



# Financial Management Guideline

**The Guild of Chemical Engineering and  
Biotechnology**

The Student Union at Lund University, Faculty of Engineering

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This document is a translation of the Swedish version. If there are conflicting meanings, the Swedish version is the correct one.

The first translation was made on the 20<sup>th</sup> of August 2023

## §1 History

The guideline was adopted at the Board's sixth meeting in 2022.

## §2 Purpose

This Guideline was instituted on October the 4th 2022 and aims to ensure that the management of the Guild's finances is managed safely, and that rules regarding compensation must be clear.

## §3 Expense

### §3:1 Expense

Every official has the right to make financial expenses on behalf of the Guild. The expenses must follow the levels determined by the Board for the current financial year and must be approved by a person with an attest for the relevant cost center according to the attest list in §7.3 List of Attestations. The expenses must also follow the budget. If an official wants to make expenditures that do not follow the budget or expenditures that exceed the right to reimbursement, the official must obtain approval from the Treasurer.

#### §3:1:1 Compensation for Expenses

In order to be reimbursed for the expenses, the official is obliged to report the expenses on a special accounting form that can be picked up on the notice board outside the Boardroom. On this the expenditure must be compiled and accounted for and on or after the form the expenditure in the form of receipts must be collected. Only cash receipts are accepted as proof of expenditure and not so-called card slips. When interpreting the validity of the receipt, the Cashier's opinion applies. Attestation for the expenses must take place according to the attestation list. Accounting must take place within the time frame set by the Treasurer for financial rules.

#### §3:1:2 Obligation

It is the head of the committee's obligation to inform and ensure that the official knows how reporting of expenses is done.

## **§4 Cards**

The Guild's signatories have access to payment cards listed on the Guild. These as the signatories are in charge of the Guild's funds. Cards in other people's names that appear on the Guild may be issued and decided by the signatories in consultation with the Board.

### **§4:1 Usage of the Guild's Debit Card**

All purchases made with the Guild's bank card must be reported with correct receipts. Purchases made with the Guild's bank card must be handled in the same way as other expenses.

### **§4:2 Obligation**

Cardholders have the obligation to provide all card information to the Cashier.

## **§5 Compensation without Receipt**

If for some reason a receipt is missing after an outlay, the outlay can still be replaced after approval from the Treasurer. A form for receipt loss must then be filled in and, if possible, bank statements or similar proof must be attached. This form must then be reported in the same way as other receipts.

## **§6 Fuel Compensation**

When traveling with your own car on behalf of the Guild, compensation can be given to the Guild's officials. Compensation takes place in accordance with the Swedish Tax Agency's recommendations for tax-free compensation for trips with your own car.

### **§6:1 Compensation**

The form for driving compensation is available on the notice board outside the Boardroom. Attestation of driving compensation is done according to the attestation list.

## **§7 Attestation**

So that the Guild can manage its accounting and finances smoothly and correctly need additional responsibility for finances,

accounting and attests are awarded to some of The Guild's functionaries. This ensures that officials stick to budget as well that they should not have to wait a long time to make purchases on behalf of the Guild.

### §7:1 Economically Responsible

The committee leader for each committee is financially responsible unless otherwise notified and approved by the Treasurer. The person(s) financially responsible for each cost center are responsible for making all necessary receipt reports and accounting documents that must be available to the Treasurer for the Guild's accounting. It is also the responsibility of the person(s) financially responsible to inform themselves about how the budget for the cost center is followed and that any deviations are reported to the Treasurer.

Board members individually have attests for all cost centers.

### §7:2 Right to Attest

The right to attest to the Guild is decided by the Board at each new financial year. The size of the attest and attest per time period for the attestations in the list §7.3, but not exclusively others, is determined by the Board at each new financial year.

### §7:3 List of Attestations

Cost Center	Abbreviation in Swedish	Economically Responsible at the Cost Center*
The Student Board	Styr	The entire Student Board
The Alumni Committee	AU	Head of the Alumni Committee
The Honours Committee	CermU	Head of the Honour Committee
The Cyber Committee	CybU	Head of the Cyber Committee
The Fermentation Committee	FermU	Ferminator
The Sports Committee	IdrU	Head of the Sports Committee
The Information Committee	InfU	Head of Communication
The Cafeteria Committee	KM	Head of the Cafeteria Committee
The Yellow Commanders	KG	Head of the Yellow Commanders
The Career Fair Committee	MU	Head of the Career Fair

The Corporate Relations Committee	NU	Head of Corporate Relations
The Introduction Committee	pHøset	Head of the Introduction Committee
Project Groups	PROJ	Contact in the Board for each project
The Gadget Committee	Pryl	Head of the Gadget Committee
The Pub	PubM	Head of Pub Operations
The Festivities Committee	6M	Head of Festivities
The Safety Committee	SU	Head of Safety
The Study Committee	SM	Head of the Study Committee
The Student Council	SrBK	Head of Student Council
The Nomination Committee	ValB	Head of the Nomination Committee
* Board Members each by themselves has right to attest for every cost center		