed the invoice in the investigation queue is responsible and follows up the case.



If you do not know how to post it, contact the finance department immediately or send the invoice with a comment.

Post to the accounts / projects specified in the budget.

Accruals are always made by the finance department, state as a comment which cost account it refers to and forward the invoice to someone in the finance department.

If there is a cost / income that does not fit in any of the accounts that you have budgeted for, contact the finance department.

Balance sheets are always posted by the finance department.

11. Prices / Gifts

Prices must always be drawn at random. If it is chance that decides, the profit is tax-free. Competition winnings are tax-free if they consist of items, gift cards (which cannot be redeemed for cash) or travel, etc. that are valued at a maximum of SEK 1,400.

Winnings in sales price competitions and similar competitions for the purpose of rewarding employees / students for their work efforts are equated with compensation for work. Such gains are therefore taxable for the employee. Therefore, it is not allowed within the Student Union.

The recommendation is to give a gift card in the form of charging the winner's Union Card because then the money will return to the Student Union. If you are unsure, ask the finance department what applies.

12. Representation

What is- and what is not representation?

Representation can be internal or external.

External representation can for example be expenses related to negotiations, sales, or with consultants or other external parties.

Internal representation is for example employee events, board meetings or information meetings.

The usual expenses are food, drinks or tickets for activities.



If your organization is to pay for the representation, there has to be an obvious connection to your operations, for both the location and the participants. An example is if you are representing with one or several parties in a business agreement. Private leisure is not a viable reason for representation expenses.

What is party- travel- and educational expenses?

Employee parties or “Julbord”

Dinners, for example “Julbord”, is tax-free if it is internal representation. Employee parties can be held a maximum of two times a year. Expenses should be reasonable, but at a maximum of 180 SEK.

Study- and conference trips

As for any other representation, there has to be an obvious connection between the trip and your operation. The travel costs has to be thoroughly motivated. If there are substantial amounts of recreational- or leisure activities on the trip, the trip can be partly funded or not at all.

Educational expenses

Education can be paid by the organization if it is related to your operations. Educational costs to expand your operations, or start anything new, will not be funded.

Even if the education is related to your operations, it will not be funded if it is of substantial value for you in your private life. In such a case, state your reason for education clearly.

Representation in practice

We must never offer food or drinks as payment for a service or for work done. There must also be a undoubted reason for offering food or drinks. If the criteria is not met, you risk taxation.

If the cost is related to parties, travels or education; submit a description and purpose, as well as the participants and schedule.

For representation, decide whether it is internal or external and note it on the template for expenses. Comments can also be added in DOXBOX.

Travels and Housing

We have a deal with Göteborgs Smarttravel when booking travels and housing. Contact Katarina Larsson, 031-7800890. State clearly which company to invoice.

This service is used to limit the number of expenses.



13. Quarterly reports

The Student Union has decided to work with quarterly reporting. This means that we do not make reconciliations and accruals every month, but only quarterly.

Do not forget to report finances if you have income or expenses that need to be accrued into the correct period.

For committees, the finance department sends out reports as soon as the quarterly accounts are ready. If you want another type of report, contact the finance department.

14. Annual accounts

The treasurer and financial department are working with the Annual Accounts from August to November.

Annual Reports shall be made according to the template and is submitted to the Director for approval, according to schedule.

For the Annual Reports, it is essential that you follow the schedule and deadlines.

The financial department is periodically under a heavy workload. Changes in the usual routines might occur.

Once the Annual Accounts and Reports are approved by internal and external auditors, it is signed by the Director, the Union Board and the auditors.



15. Violation of regulations / routines

Being responsible means that you act as a representative of Chalmers Student Union. As responsible, it is your responsibility that the committee members are aware that the committee's activities are part of Chalmers Student Union. According to the Chalmers Student Union's statute, only the union board and the union's director have subscription rights.

A person who opposes Chalmers Student Union's purpose or otherwise damages the organization has forfeited the right to be liable in Chalmers Student Union's name and thus loses responsibility. Liability is also lost immediately if the assignment is terminated prematurely, for example by resignation or declaration of no confidence.

The regulations and routines must be followed, and the Student Union looks particularly seriously at whether it abuses subscription rights, purchasing policy and the exercise of responsibility for personal gain.

Should the regulations / procedures point 4, 5 be violated, the following applies:

- A person who abuses the subscription right becomes personally liable for repayment.
- Immediately, a written and oral report shall be communicated to Chalmers Student Union's deputy union chairman as to why the violation has taken place. The written report shall be submitted to the union board before the next board meeting.
- The Board will, following a statement from the Union's vice president, decide on how to prosecute the violation.
- The board shall draw up an action plan together with that committee how the situation is to be resolved but also how the administration functions in the committee to avoid similar problems in the future.
- Liability is withdrawn immediately in the event of a first violation but returns after the action plan has been implemented according to the main rule.
- In the event of a repetition of a breach of liability, this will be withdrawn for an indefinite period, the same applies in serious cases even though it is a first breach. Chalmers Student Union's union board later decides on a time limit, but usually that financial year applies until the end.

Signatures