



Swinburne Student Union Financial Delegation Policy

(Updated 20th June 2016)

1. The Students' Council is the ultimate decision-making body of the Student Union and can make or overturn any spending decision.
2. Expenditure will be approved in accordance with the table in Schedule 1.
3. Approval must be made in writing.
 - i. Approval for staff may be done via payment of invoice or post-purchase for regular orders as already discussed with executive officer.
 - ii. Approval for representatives must be made prior to expenditure.
 - iii. Approvals made by committees must be clearly minuted and those minutes provided to the General Secretary and Office & Finance Manager.
 - iv. Approvals made by individuals may be made by SSU email, text message or chat message but must be able to be referred back to.
4. Once expenditure has been approved, any two payment approvers (bank signatories) may approve the payment via internet banking or the signing of a cheque.
5. In the case of the Executive Officer position being vacant or the Executive Officer being on leave, the President may approve transactions otherwise requiring Executive Officer approval.
6. In the case of the Office & Finance Manager position being vacant or the Office & Finance Manager being on leave, the Executive Officer or the President may approve transactions otherwise requiring Executive Officer approval.
7. Representatives must make budget by December for the following year which can then be amended by incoming representative if necessary.

Schedule 1

| Item | Individual Approval Option | Meeting Approval Option |
|-------------------------------------------------------------------------------------|----------------------------------------------------|-------------------------|
| SSU SERVICES | | |
| Staff wages | Executive Officer | |
| Honoraria | | Council |
| Stock orders supporting SSU operations (eg. Breakfast, BBQ, Bar, Toner, Stationery) | Office & Finance Manager OR Executive Officer | |
| Spend within other budget lines < \$250 | Office & Finance Manager | |
| Spend within other budget lines > \$250 | Executive Officer, President and General Secretary | |
| Spend outside/between budget lines | | Council |
| REPRESENTATIVE EXPENDITURE | | |
| Department Expenditure < \$250 Within Department Contra Budget | Relevant Representative | |





Swinburne's only independent, student-run representation, welfare and events service

| | | |
|----------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| Department Expenditure > \$250 Within Department Contra Budget OR Spending outside Department Contra Budget | Relevant Representative & President, General Secretary, Education Officer or Welfare Officer | Relevant Committee or Council |
| Creation of Department Budget | | Relevant Committee then Council or Council if no Committee exists |
| Affiliation | | Council or affiliating committee |

Definitions

- *Executive Member*
Refers to the President, General Secretary, Education Officer and Welfare Officer.
- *Committee*
Refers to any standing committee mentioned in the constitution or recognised by council as such.
At the time of this policy creation this includes;
 - Education Board
 - All campus committees
 - PAVE committee



Swinburne's only independent, student-run representation, welfare and events service