



src activism
advocacy
representation

**Students' Representative Council,
University of Sydney**

Level 1, Wentworth Building (G01)
University of Sydney NSW 2006
PO Box 794 Broadway NSW 2007
t: (02) 9660 5222 f: (02) 9660 4260
int: 12871 www.src.usyd.edu.au
ABN: 597 391 306 68

Executive Payments Policy for Invoices, Reimbursements and Requests

General

1. One of the roles of the Executive is to approve, by simple majority vote at meetings or by absolute majority vote in circular emails, payments and/or reimbursements for purchases and work completed by SRC staff members, Honi Soit editors and elected Officers of Council. These payments come from collective and department budgets and the Council Resources Pool. This includes, but is not limited to, expenditure for running events and campaigns. This does not include ordinary staff wages or stipends.
2. The purpose of the Executive's oversight function is to ensure that student money is spent wisely and in the most effective and efficient manner to further the aims, policies and objectives of the SRC. Furthermore, it is designed to financially support students in their endeavours in maintaining, revising and introducing new services within and external to the SRC.
3. This role is shared by the Council. All decisions of the Executive need to be adopted and is reviewable by the Council.
4. Only elected Officers may sign off on collective or department expenditure. Collective or department members submitting a request, reimbursement or invoice must have the signed approval of the relevant Officer.
5. Only Honi Soit editors may sign off on expenditure from the Honi Soit budget. Contributors to Honi Soit submitting a request, reimbursement or invoice must have the signed approval of a Honi Soit editor.
6. An Officer must only sign off on expenditure if they have discussed the item of expenditure with other co-Officers. The Executive can, before approving an item of expenditure, seek the views of co-Officers in order to ensure transparency within the organisation.

Invoices and Requests

7. The Executive strongly advises that all expenditure be submitted for approval at the earliest opportunity and preferably before any money is spent, wherever possible, in order to prevent delays in the organisation and running of activities.
8. If amounts are not finalised, staff and Officers are recommended to provide give an estimated upper expenditure limit, which the Executive can deliberate.
9. All invoices and requests should be accompanied with short reasons for where and how the expenditure will be spent. These reasons will be incorporated in the minutes of Executive meetings, where appropriate.
10. If the payment/reimbursement is for an event, information about the event should be included. This includes the number of members from the student body that will likely be reached.
11. Before finalising payment(s) on items of expenditure for large amounts (generally \$350 or more) a quote or invoice (with an ABN) should be provided for the SRC to pay the amount directly rather than through a later reimbursement.
12. If the approval is for a banner, t-shirt or anything else that could be seen as representing the SRC publicly, the design of the item needs to be included with the request.

13. Staff and Officers are strongly advised to discuss their ideas and submissions with at least one member of the Senior Executive. The Senior Executive is composed of the President, Vice President or General Secretary. If the Senior Executive is absent, staff and Officers can discuss their ideas and submissions with a general member of the Executive.

Reimbursements

14. Reimbursements should only be sought if:
 - a. The amount spent exceeded the amount previously approved by the Executive; or
 - b. There are cogent reasons why an invoice or request was not sent.
15. Reimbursements must include proof of purchase (eg a receipt that includes an ABN) and reasons for where and how the expenditure will be spent. These reasons will be incorporated in the minutes of Executive meetings, where appropriate.
16. Reimbursements must be submitted within 2 months of purchase. If more than 2 months has lapsed, reasons must be given why it was not submitted within 2 months of purchase.
17. Staff and Officers are strongly advised to discuss their reimbursements with at least one member of the Senior Executive. The Senior Executive is composed of the President, Vice President or General Secretary. If the Senior Executive is absent, staff and Officers can discuss their ideas and submissions with a general member of the Executive.

General Principles

18. The Executive will prioritise projects, events, campaigns and expenditure that are effective, efficient and can have the greatest impact to benefit the student body.
19. The Executive will prioritise expenditure to support initiatives and projects by staff and Officers over donations to charities and non-government organisations.
20. The Executive will generally not approve funding or reimbursements for items that the SRC already provides and has available. This includes printing, basic stationery (including scissors, rubber bands, pens, staples), staple guns, megaphones, PA system, cleaning equipment, calico and paint.
21. The Executive encourages responsible consumption of alcohol both on and off the campuses of the University of Sydney. The Executive will apply the following guidelines when considering funding or reimbursements for alcohol (including bar tabs):
 - a. The Executive will generally not approve funding and reimbursements for alcohol unless the service of alcohol is necessary to the nature of the event.
 - b. Drinking at venues that are not licensed will not be funded. The Executive can request that licensee details be presented.
 - c. Security and RSA monitoring should be confirmed with the venue prior to the event.
 - d. For bar tabs at events, the Executive will approve up to \$6 per attendee. For approval of payments before the event, the organisers must submit to the Executive the reasonably expected number of attendees. For approval of payments after the event, the organisers must submit to the Executive the exact number of attendees.

- e. Funding or reimbursements for alcohol must be stated in a separate line item when considered by the Executive.
 - f. Where alcohol is present, events must have the following text on all publicity material: "The SRC supports responsible drinking".
22. The Executive reaffirms its policy that travel allowances for NUS conferences be limited to \$200 per delegate, observer or Honi reporter.
 23. Officers are expected to produce written and/or verbal reports to the Council or Executive that explain how funds have been spent. For example, if funds were used to attend a conference, reports should explain how that conference has informed or assisted campaigns and initiatives of the department or collective.
 24. The Executive reserves the right to refuse expenditure. There should not be a presumption that the Executive will automatically approve all expenditure.
 25. If the budget of a collective or department is exceeded, the Executive reserves the right to reject or only approve a reduced amount of the requested reimbursement.