



香港大學學生會

The Hong Kong University Students' Union

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## THE FINANCIAL REGULATION

OF

THE HONG KONG UNIVERSITY STUDENTS' UNION

*(Last revised in CM10 2017)*

### *Enactment History*

*1994 ECM2 Amended*  
*1995 CM7 Amended*  
*1996 CM3 Amended*  
*1996 CM6 Amended*  
*1998 CM15 Amended*  
*2006 ECM3 Amended*  
*2009 CM11 Amended*  
*2009 CM12 Amended*  
*2010 CM7 Amended*  
*2011 CM4 Amended*  
*2011 CM8 Amended*  
*2013 CM5 Amended*  
*2013 CM10 Amended*  
*2014 ECM12 Amended*  
*2016 CM3 Amended*  
*2016 ECM12 Amended*  
*2017 CM10 Amended*

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## **SECTION I**

### **GENERAL**

#### **1. Definition** *(Amended in CM8 2011)*

In this Financial Regulation:

“Union”	shall mean the Hong Kong University Students’ Union.
“Union Council”	shall mean the Council of the Union;
“Financial Regulation”	shall mean the Financial Regulation of the Union;
“Internal Regulation”	shall mean the Internal Regulation of the Union; <i>(Appended in ECM12 2014)</i>
“Finance Committee”	shall mean the Union Finance Committee of the Union Council;
“Financial Secretary”	shall mean the Financial Secretary of the Union; <i>(Amended in ECM12 2014)</i>
“Administrative Secretary”	shall mean the Administrative Secretary of the Union; <i>(Appended in ECM12 2014)</i>
“Union Executive Committee”	shall mean the Executive Committee of the Union;
“Honorary Treasurer”	shall mean the Honorary Treasurer of the Union; <i>(Appended in ECM12 2014)</i>
“SA”	shall mean the Sports Association of the Union;
“CA”	shall mean the Cultural Association of the Union;
“ICA”	shall mean the Independent Clubs Association of the Union;
“University”	shall mean the University of Hong Kong. <i>(Appended in CM10 2017)</i>

#### **2. Aim**

- 2.1. The Financial Regulation governs all financial matters of the Union. *(Amended in ECM12 2014)*
- 2.2. Any financial matters which are not stated in this Financial Regulation and do not violate the principles in Article 3 of the same section shall be decided by the Finance Committee and the Union Council reserves the right of final approval. *(Amended in CM10 2017)*

### **3. Principles**

- 3.1. The primary function of holding assets is to better serve the interest of the Union members in monetary terms. The assets should be adjusted in a way that it will generate sufficient income to meet expenditure of the Union while the income generating process should maintain the assets in real terms. *(Amended in ECM12 2014)*
- 3.2. *(Repealed in ECM12 2014)*
- 3.3. *(Repealed in ECM12 2014)*
- 3.4. The Union shall be non-profit-making. *(Appended in ECM12 2014)*
- 3.5. The Union shall be self-sufficient and, in case of emergency, can only borrow loan from the University of Hong Kong. *(Appended in ECM12 2014)*
- 3.6. Expenditure of the Union should be kept within her income. Any money must be spent for the benefit of members. *(Appended in ECM12 2014)*
- 3.7. The financial situation of the Union should be made transparent to her members. *(Appended in ECM12 2014)*

### **4. Amendment**

- 4.1. The Financial Regulation shall be amended or rescinded at any Union Council meeting with recommendation from the Finance Committee and a motion carried by a two-thirds majority. *(Amended in ECM12 2014)*
- 4.2. A notice intimating the proposed amendment or rescission shall be sent 5 clear days before the meeting. *(Amended in ECM12 2014)*

### **5. Interpretation *(Appended in ECM12 2014)***

- 5.1. The interpretation of the Financial Regulation shall rest with the Finance Committee.

### **6. Appendix *(Appended in ECM12 2014)***

- 6.1. Appendix(es) made to the Financial Regulation is for reference only and can be amended or rescinded at any Finance Committee meeting with the consent of two-thirds of present members.
- 6.2. Appendage of any appendix(es) must be approved at any Union Council meeting with recommendation from the Finance Committee and a motion carried by a two-thirds majority.

## **SECTION II**

### **TERMS OF REFERENCE**

1. **Honorary Treasurer** *(Amended in ECM12 2014)*
  - 1.1. *(Repealed in ECM12 2014)*
  - 1.2. To advise the Union on all matters of finance;
  - 1.3. To be an ex-officio member of the Finance Committee; *(Appended in ECM12 2014)*
  - 1.4. To operate the current and investment account of the Union. *(Appended in ECM12 2014)*
  
2. **Financial Secretary** *(Amended in ECM12 2014)*
  - 2.1. To assist the Honorary Treasurer in all matters of finance; *(Amended in ECM12 2014)*
  - 2.2. To manage the financial transactions of the Union;
  - 2.3. To keep proper books of account of the Union;
  - 2.4. To be the ex-officio chairperson of the Finance Committee;
  - 2.5. To prepare the Union budget;
  - 2.6. To exercise financial supervision over all Union sub-organizations;
  - 2.7. To help financial secretaries of Union sub-organizations in all matters of finance; *(Amended in ECM12 2014)*
  - 2.8. To implement any resolutions as decided by the Union Council.
  
3. **Finance Committee**
  - 3.1. To advise the Union Council on all matters of finance; *(Amended in ECM12 2014)*
  - 3.2. To investigate and take actions into matters of Union finance, including: *(Amended in ECM12 2014)*
    - 3.2.1. Management of Union income and expenditure;
    - 3.2.2. Scrutiny of Union budget; *(Amended in ECM12 2014)*
    - 3.2.3. Scrutiny of annual audited financial report of the Union; *(Amended in ECM12 2014)*
    - 3.2.4. Approval and disapproval of fund-raising functions; *(Amended in ECM12 2014)*
    - 3.2.5. Drafting of the Financial Regulation; *(Amended in ECM12 2014)*
    - 3.2.6. Management of funds under Section III, unless otherwise specified. *(Amended in ECM12 2014)*
    - 3.2.7. *(Repealed in ECM12 2014)*
  - 3.3. To make half-yearly and annual report to the Union Council. *(Amended in ECM12 2014)*

4. **Financial Secretaries of Union Sub-organizations** (*Amended in CM10 2017*)
  - 4.1. To be responsible for all matters of finance of the Union sub-organization; (*Amended in CM6 1996*)
  - 4.2. To keep proper books of account of the Union sub-organization; (*Amended in CM6 1996*)
  - 4.3. To manage all transactions of the Union sub-organization; (*Amended in CM6 1996*)
  - 4.4. To prepare budget and financial report in accordance with the Financial Regulation;
  - 4.5. To submit budget, financial report and latest bank statement to respective council annually. (*Appended in ECM12 2014*)
  
5. (*Repealed in CM6 1996*)



## **SECTION III**

### **FUNDS**

The funds of the Union are comprised of two major parts, General Reserve and specific funds. The General Reserve can only be used for restoring the balance of specific funds or emergency situations approved by the Union Council, with the recommendation from the Finance Committee. (*Appended in ECM12 2014*)

#### **1. Co-operative Store Fund**

The fund was established early in 1959 and after revisions in 1981, 1983, 1984, 1989, 1990, 1992, 1993 and 1994, the amount of the fund is \$ 2,000,000. The purpose of the fund is to purchase stock for sales in co-operative store with the following regulations: (*Amended in CM3 2016*)

- 1.1. An imprest system is adopted in a sense that a constant amount of fund is always present.
- 1.2. (*Repealed in ECM12 2014*)
- 1.3. The fund is represented by stock and cash balances.
- 1.4. The fund should be managed by the Student Welfare Secretary of the Union and a staff member of co-operative store jointly. Any use of the fund must be approved jointly by the Student Welfare Secretary of the Union and a staff member of co-operative store. (*Amended in CM10 2017*)
- 1.5. Withdrawal of stock by members of the Union Executive Committee should be recorded as an expense of respective functions at the selling price of the stock. (*Appended in ECM12 2014*)
- 1.6. The amount of this fund shall be revised every 2 years since 2016 to reflect the following changes: (*Amended in CM10 2017*)
  - 1.6.1. Overall financial situation of the Union;
  - 1.6.2. Consumer Price Index throughout the years; or
  - 1.6.3. Members' demand for different types of products sold in co-operative store. (*Amended in CM10 2017*)
- 1.7. Any balance in excess of or in short of the amount of this fund should be transferred to or from General Reserve. (*Appended in ECM12 2014*)

2. (*Repealed in CM11 2009*)

3. (*Repealed in ECM12 2014*)

#### **4. Intersarsity Games Fund** (*Amended in ECM12 2014*)

4.1. Aim: (*Appended in ECM12 2014*)

The aim of the fund is for the promotion and encouragement of the Intersarsity Games (I.G.).

4.2. Sources of the fund include: (*Appended in ECM12 2014*)

4.2.1. The balance brought forward from the preceding I.G.;

4.2.2. Donation specified for the above purpose; (*Appended in ECM12 2014*)

4.2.3. An annual transfer of \$110,000 from the recurrent income of the Union, while the amount may be adjusted depending on the overall financial situation of the Union. *(Amended in ECM12 2014)*

4.3. Applicants: *(Appended in ECM12 2014)*

The organizing committee of I.G. is eligible to apply.

4.4. Procedure: *(Appended in ECM12 2014)*

4.4.1. Application shall be submitted to the Finance Committee at least 4 weeks before commencement of the function. Each application shall include a programme proposal, a budget and contact details of the person-in-charge of the function.

4.4.2. A written notification should be sent to the applicant regardless of whether the Finance Committee has approved the application or not.

4.4.3. The notification shall only include a preliminarily approved amount.

4.4.4. A report with financial statements and relevant receipts shall be submitted to the Finance Committee within 4 weeks after the completion of the function. *(Amended in CM10 2017)*

4.4.5. The final amount to be approved will be determined based on the report received and only be transferred after the report has been received by the Finance Committee.

4.5. Criteria for granting subsidy: *(Appended in CM10 2017)*

4.5.1. For Annual Intervarsity Games, every subsidy shall not exceed \$25,000.

4.5.2. For Biennial Intervarsity Games:

4.5.2.1. Every subsidy shall not exceed \$175,000, given that the University is the host of the Games. The subsidy shall only cover expenses incurred in competitions.

4.5.2.2. The subsidy shall be granted on a per capita basis, given that the University is not the host of the Games. Every subsidy per Union Full Member (including player and organizing committee members) participating in the Games shall not exceed \$1,500. The subsidy shall only cover air tickets.

4.6. General management: *(Amended in CM10 2017)*

4.6.1. The organizing committee of the I.G. of SA shall be responsible for the management of the fund, under the supervision of the Finance Committee.

4.6.2. The maximum balance of the fund should be \$800,000. Any amount exceeding \$800,000 should be transferred to the General Reserve.

## 5. **Union Development Fund**

5.1. The fund should be used for the development of the Union which may include:

5.1.1. Capital investment which is beneficial to the functioning of the Union;

5.1.2. Construction or reconstruction, decoration and furnishing of the Union building and Union managing areas;

5.1.3. Development or expansion of Union services;

5.1.4. Any other specific usage as decided by the Union Council. *(Amended in CM6 1996)*

5.2. Sources of the fund include:

5.2.1. An annual transfer from the Union budget which shall not be less than 5% of the total recurrent income; *(Amended in CM15 1998)*

5.2.2. Donation specified for the development of the Union.

5.3. The usage of the fund shall be approved by the Union Council with the recommendation from the Finance Committee. *(Amended in CM6 1996)*

5.4. The maximum balance of the fund should be \$2,000,000. Any amount exceeding \$2,000,000 should be transferred to the General Reserve. *(Appended in ECM12 2014)*

**6. Union Loan Fund** *(Amended in CM8 2011)*

In 1981, a Council Loan Fund was set up by the Union for short-term financial difficulties in sub-organizations. The initial amount was \$50,000, transferred from the General Reserve. Later that year, the Union Council had resolved that the name of the fund should be amended to Union Loan Fund. In the following year, the Union Council had resolved that the amount should be extended to \$80,000 and the shortage of \$30,000 was transferred from the I/E account. While \$10,075 was written off in 1985, the Union Council had resolved in 1990 to extend the amount of the Union Loan Fund to \$100,000 and the shortage of \$30,075 was transferred from the I/E account. *(Amended in CM10 2017)*

6.1. The purpose of the fund is to provide emergency loans to Union sub-organizations to deal with short-term financial difficulties.

6.2. The sum of all outstanding loans and the remaining amount of the fund shall not exceed \$100,000 at any time. *(Amended in ECM12 2014)*

6.3. The loan to a Union sub-organization shall not be more than \$20,000, unless with the discretion of the Finance Committee. *(Amended in CM3 2016)*

6.4. The amount of the loan is subject to the discretion of the Finance Committee which will consider individual application under the following criteria: *(Amended in CM6 1996)*

6.4.1. Necessity of the Union sub-organization for financial assistance;

6.4.2. Repayment ability of the Union sub-organization. *(Amended in ECM12 2014)*

6.5. The Union sub-organization receiving the loan has to sign a form of undertaking to repay the loan in the following manner: *(Amended in ECM12 2014)*

6.5.1. Repay to the Union Loan Fund not less than half of the loan within 6 months, starting from the date of completion of the undertaking form;

6.5.2. Repay to the Union Loan Fund the remaining part of the loan within one year, starting from the date of completion of the undertaking form, unless with the written permission from the Finance Committee.

6.6. *(Repealed in ECM12 2014)*

6.7. The Chairperson of the Union sub-organization should be the liaison person for whatever matters arising from the loan, between the Union sub-organization and the Union. *(Amended in CM6 1996)*

7. *(Terminated in CM8 2011)*

8. *(Repealed in ECM12 2014)*

**9. Union Journal Fund**

9.1. Aim: *(Appended in ECM12 2014)*

The aim of the fund is for the promotion and encouragement of the publication of the Union Journal.

9.2. Sources of the fund include: *(Appended in ECM12 2014)*

9.2.1. Donation specified for the above purpose;

9.2.2. Surplus, if any, from the preceding publication of the Union Journal;

9.2.3. An annual transfer of not less than \$10,000 from the recurrent income of the Union, while the exact amount depends on the overall situation of the Union.

9.3. General management: *(Amended in CM10 2017)*

9.3.1. The editorial board of the Union Journal is responsible for the management of fund under the supervision of the Finance Committee.

9.3.2. The maximum balance of the fund should be \$100,000. Any amount exceeding \$100,000 should be transferred to the General Reserve.

**10. Education Fund** *(Amended in CM8 2011)*

Education Fund was established in 1992 on the termination of Liu Lit-for Education Fund, which had been established in 1986 with the generous donation by Mr. Liu Lit-for to the Union. *(Amended in CM6 1996)*

10.1. Aims: *(Amended in ECM12 2014)*

The aims of the fund are to improve the education system of Hong Kong (especially the University of Hong Kong) and promote civic education activities in the University.

10.2. Sources of the fund include: *(Amended in ECM12 2014)*

10.2.1. An initial amount of \$75,027, the balance of Liu Lit-for Education Fund at the end of 1991;

10.2.2. Donation specified for the above purpose;

10.2.3. Annual transfer from the recurrent income of the Union.

10.3. Applicants: *(Amended in ECM12 2014)*

The Union Executive Committee, undergraduate student representatives in University Senate, Faculty Board or any University Committees and all Union sub-organizations are eligible to apply. *(Amended in CM8 2011)*

10.4. Procedure: *(Appended in ECM12 2014)*

10.4.1. Application shall be submitted to the Finance Committee at least 4 weeks before commencement of the function, unless with the discretion of the Finance Committee. Each application shall include a programme proposal, a budget and contact details of the person-in-charge of the function.

- 10.4.2. A written notification should be sent to applicant regardless of whether the Finance Committee has approved the application or not.
- 10.4.3. The notification shall only include a preliminarily approved amount.
- 10.4.4. A report with financial statements shall be submitted to the Finance Committee within 4 weeks after the completion of the activity.
- 10.4.5. The final amount to be approved will be determined based on the report received and only be transferred after the report has been received by the Finance Committee.
- 10.5. Criteria for granting subsidy:
- 10.5.1. The following activities shall be subsidized:
- 10.5.1.1. Activities concerning teaching evaluation or university affairs, such as evaluations on teaching methods, teaching medium, course contents, curriculum structure, teaching environment, etc;
- 10.5.1.2. Supplementary courses like liberal studies organized for students of the University of Hong Kong with the purpose of providing an all-round education; or (*Amended in CM6 1996*)
- 10.5.1.3. Other activities of the following categories:
- 10.5.1.3.1. Review and improvement on Hong Kong education system;
- 10.5.1.3.2. Review and improvement on education system of the University of Hong Kong;
- 10.5.1.3.3. Promotion of civic education with any of the following aims: (*Amended in ECM12 2014*)
- 10.5.1.3.3.1. Enhance the understanding of students on exercising the rights and fulfilling the responsibility of a citizen;
- 10.5.1.3.3.2. Promote the understanding of current political, social, economic, legal and educational system in Hong Kong;
- 10.5.1.3.3.3. Promote the understanding of the issue of Hong Kong's future and its subsequent changes and challenges; or
- 10.5.1.3.3.4. Promote the understanding of historical and current situation in China and also its future development.
- 10.5.2. Every subsidy shall not exceed \$5,000.
- 10.6. General management: (*Amended in CM10 2017*)
- 10.6.1. The fund shall be managed by the Finance Committee. (*Amended in CM6 1996*)
- 10.6.2. The balance of the fund should be \$40,000 at the beginning of the year. Any amount in excess of or in short of \$40,000 should be transferred to or from the General Reserve. (*Appended in ECM12 2014*)
- 10.7. Termination:
- A notice of termination shall be made one year in advance should the Union Council decide to terminate the Fund.

## **11. Academic Fund** (*Amended in CM8 2011*)

### 11.1. Aims: (*Amended in ECM12 2014*)

The aims of the fund are to encourage Union sub-organizations to organize activities of its same nature and to promote academic atmosphere in the University of Hong Kong (*Amended in CM6 1996*)

### 11.2. Sources of Fund include: (*Amended in ECM12 2014*)

11.2.1. Donations specified for the above purpose;

11.2.2. Annual transfer from the recurrent income of the Union.

### 11.3. Applicants:

11.3.1. The Union Executive Committee and all Union sub-organizations are eligible to apply. (*Amended in CM8 2011*)

### 11.4. Procedure: (*Appended in ECM12 2014*)

11.4.1. Application shall be submitted to the Finance Committee at least 4 weeks before commencement of the function, unless with the discretion of the Finance Committee. Each application shall include a programme proposal, a budget and contact details of the person-in-charge of the function.

11.4.2. A written notification should be sent to applicant regardless of whether the Finance Committee has approved the application or not.

11.4.3. The notification shall only include a preliminarily approved amount.

11.4.4. A report with financial statements shall be submitted to the Finance Committee within 4 weeks after the completion of the activity.

11.4.5. The final amount to be approved will be determined based on the report received and only be transferred after the report has been received by the Finance Committee.

### 11.5. Criteria for granting subsidy: (*Amended in ECM12 2014*)

11.5.1. Activities involving the promotion of related academic subjects shall be subsidized.

11.5.2. Every subsidy should not exceed \$5,000.

### 11.6. General management: (*Amended in CM10 2017*)

11.6.1. The fund shall be managed by the Finance Committee. (*Amended in CM6 1996*)

11.6.2. The balance of the fund should be \$200,000 at the beginning of the year. Any amount in excess of or in short of \$200,000 should be transferred to or from the General Reserve. (*Amended in ECM12 2014*)

### 11.7. Termination: (*Appended in ECM12 2014*)

A notice of termination shall be made one year in advance should the Union Council decide to terminate the fund.

## 12. **Democracy Fund** *(Amended in ECM12 2014)*

This fund was raised in 1989 around the period of June 4 Massacre, with the initial purpose of supporting the reformers and the student movement for democracy in China. It was renamed in 2014 from China's Democracy Fund to Democracy Fund in order to expand its scope of subsidy. *(Amended in ECM12 2014)*

### 12.1. Aim:

The aim of the fund is to promote the importance of democracy. *(Amended in ECM12 2014)*

### 12.2. Sources of the fund include: *(Amended in ECM12 2014)*

12.2.1. An initial amount of \$260,494.70;

12.2.2. Donation specified for the above purpose;

12.2.3. Annual transfer from the recurrent income of the Union. *(Appended in ECM12 2014)*

### 12.3. Applicants: *(Amended in ECM12 2014)*

12.3.1. The Union Executive Committee, all Union sub-organizations and all Union full members are eligible to apply. *(Amended in CM10 2017)*

### 12.4. Procedure: *(Appended in ECM12 2014)*

12.4.1. Application shall be submitted to the Finance Committee at least 4 weeks before commencement of the function, unless with the discretion of the Finance Committee. Each application shall include a programme proposal, a budget and contact details of the person-in-charge of the function.

12.4.2. A written notification should be sent to applicant regardless of whether the Union Council has approved the application or not. *(Amended in CM10 2017)*

12.4.3. The notification shall only include a preliminarily approved amount.

12.4.4. A report with financial statements shall be submitted to the Finance Committee within 4 weeks after the completion of the activity.

12.4.5. The final amount to be approved will be determined based on the report received and only be transferred after the report has been received by the Finance Committee.

### 12.5. Criteria for granting subsidy: *(Appended in ECM12 2014)*

12.5.1. The following activities can be subsidized:

12.5.1.1. Activities that support democratic movements; *(Amended in ECM12 2014)* or

12.5.1.2. Activities that promote the understanding of political development within the University, or between the University and the public in Hong Kong. *(Amended in CM10 2017)*

12.5.2. Criteria for application from a Union full member: *(Amended in CM10 2017)*

12.5.2.1. The activity should be organized independent of the University or any parent organization.

12.5.2.2. The following statements should be included in every publication of the activity: *(Amended in CM10 2017)*

*This activity is sponsored by The Hong Kong University Students' Union Democracy Fund. The content of this activity does not represent the views of The Hong Kong University Students' Union.*

12.5.2.3. The fund cannot be applied in conjunction with any other funds under Section III.

12.5.3. Each subsidy should not exceed \$5,000. *(Appended in ECM12 2014)*

12.6. The usage of the fund shall be approved by the Union Council with the recommendation from the Finance Committee. *(Appended in CM3 2016)*

12.7. General management: *(Amended in ECM12 2014)*

12.7.1. The fund shall be managed by the Finance Committee. *(Amended in CM6 1996)*

12.7.2. The balance of the fund should be \$150,000 at the beginning of the year. Any amount in excess of or in short of \$150,000 should be transferred to or from the General Reserve. *(Appended in ECM12 2014)*

12.8. Termination: *(Appended in ECM12 2014)*

A notice of termination shall be made one year in advance should the Union Council decide to terminate the fund.

### **13. Publication Fund** *(Amended in CM3 1996)*

13.1. Aim:

The aim of the fund is to encourage members of the Union to express and share with other students their views on any matters.

13.2. Sources of the fund include: *(Appended in ECM12 2014)*

13.2.1. Donation specified for the above purpose;

13.2.2. Annual transfer from the recurrent income of the Union.

13.3. Applicants: *(Amended in ECM12 2014)*

13.3.1. All Union full members are eligible to apply.

13.4. Procedure: *(Appended in ECM12 2014)*

13.4.1. Application shall be submitted to the Finance Committee at least 4 weeks before commencement of the function, unless with the discretion of the Finance Committee. Each application shall include a programme proposal, a budget and contact details of the person-in-charge of the function.

13.4.2. A written notification should be sent to applicant regardless of whether the Finance Committee has approved the application or not.

13.4.3. The notification shall only include a preliminarily approved amount.

13.4.4. A report with financial statements and a copy of the publication shall be submitted to the Finance Committee within 4 weeks after the completion of the activity.

13.4.5. The final amount to be approved will be determined based on the report received and only be transferred after the report has been received by the Finance Committee.

13.5. Criteria for granting subsidy: *(Amended in ECM12 2014)*

13.5.1. No commercial advertisement should be included in the publication.

13.5.2. No promotion of Union sub-organizations is allowed in the publication. *(Amended in CM10 2017)*

13.5.3. Each printing should have at least 800 copies, whilst audio-visual productions and banners should have equivalent coverage. *(Amended in CM3 2016)*

13.5.4. It should not be a publication of any Union sub-organizations.

13.5.5. Sale: *(Appended in CM3 2016)*

13.5.5.1. Sale of publication shall only be approved at the discretion of the Finance Committee.



13.5.5.2. No subsidy shall be granted if any actual profit is made in the sale of publication.

13.5.5.3. No sale of publication shall be allowed within 1 year after the final amount is approved by the Finance Committee.

13.5.6. *(Repealed in CM10 2017)*

13.5.7. The following statements must be included in the publication: *(Amended in CM10 2017)*

*This publication is sponsored by The Hong Kong University Students' Union Publication Fund.*

*The content of this publication does not represent the views of The Hong Kong University Students' Union.*

13.5.8. The name and university number of all members of the editorial board should be printed on the publication.

13.5.9. It should not be an item of budget of the Union or any sub-organizations.

13.5.10. The publication must not include contents:

13.5.10.1. Disclosing one's private life;

13.5.10.2. Using obscene language and pictures;

13.5.10.3. Having personal attack; or

13.5.10.4. Untruthful or defamatory.

13.5.11. Each subsidy should not exceed \$5,000. *(Amended in ECM12 2014)*

13.5.12. The fund cannot be applied in conjunction with any other funds under Section III. *(Appended in CM10 2017)*

13.6. General management: *(Amended in ECM12 2014)*

13.6.1. The fund shall be managed by the Finance Committee. *(Amended in CM6 1996)*

13.6.2. The balance of the fund should be \$25,000 at the beginning of the year. Any amount in excess of or in short of \$25,000 should be transferred to or from the General Reserve. *(Appended in ECM12 2014)*

13.7. Termination: *(Appended in ECM12 2014)*

A notice of termination shall be made one year in advance should the Union Council decide to terminate the fund.

**14.** *(Repealed in ECM12 2014)*

**15. Sports Association Fund (SA Fund)** *(Amended in CM3 2016)*

15.1. The SA Fund is a fund established to provide subsidies to Sports Clubs and the executive committee of Sports Association. *(Amended in CM3 2016)*

15.2. Sources of the fund include:

15.2.1. Any balance brought forward from the preceding year; *(Appended in ECM12 2014)*

15.2.2. Annual transfer from the recurrent income of the Union;

15.2.3. Donation specified for the general development of Sports Clubs.

15.3. Applicants:

All Sports Clubs and the executive committee of Sports Association are eligible to apply. *(Amended in CM3 2016)*

15.4. Criteria for granting subsidy:

General and functional expenses of Sports Clubs and the executive committee of Sports Association shall be subsidized. *(Amended in CM3 2016)*

15.5. General management and operation of the Fund: *(Amended in CM10 2017)*

15.5.1. Sports Clubs and the executive committee of Sports Association applying for subsidies shall submit their annual budget and their year plan to the SA Council within one month after the adoption of the Union budget. *(Amended in CM3 2016)*

15.5.2. The amount of subsidy granted to each Sports Club and the executive committee of Sports Association shall be determined by the SA Council and approved by the Finance Committee. The SA Council, after being informed by the Finance Committee, should be responsible for sending written notifications to the applicants regardless of whether the Finance Committee has approved the application or not. Transferal of amount between clubs is prohibited unless with the approval from the Finance Committee. *(Amended in CM3 2016)*

15.5.3. Any Sports Club or the executive committee of Sports Association objects against the amount of subsidy granted can appeal to the Finance Committee if there are strong reasons to support the claim. It is the sole discretion of the Finance Committee to reconsider or reject the claim. Should the amount approved by the Finance Committee be greater than the original amount, the extra amount shall be covered by first the balance remained in the SA Fund and second the General Reserve. *(Amended in CM3 2016)*

15.5.4. The maximum balance brought forward from the preceding year should be \$100,000. Any amount exceeding \$100,000 should be transferred to the General Reserve. *(Amended in ECM12 2014)*

**16. Cultural Association Fund (CA Fund)** *(Amended in CM3 2016)*

16.1. The CA Fund is a fund established to provide subsidies to Cultural Clubs and the executive committee of Cultural Association. *(Amended in CM3 2016)*

16.2. Sources of the fund include:

16.2.1. Any balance brought forward from the preceding year; *(Appended in ECM12 2014)*

16.2.2. Annual transfer from the recurrent income of the Union;

16.2.3. Donation specified for the general development of Cultural Clubs.

16.3. Applicants:

All Cultural Clubs and the executive committee of Cultural Association are eligible to apply for subsidies. *(Amended in CM3 2016)*

16.4. Criteria for granting subsidy:

General and functional expenses of Cultural Clubs and the executive committee of Cultural Association shall be subsidized. *(Amended in CM3 2016)*

16.5. General management and operation of the Fund: *(Amended in CM10 2017)*

16.5.1. Cultural Clubs and the executive committee of Cultural Association applying for subsidies shall submit their annual budget and their year plan to the CA Council within one month after the adoption of the Union budget. *(Amended in CM3 2016)*

16.5.2. The amount of subsidy granted to each Cultural Club and the executive committee of Cultural Association shall be determined by the CA Council and approved by the Finance Committee. The CA Council, after being informed by the Finance Committee, should be responsible for sending written notifications to the applicants regardless of whether the Finance Committee has approved the application or not. Transferal of amount between clubs is prohibited unless with the approval from the Finance Committee. *(Amended in CM3 2016)*

16.5.3. Any Cultural Club or the executive committee of Cultural Association objects against the amount of subsidy granted can appeal to the Finance Committee if there are strong reasons to support the claim. It is the sole discretion of the Finance Committee to reconsider or reject the claim. Should the amount approved by the Finance Committee be greater than the original amount, the extra amount shall be covered by first the balance remained in the CA Fund and second the General Reserve. *(Amended in CM3 2016)*

16.5.4. The maximum balance brought forward from the preceding year should be \$100,000. Any amount exceeding \$100,000 should be transferred to the General Reserve. *(Amended in ECM12 2014)*

**17. Independent Clubs Association Fund (ICA Fund) (Amended in CM3 2016)**

17.1. The ICA Fund is a fund established to provide subsidies to Independent Clubs and the executive committee of Independent Clubs Association. (Amended in CM3 2016)

17.2. Sources of the fund include:

17.2.1. Any balance brought forward from the preceding year; (Appended in ECM12 2014)

17.2.2. Annual transfer from the recurrent income of the Union;

17.2.3. Donation specified for the general development of Independent Clubs.

17.3. Applicants:

All Independent Clubs and the executive committee of Independent Clubs Association are eligible to apply for subsidies. (Amended in CM3 2016)

17.4. Criteria for granting subsidy:

General and functional expenses of Independent Clubs and the executive committee of Independent Clubs Association shall be subsidized. (Amended in CM3 2016)

17.5. General management and operation of the Fund: (Amended in CM10 2017)

17.5.1. Independent Clubs and the executive committee of Independent Clubs Association applying for subsidies shall submit their annual budget and their year plan to the ICA Council within one month after the adoption of the Union budget. (Amended in CM3 2016)

17.5.2. The amount of subsidy granted to each Independent Club and the executive committee of Independent Clubs Association shall be determined by the ICA Council and approved by the Finance Committee. The ICA Council, after being informed by the Finance Committee, should be responsible for sending written notifications to the applicants regardless of whether the Finance Committee has approved the application or not. Transferal of amount between clubs is prohibited unless with the approval from the Finance Committee. (Amended in CM3 2016)

17.5.3. Any Independent Club or the executive committee of Independent Clubs Association objects against the amount of subsidy granted can appeal to the Finance Committee if there are strong reasons to support the claim. It is the sole discretion of the Finance Committee to reconsider or reject the claim. Should the amount approved by the Finance Committee be greater than the original amount, the extra amount shall be covered by first the balance remained in the ICA Fund and second the General Reserve. (Amended in CM3 2016)

17.5.4. The maximum balance brought forward from the preceding year should be \$100,000. Any amount exceeding \$100,000 should be transferred to the General Reserve. (Amended in ECM12 2014)

**18. Media Fund** (*Appended in ECM3 2006*)

18.1. The Media Fund is a fund established to provide subsidies to Undergrad and Campus TV.

*(Amended in ECM12 2014)*

18.2. Sources of the fund include:

18.2.1. Any balance brought forward from the preceding year; (*Appended in ECM12 2014*)

18.2.2. Annual transfer from the recurrent income of the Union;

18.2.3. Donation specified for the general development of Undergrad and Campus TV.

18.3. Applicants:

Undergrad and Campus TV are eligible to apply for subsidies. (*Amended in ECM12 2014*)

18.4. Criteria for granting subsidy:

All expenses of Undergrad and Campus TV shall be subsidized. (*Amended in ECM12 2014*)

18.5. General management and operation of the Fund: (*Amended in CM10 2017*)

18.5.1. Undergrad and Campus TV shall submit their annual budget and their year plan to the Union Council within one month after the adoption of the Union budget.

18.5.2. The amount of subsidy granted to each Campus media shall be determined by the Finance Committee. Transferal of amount between Undergrad and Campus TV is prohibited unless with the approval from the Finance Committee. (*Amended in ECM12 2014*)

18.5.3. Undergrad or Campus TV objects against the amount of subsidy granted can appeal to the Finance Committee if there are strong reasons to support the claim. It is the sole discretion of the Finance Committee to reconsider or reject the claim. Should the amount approved by the Finance Committee be greater than the original amount, the extra amount shall be covered by first the balance remained in the Media Fund and second the General Reserve. (*Amended in ECM12 2014*)

18.5.4. The maximum balance brought forward from the preceding year should be \$100,000.

Any amount exceeding \$100,000 should be transferred to the General Reserve. (*Amended in ECM12 2014*)

**19. Capital Investment Fund (CI Fund)** (*Appended in ECM3 2006*)

19.1. Aim: (*Appended in ECM12 2014*)

The aim of the fund is to finance Union sub-organizations to acquire capital assets.

19.2. Sources of the fund include:

19.2.1. Donations specified for the capital investment of the Union;

19.2.2. Annual transfer from the recurrent income of the Union. (*Amended in ECM12 2014*)

19.3. Applicants:

All Union sub-organizations are eligible to apply. (*Amended in ECM12 2014*)

19.4. Procedure: (*Appended in ECM12 2014*)

19.4.1. Application shall be submitted to the Finance Committee at least 4 weeks before the acquisition of the asset(s), unless with the discretion of the Finance Committee.

19.4.2. Each application shall include at least three quotations for each item and the reason(s) for acquisition, unless with the discretion of the Finance Committee.  
(*Amended in CM10 2017*)

19.4.3. A written notification should be sent to applicant regardless of whether the Finance Committee has approved the application or not.

19.4.4. The fund shall be granted only after the receipt of the acquisition has been submitted to the Financial Secretary.

19.4.5. Purchase of the asset(s) shall be completed within 4 weeks after the Finance Committee has approved the application. (*Appended in CM10 2017*)

19.5. Criteria for granting subsidy:

19.5.1. Needs of Union sub-organization in acquiring the asset(s);

19.5.2. Overall benefits that the asset(s) will bring to members of the Union sub-organizations;

19.5.3. The grant to each society or club per annum shall not exceed the amount stipulated by the following rules: (*Amended in CM10 2017*)

Maximum grant to each Union sub-organization	\$5,000
Maximum total grant to all Sports Clubs	\$80,000
Maximum total grant to all Cultural Clubs	\$40,000
Maximum total grant to all Independent Clubs	\$40,000
Maximum total grant to all Hall Students' Associations	\$40,000
Maximum total grant to all Faculty and Academic Societies	\$40,000

19.6. General management: (*Amended in CM10 2017*)

19.6.1. The fund shall be managed by the Finance Committee. (*Amended in ECM12 2014*)

19.6.2. The balance of the fund should be \$200,000 at the beginning of the year. Any amount in excess of or in short of \$200,000 should be transferred to or from the General Reserve.  
(*Appended in ECM12 2014*)

19.7. Termination: (*Appended in ECM12 2014*)

A notice of termination shall be made one year in advance should the Union Council decide to terminate the fund.

**20.** (*Repealed in ECM12 2014*)

**21.** (*Terminated in ECM12 2014*)

**22.** (*Repealed in ECM12 2014*)

**SECTION IV**  
**BUDGET SYSTEM**

**1. Policy**

- 1.1. The term fiscal year shall mean the period from January 1 to December 31 of the same year, while the term financial session shall mean the official term of every executive committee of Union sub-organizations holding their office. *(Amended in CM6 1996)*
- 1.2. In general the Union will try to provide money to implement the policies of the Union Executive Committee, Union Council, Undergrad, Campus TV and for Union affiliated sub-organizations to help carrying out its activities. No money will be provided for personal purpose. *(Amended in ECM12 2014)*
- 1.3. Items in the budget are strictly non-transferable except by Finance Committee's recommendation and approval of the Union Council. *(Amended in CM6 1996)*
- 1.4. Funding/ subsidy in excess of the budget provision shall ONLY be granted at the discretion of the Finance Committee by transferring from the General Reserve. *(Amended in ECM12 2014)*
- 1.5. Budget for any financial session is designed to cover expense incurred during that session irrespective of when the actual payment has been made.
- 1.6. Budget for each fiscal year should be prepared before the end of June of that fiscal year. *(Amended in ECM12 2014)*
- 1.7. The Union Council is responsible for the approval and revision of the Union budget based on overall financial consideration. *(Appended in ECM12 2014)*
- 1.8. The Council of SA, CA or ICA is responsible for the approval and revision of the budget of clubs and executive committee of SA, CA or ICA, respectively. *(Appended in ECM12 2014)*

**2. *(Repealed in ECM12 2014)***

**3. Budget Format *(Amended in CM5 2013)***

- 3.1. The Union budget shall be in the form of an income and expenditure statement. Item 3.2.2.2., 3.2.2.3. and 3.2.2.6.-8. must be categorized and presented with a separate budget. *(Amended in ECM12 2014)*
- 3.2. The budget shall normally include the following items under different headings:
  - 3.2.1. Income:
    - 3.2.1.1. Subscriptions and fees
    - 3.2.1.2. Income in Union members' services *(Amended in CM10 2017)*
      - 3.2.1.2.1. Co-operative store sales
      - 3.2.1.2.2. Vending machines
      - 3.2.1.2.3. Rental income
    - 3.2.1.3. Interest on bank deposits

- 3.2.1.4. Estimated investment income
- 3.2.1.5. Expected sponsorships (*Appended in ECM12 2014*)
- 3.2.1.6. Sundry income (*Amended in CM10 2017*)

3.2.2. Expenditure:

- 3.2.2.1. Staff cost
- 3.2.2.2. Utility charges
- 3.2.2.3. Administrative expenses
- 3.2.2.4. Audit fee
- 3.2.2.5. Presidential subsidies (*Amended in CM10 2017*)

In 1988, the Union Council decided to offer allowances to Presidents of the Union (namely the President, the Vice-President (Internal) and the Vice-President (External)) so as to subsidize their expense related to their posts. In 2011, the Union Council decided to amend the amount of the subsidies and extend the allowances for the Presidents who defer their study.

- 3.2.2.5.1. The total maximum amount granted per annum shall be \$70,000.
- 3.2.2.5.2. \$5,000 will be granted to Union President and \$2,500 to each Vice-President once he or she completes the term of office.
- 3.2.2.5.3. \$20,000 will be granted to the Presidents for the deferral of one semester, \$40,000 for two semesters.
- 3.2.2.5.4. Extra subsidies will be offered with application and receipts which grant for their expenses related to the post.

3.2.2.6. Union Council and committees (*Amended in ECM12 2014*)

3.2.2.6.1. Union Elections Committee: Electoral Subsidy (*Appended in ECM12 2014*) To subsidize each candidate in the Election organized by the Union Elections Committee.

3.2.2.6.1.1. Applicants:

All candidates in the Election organized by the Union Elections Committee.

3.2.2.6.1.2. Criteria for application:

Only expenses relating to the election affairs of the candidate would be considered.

3.2.2.6.1.3. Applications:

Applicants shall submit all supporting documents regarding the expenses within one month after the announcement of the election result.

3.2.2.6.1.4. The maximum amount granted per candidate in each election shall be announced one week after the closure of nomination.



3.2.2.6.1.5. The exact amount depends on the overall financial situation and the amount spent by the Union Elections Committee in other aspects relating to the Election. The Finance Committee shall be responsible for the recommendation for the maximum grant. The maximum grant shall be subject to the approval by the Union Council.

3.2.2.7. Union Executive Committee (*Appended in ECM12 2014*)

3.2.2.8. Popularly Elected Union Councillor(s) (*Appended in ECM12 2014*)

3.2.2.9. (*Repealed in ECM12 2014*)

3.2.2.10. Subscription to Hong Kong Federation of Students (*Amended in ECM12 2014*)

3.2.2.11. Repair and Renewal of Union Properties (*Amended in ECM12 2014*)

3.2.2.12. Depreciation of Union Properties (*Appended in ECM12 2014*)

3.2.2.13. Fund Expenses (*Appended in CM8 2011*)

3.2.2.14. (*Repealed in ECM12 2014*)

3.3. (*Repealed in ECM12 2014*)

3.4. Transfer to specific funds

3.4.1. The amount of transfer to each fund shall be listed on a separate statement and be proposed to the Union Council for approval together with the Union budget. (*Appended in ECM12 2014*)

3.4.2. The amount of transfer should be based on the Section III of this Regulation. (*Appended in ECM12 2014*)

3.4.3. Transfer to SA, CA & ICA Fund (*Appended in ECM12 2014*)

The Financial Secretary may, after consulting the Finance Committee, and with the prior approval of the Union Council, transfer from the General Reserve to SA Fund, CA Fund and ICA Fund. The total amount of transfer should be within +/- 5% of the base value (which is \$700,000 in 2015) or the balance of General Reserve, whichever is lower.

3.4.4. Transfer to Media Fund (*Appended in ECM12 2014*)

The Financial Secretary may, after consulting the Finance Committee, and with the prior approval of the Union Council, transfer from the General Reserve to Media Fund. The total amount of transfer should be within +/- 5% of the base value (which is \$300,000 in 2015) or the balance of General Reserve, whichever is lower.

3.4.5. The base values as stated in 3.4.3. and 3.4.4. shall be revised every 3 years since 2015 to reflect the following situational changes: (*Amended in CM10 2017*)

3.4.5.1. Prevailing economic environment faced by the Union;

3.4.5.2. Overall financial situation of the Union;

3.4.5.3. Changes in the number of affiliated societies who are eligible to apply for SA Fund, CA Fund, ICA Fund, and Media Fund; or

3.4.5.4. Changes in Consumer Price Index throughout the years.

#### **4. Course of Budget Adoption**

##### 4.1. Estimated Union budget

4.1.1. At the beginning of each fiscal year, the Financial Secretary shall propose to the Union Council the estimated Union budget for adoption according to historical information, the advice from the Honorary Treasurer, the opinions from related parties (e.g. Union Executive Committee) and the financial situation of the Union. *(Amended in ECM12 2014)*

##### 4.2. Union budget *(Amended in CM10 2017)*

4.2.1. The Financial Secretary, after reconsidering the actual financial situation and the opinion of the Union Council, should propose to the Union Council the Union budget for adoption.

4.2.2. The Union budget should be made based on the estimated Union budget.

#### 5. *(Repealed in ECM12 2014)*

### **SECTION V**

#### **ANNUAL FINANCIAL REPORT** *(Amended in CM6 1996)*

All audited financial reports shall be scrutinized by the Finance Committee and submitted to the Union Council for adoption. *(Amended in ECM12 2014)*

## **SECTION VI**

### **ASSET AND INVESTMENT**

#### **1. Principle**

- 1.1. All properties bought by the Union are properties of the Union. *(Amended in ECM12 2014)*
- 1.2. All purchase of equipment will be regarded as revenue expenditure except those under the description of 2.4.1. of this section.
- 1.3. Union properties may be entrusted to Union sub-organizations.

#### **2. Assets**

- 2.1. Assets of the Union mainly consist of fixed assets and financial assets in the form of cash at bank and investment. *(Amended in ECM12 2014)*
- 2.2. The Administrative Secretary and Union staff are responsible for the proper maintenance of the fixed assets mentioned in 2.1. above. *(Amended in ECM12 2014)*
- 2.3. The Finance Committee is responsible for reviewing and managing the financial assets and investment portfolio accordingly. *(Amended in ECM12 2014)*
- 2.4. Depreciation:
  - 2.4.1. All fixed assets of an amount greater than \$10,000 are subject to depreciation;
  - 2.4.2. Depreciation should be charged as recurrent expenditure to the income and expenditure account;
  - 2.4.3. Depreciation should follow the straight-line basis;
  - 2.4.4. The rate of depreciation should be determined by the Administrative Secretary.

#### **3. Investment**

- 3.1. The primary purposes of holding the investment are maintaining the overall financial position of the Union and financing the development of the Union. *(Amended in ECM12 2014)*
- 3.2. No investment can be made or sold without the joint approval of the Union Council and the Treasurer of the University. *(Amended in ECM12 2014)*
- 3.3. The investment of the Union shall be managed by a bank or other financial institutions under the control of the Union as advised by the Finance Committee. *(Appended in ECM12 2014)*
- 3.4. In addition to using the investment for its primary purposes, the investment can be used to provide emergency funding to the Union. *(Appended in ECM12 2014)*
- 3.5. The management fee of the investment shall be paid by the investment itself. *(Appended in ECM12 2014)*
- 3.6. The Finance Committee should review the investment portfolio yearly. Any changes in the investment portfolio must be jointly approved by the Union Council and the Treasurer of the University. *(Appended in ECM12 2014)*

## SECTION VII

### ACCOUNTING PROCEDURE

#### **1. Banking Account**

All banking accounts of the Union and its sub-organizations must be opened with the Hongkong and Shanghai Banking Corporation Limited unless the Finance Committee approves the otherwise. *(Amended in ECM12 2014)*

#### **2. Income** *(Amended in CM8 2011)*

- 2.1. Cash income must be banked in properly. *(Amended in ECM12 2014)*
- 2.2. All income must be recorded in the books of account. *(Amended in ECM12 2014)*
- 2.3. Any income not included in budget with an amount larger than \$100,000 should be reported to the Finance Committee. *(Amended in ECM12 2014)*
- 2.4. For any income generating activities not included in the budget, tendering procedure (section XIV) may be executed if the Union Executive Committee deems fit. *(Amended in ECM12 2014)*

#### **3. Expenditure** *(Amended in CM8 2011)*

- 3.1. All expenditures must be supported by relevant documentary evidence, e.g. invoices, receipts. Expenditures not supported by relevant documents will not be reimbursed unless certified by relevant office bearers. (refer to Article 4 of the same section) *(Amended in CM10 2017)*
- 3.2. All transactions must be supported by relevant reimbursement forms or, if not applicable, letters signed by the Financial Secretary or the President of the Union. *(Amended in CM10 2017)*
  - 3.2.1. **Form A:** Payment against invoice or debit note; *(Amended in CM10 2017)*
  - 3.2.2. **Form B:** Reimbursement against receipts (or other acceptable evidence of expenditure). *(Amended in CM10 2017)*
  - 3.2.3. *(Repealed in ECM12 2014)*
  - 3.2.4. *(Repealed in ECM12 2014)*
  - 3.2.5. *(Repealed in ECM12 2014)*
- 3.3. All reimbursement forms must be filled in and signed by the Responsible Person (hereinafter "RP") who shall be: *(Amended in CM10 2017)*
  - 3.3.1. The Chairperson of the Union Council,
  - 3.3.2. The Chairperson of a Union Council Committee,
  - 3.3.3. A member of the Union Executive Committee,
  - 3.3.4. A Popularly Elected Union Councillor,
  - 3.3.5. A Union staff,
  - 3.3.6. The financial secretary of the sub-organization concerned, or
  - 3.3.7. An officer approved by the Finance Committee.

- 3.4. Save with the permission of the Union Council, no transaction shall be declared valid unless with the dual approval of the Honorary Treasurer and the Financial Secretary (or the President of the Union, in case the Financial Secretary is the RP).
- 3.5. Transactions for publications must be accompanied by a copy of the publication for the record of the Finance Committee. *(Amended in ECM12 2014)*
- 3.6. Save with the permission of the Finance Committee, any expenditure of a single item with an amount more than \$10,000 and less than or equal to \$200,000 shall be approved if: *(Amended in ECM12 2014)*
  - 3.6.1. More than three written quotations are obtained, or
  - 3.6.2. Sufficient explanation for not complying with 3.6.1. is written to the Finance Committee for approval. *(Amended in CM10 2017)*
- 3.7. Save with the permission of the Union Council, any expenditure of a single item with an amount of more than \$200,000 shall be approved if: *(Amended in ECM12 2014)*
  - 3.7.1. The tendering procedure (section XIV) is executed, or
  - 3.7.2. Sufficient explanation for not issuing a tender is written to the Finance Committee for approval.
- 3.8. For exemption approval in 3.4., 3.6. and 3.7., the respective officer/authority shall make a formal decision (in letter/motion) specifically for each single transaction.
- 3.9. *(Repealed in ECM12 2014)*
- 3.10. Save with the permission of the Finance Committee, the lowest quotation shall be selected, unless sufficient explanation is written to the Finance Committee for approval. *(Amended in ECM12 2014)*

#### **4. Certificate-in-Lieu of Suppliers' Receipt**

- 4.1. This form is only to be used when a lack of receipt is inevitable.
- 4.2. No Certificate-in-Lieu may be submitted for purchase of \$200 or more without the approval of the Finance Committee.
- 4.3. All subsidies reimbursed by a Certificate-in-Lieu should be itemized with dates clearly shown. *(Amended in CM10 2017)*

#### **5. Procedure**

- 5.1. All reimbursement forms must be submitted to the Financial Secretary for approval before submitting to the Honorary Treasurer for approval and payment. *(Amended in ECM12 2014)*
- 5.2. A payment advice will be sent to the payee at the issuance of a cheque if payment is approved. Payment can only be made within 6 months of the issuance of the cheque. *(Amended in CM10 2017)*
- 5.3. An official receipt will be issued for any payment to the Union. *(Amended in ECM12 2014)*

## **6. Time Control**

- 6.1. All reimbursement forms and payment advice must be submitted as soon as possible and not later than January 31 of the subsequent year. *(Amended in ECM12 2014)*
- 6.2. *(Repealed in ECM12 2014)*
- 6.3. *(Repealed in ECM12 2014)*
- 6.4. *(Repealed in ECM12 2014)*

## **7. Petty Cash**

- 7.1. A separate petty cash book will be kept for record purpose. *(Amended in CM3 2016)*
- 7.2. A sum of \$3,000 shall be kept at the Union office by the bookkeeper for petty expenditure.
- 7.3. Petty cash payment can only be claimed by the Union Executive Committee or Union staff and it has to be filed in forms, and the relevant vouchers should be returned to the bookkeeper within 2 days. *(Amended in CM10 2017)*
- 7.4. A sum of \$4,000 will be kept in co-operative store for exchange purpose. *(Amended in ECM12 2014)*
- 7.5. The bookkeeper should compile a monthly report and obtain approval from the Financial Secretary. *(Amended in ECM12 2014)*
- 7.6. *(Repealed in CM8 2011)*

## **8. Stock and Equipment Record**

### 8.1. Fixed Asset

- 8.1.1. The Administrative Secretary shall keep a record of Union Properties. *(Amended in ECM12 2014)*
- 8.1.2. Financial secretaries of SA, CA and ICA must keep a record of all purchase of equipment and the record should be examined and certified by the Financial Secretary yearly. *(Amended in ECM12 2014)*
- 8.1.3. *(Repealed in ECM12 2014)*
- 8.1.4. Written explanation must be given for any damage or loss of equipment. *(Amended in ECM12 2014)*
- 8.1.5. *(Repealed in ECM12 2014)*

### 8.2. Stock

- 8.2.1. Periodic physical stocktaking should be carried out to estimate the value of inventory at the end of each period. *(Amended in ECM12 2014)*
  - 8.2.1.1. Stock of co-operative store shall be taken at the end of June and December each year. *(Amended in ECM12 2014)*
  - 8.2.1.2. *(Repealed in CM5 2008)*
  - 8.2.1.3. *(Repealed in ECM12 2014)*
- 8.2.2. Weighted average of stock valuation should be used. *(Amended in CM10 2017)*

### 8.3. Purchase and Sales record

8.3.1. All purchases and sales must be recorded properly. The record must be certified by the Financial Secretary. *(Amended in ECM12 2014)*

8.3.2. *(Repealed in ECM12 2014)*

## **SECTION VIII**

### **REGULATIONS GOVERNING FUND-RAISING FUNCTIONS** *(Amended in CM8 2011)*

#### **1. Definition**

- 1.1. *(Repealed in CM10 2017)*
- 1.2. "Fund-raising function" shall mean any function organized with expected or actual net income exceeding: *(Amended in CM10 2017)*
  - 1.2.1. \$5,000 for the Union Executive Committee, Popularly Elected Union Councillor(s), Campus Media, Executive Committees of SA, CA and ICA, Faculty Societies and Hall Students' Associations; or
  - 1.2.2. \$2,000 for Academic Societies and Clubs.

#### **2. Control**

- 2.1. *(Repealed in ECM12 2014)*
- 2.2. No fund-raising function as defined in Article 1 can be organized without the joint written approval of the Financial Secretary and the Administrative Secretary. *(Amended in ECM12 2014)*
- 2.3. *(Repealed in ECM12 2014)*
- 2.4. *(Repealed in ECM12 2014)*
- 2.5. The Financial Secretary is responsible for scrutinizing the necessity to organize the fund-raising functions according to the financial status of the sub-organization. *(Amended in ECM12 2014)*
- 2.6. The Administrative Secretary is responsible for ensuring the fund-raising function being organized in compliance with the Internal Regulation or University regulations. *(Amended in ECM12 2014)*
- 2.7. The Financial Secretary is substituted by the Finance Committee in cases of fund-raising functions organized by the Union Executive Committee under this section. *(Amended in CM3 2016)*
- 2.8. The Finance Committee retains the power to review and overrule all the decisions made by the Financial Secretary under this section. *(Amended in ECM12 2014)*

#### **3. Procedure**

- 3.1. Submission of application for organizing fund-raising functions *(Amended in ECM12 2014)*
  - 3.1.1. All applications for organizing fund-raising functions must be submitted at least 4 weeks before the function takes place, except if the function is for the relief work of some emergency issues (please refer to 3.7. of this section). *(Amended in ECM12 2014)*



- 3.1.2. The Union Executive Committee shall submit her applications to the Finance Committee. *(Amended in ECM12 2014)*
- 3.1.3. Popularly Elected Union Councillor(s), Campus Media, Executive Committees of SA, CA and ICA, Faculty Societies and Hall Students' Associations shall submit their applications to the Union. *(Amended in ECM12 2014)*
- 3.1.4. All academic societies and clubs shall submit their applications to the Financial Secretary through financial secretary of their respective Faculty Society, SA, CA or ICA. *(Amended in ECM12 2014)*
- 3.2. The following information shall be included in the application: *(Amended in ECM12 2014)*
  - a. Aim;
  - b. Nature (including the form and the method);
  - c. Estimated budget; *(Amended in ECM12 2014)*
  - d. Usage of surplus (including recipient of the surplus); *(Amended in ECM12 2014)*
  - e. Proposed annual budget;
  - f. Date, time and the place where the function is to be held;
  - g. Estimated no. of participants involved in the function; and
  - h. Latest bank statement.
- 3.3. The Financial Secretary and the Administrative Secretary, after receiving the details, may ask for further information if required. If the proposed plan is found to be satisfactory, a written consent will be sent to the applicant and they may carry out their plan. *(Amended in ECM12 2014)*
- 3.4. If the plan is rejected, appeal can be made in writing to the Finance Committee. *(Amended in ECM12 2014)*
- 3.5. An interim report of the progress of the function may be required, provided that a prior notice of 14 days is given for preparation. The interim report shall include: *(Amended in CM10 2017)*
  - a. Actual income and its source(s);
  - b. Unsecured income and its source(s);
  - c. Actual expenditure;
  - d. Any form of publication or publicity made.
- 3.6. *(Repealed in ECM12 2014)*
- 3.7. Financial report on fund-raising function: *(Amended in CM10 2017)*

After the fund-raising function has been carried out, the applicant must submit a financial report within 4 weeks to the Financial Secretary. The report shall include:

- a. The actual income and its source(s);
- b. The total expenditure;
- c. The amount of surplus;
- d. The usage of the balance;
- e. The list of advertisers, patrons, donors, sponsors, and/or advisors of the function; and
- f. One copy of each publication of the function (if any).

- 3.8. Fund-raising functions for the relief work of emergency issue: *(Amended in ECM12 2014)*
- 3.8.1. Application shall be submitted within 4 weeks after that issue had happened. *(Amended in CM10 2017)*
- 3.8.2. No function can be organized before submitting an application. *(Amended in ECM12 2014)*
- 3.8.3. The application is generally approved retrospectively. However, if the Financial Secretary or the Administrative Secretary finds the function inappropriate according to Article 2.5. or 2.6. of this section within 24 hours after the submission of application, the applicant must stop all the organizing work. *(Amended in ECM12 2014)*
- 3.8.4. Article 3.1.-3.7. above shall also be applicable under this case, except 3.1.1. *(Amended in ECM12 2014)*
- 3.9. *(Repealed in ECM12 2014)*
- 3.10. *(Repealed in ECM12 2014)*
- 3.11. No fund-raising function with actual net profit more than the amount prescribed in 1.2. which does not serve the purpose prescribed in 3.8. shall be carried out without prior application, unless reasonable excuse could be provided. If reasonable excuse could be provided, the party shall submit a financial report and explain the usage of the profits within 2 weeks after the completion of the activities to the Financial Secretary through respective financial secretary. *(Amended in CM3 2016)*

## **SECTION IX**

### **REGULATIONS GOVERNING THE COMMERCIAL BOOTH CO-ORGANIZED BY THE ADMINISTRATIVE SECRETARY AND A UNION SUB-ORGANIZATION**

*(Repealed in ECM12 2014)*

## **SECTION X**

### **COMPENSATION FOR LOSS OR DAMAGE OF UNION PROPERTIES** *(Amended in CM6 1996)*

1. Any loss or damage of the Union property should be the responsibility of the person(s) or the Union sub-organization(s) concerned. *(Amended in CM3 2016)*
2. Compensation should be in the form of replacement of the lost or damaged property in general.
3. Compensation in terms of money shall be determined by the Administrative Secretary. *(Amended in ECM12 2014)*
4. Compensation should be made within one month except with the permission of the Administrative Secretary.

## **SECTION XI**

### **PENALTY FOR INFRINGEMENT OF THE FINANCIAL REGULATION** *(Amended in CM6 1996)*

1. The penalty to be imposed on any infringement of the Financial Regulation depends on the seriousness of individual cases. *(Amended in CM6 1996)*
2. Penalties that may be imposed by the Union Council, on recommendation from the Finance Committee: *(Amended in CM6 1996)*
  - 2.1. Regretted by the Union Council; *(Amended in CM6 1996)*
  - 2.2. Retrieval of subsidy within the session concerned;
  - 2.3. A fine of no more than \$1,000; *(Appended in ECM12 2014)*
  - 2.4. Temporary suspension of affiliation, i.e. no activity of the society can proceed; *(Amended in CM10 2017)*
  - 2.5. Disaffiliation;
  - 2.6. Any other means deemed appropriate by the Union Council. *(Amended in CM6 1996)*

## **SECTION XII**

### **APPEAL** *(Amended in CM6 1996)*

All Union sub-organizations reserve the right of appeal by writing to the Union Council.

## **SECTION XIII**

### **FINANCIAL RESOURCES ALLOCATION METHOD (FRAM)** *(Repealed in ECM12 2014)*

## **SECTION XIV**

### **TENDERING PROCEDURE** *(Appended in ECM12 2014)*

1. A Tender Board should be established with membership that matches with the nature of the income-generating activity or the expenditure item, as decided by the Union Council.
2. The Financial Secretary is an ex-officio member of any tender board established.
3. A tender specification should be drawn up by the board and sent to a number of companies or service providers as the board deems fit. This specification should include the format and closing date of tender submission.
4. The closing date of tender shall be determined by the board.
5. The tender board shall be responsible for evaluating the merits of each tender and submit her recommendation to the Union Council for approval.
6. Save with the approval of the Union Council, members of any tender boards shall comply with the Code of Practice for Tender Procedure as listed in Appendix III of this Regulation. *(Appended in ECM12 2016)*

## **APPENDIX I**

### **SUMMARY TO FINANCIAL SECRETARIES OF UNION SUB-ORGANIZATIONS**

1. As a financial secretary of a Union sub-organization, you are responsible for all the handling of money, such as collection of membership fees and payment of incidental expenses (Section II Article 4). *(Amended in CM6 1996)*
2. On preparing budget, you are recommended to observe the budget standard of respective faculty societies, SA, CA or ICA and the principles of Union funds (Section III). *(Amended in UFC RM11 2017)*
3. You should also hand in a budget and a financial report to the Financial Secretary at the commencement and the close of the session (Section II Article 4). *(Amended in CM6 1996)*
4. Forms for reimbursement must be handed in together with the relevant receipts, dates of purchase or expenditure not later than January 31 of the subsequent year (Section VII Article 6). In case a lack of receipt of inevitable, you can hand in a Certificate-in-Lieu (Section VII Article 4). *(Amended in UFC RM11 2017)*
5. In order to organize a fund-raising function, the joint approval from the Financial Secretary and the Administrative Secretary must be obtained. The criteria behind the consideration are the necessity to organize a fund-raising function based on the financial status of the sub-organization and whether or not the function complies with the Internal Regulation or University regulations. The application should be submitted to respective financial secretary 4 weeks before the function takes place, and the report 4 weeks within the function completes. Fund-raising function for the relief work of emergency issue is approved by ratification (Section VIII). *(Amended in UFC RM11 2017)*
6. In case of short-term financial difficulties, Union sub-organization may apply for the Union Loan Fund (Section III Article 6). *(Amended in CM6 1996)*
7. *(Repealed in UFC RM11 2017)*
8. Union sub-organizations may apply for Education Fund, Academic Fund or Democracy Fund based on the nature of their activities (Section III Article 10-12).
9. Union sub-organizations may apply for Capital Investment Fund for acquisition of assets (Section III Article 19).
10. There are Grants to Student Societies offered by the University, administered by CEDARS.
11. Infringement of the Financial Regulation by any sub-organization is liable to penalty (Section XI). *(Amended in UFC RM11 2017)*
12. All Union sub-organizations reserve the right of appeal by writing to the Union Council (Section XII). *(Amended in UFC RM11 2017)*

## **APPENDIX II**

### **GUIDELINES FOR FUNCTIONS HELD BY THE UNION EXECUTIVE COMMITTEE**

#### **1. Definition**

- 1.1. "Exco" shall mean a member of Union Executive Committee, as defined in Union Constitution Section VIII Article 1, except Presidents of the SA, ICA and CA. *(Amended in UFC RM11 2017)*
- 1.2. *(Repealed in UFC RM11 2017)*

#### **2. General**

- 2.1. Only approved functions can be held, no matter if Union subsidies are granted or not.
- 2.2. The interpretation of these guidelines shall rest on the Union Council, whilst it is usually delegated to the Union Executive Committee and the Finance Committee.
- 2.3. These guidelines shall be amended or rescinded at any meeting of the Finance Committee with recommendation from the Union Executive Committee and the consent of two-thirds of those present voting.

#### **3. Finance**

- 3.1. Normally, at the beginning of each financial year, Exco's wishing to obtain Union subsidies for their proposed functions shall apply to the Financial Secretary with their draft proposals, consisting of the aims, formats and budgets drafts.
- 3.2. All Exco's wishing to obtain Union subsidies for functions not include in the Union budget shall apply to the Finance Committee for Contingencies at least 6 weeks before the commencement of the proposed functions. *(Amended in UFC RM11 2017)*
- 3.3. An Honorary Auditor for a function, who shall not participate in the organizing committee of the function and shall be a member of the Finance Committee or the Union Council, shall be appointed at a meeting of Union Executive Committee. *(Amended in UFC RM11 2017)*
- 3.4. A financial report of each function, audited by the Honorary Auditor, shall be submitted to the Finance Committee for scrutiny within 8 weeks upon completion. *(Amended in UFC RM11 2017)*
- 3.5. The audited financial report shall include:
  - a. The actual income and its sources;
  - b. The total expenditure;
  - c. The list of advertisers, patrons and sponsors.
- 3.6. In case a surplus shall be incurred, the whole sum shall be transferred to Academic Fund, or refunded to the participants if fees have been charged (e.g. camp fee or course subscription fee), under the instruction of the Finance Committee. *(Amended in UFC RM11 2017)*
- 3.7. If the function results in a deficit, the person-in-charge of the function may apply to the

Finance Committee for Contingencies.

- 3.8. The Finance Committee and the Union Council reserve the power of final adoption of audited financial reports of the functions until the adoption of Union Annual Financial Reports.
- 3.9. Budget standard: *(Amended in UFC RM11 2017)*
  - 3.9.1. No "miscellaneous" item shall be allowed without clear explanation.

#### **4. Procedure**

- 4.1. A detailed proposal for each function mentioned in the year plan shall be submitted for approval at a meeting of the Union Executive Committee, at least 4 weeks prior to its commencement. *(Amended in UFC RM11 2017)*
- 4.2. A detailed proposal of a function shall comprise: *(Amended in UFC RM11 2017)*
  - a. Aims;
  - b. Nature (including the form and the method);
  - c. Estimated income and expenditure in details;
  - d. Schedule of the preparation work and the holding of the function;
  - e. Person-in-charge of the function;
  - f. Proposed Honorary Auditor of the function;
  - g. Estimated number of participants in the function.
- 4.3. If the proposal is rejected by the Union Executive Committee, for receivable within 6 weeks upon its completion. *(Amended in UFC RM11 2017)*
- 4.4. A report of the function shall be submitted to the Union Executive Committee for receivable within 6 weeks upon its completion. *(Amended in UFC RM11 2017)*
- 4.5. The report shall include an audited financial report, as stated in Article 3.5., and other information, as referring to the detailed proposal, deemed necessary by the Union Executive Committee.

#### **5. Special Functions *(Amended in UFC RM11 2017)***

Any expenditure reimburse to special functions by any Union Executive Committee shall seek the approval from Finance Committee and the Union Council. The Form B shall be co-signed by the Financial Secretary, the Council Chairperson and the Honorary Treasurer.

## **APPENDIX III**

### **CODE OF PRACTICE FOR TENDER PROCEDURE** *(Appended in ECM12 2016)*

#### **1. Definition**

1.1. "Tender board" shall mean party receiving tenders. *(Amended in UFC RM11 2017)*

1.2. "Tenderer" shall mean party submitting tender. *(Amended in UFC RM11 2017)*

#### **2. Tendering ethics**

2.1. Members of the tender board shall not engage in any practice which gives one party an improper advantage over another.

2.2. Any members of the tender board with a conflict of interest must declare that interest as soon as the conflict is known to that member. Any parties, prior to their appointment as member of the tender board, shall sign an undertaking to declare that they have no conflict of interest to the best of their knowledge at the time when the undertaking is signed.

#### **3. Selection criteria and evaluation**

3.1. Selection criteria of successful tenderer(s) may include, but may not be limited to:

3.1.1. Students' needs

3.1.2. Financial situation of the Union

3.1.3. Ability to fully perform the contract

3.1.4. Relevant experience

3.1.5. Quality assurance

3.1.6. Past performance

3.1.7. Technical, management, physical, environmental management and financial resources

3.1.8. Innovation

3.2. The criteria shall be determined prior to evaluation of tenders to ensure an objective and rational basis for the assessment.

#### **4. Enquiries by tenderers and negotiations**

4.1. Any information given to a particular tenderer shall also be given promptly to all other tenderers.

4.2. The tender board shall nominate a person and that person shall be the sole person to respond to all enquiries from tenderers.

4.3. The discussion and deliberations at tender board meeting are strictly confidential. When it is necessary for the tender board to make announcement to the public of any of its decisions, the Chairperson of the tender board shall normally be the spokesperson or authorize an appropriate office or officer of the tender board to be responsible for the task. Unless with the permission of the tender board or its Chairperson, other members of the tender board shall not disclose tender.

board information in any manner to any parties, including the tenderers.

4.4. Minutes shall be taken for every interview conducted during the tender procedure, if any.

Written records of all negotiations shall be maintained by the tender board.