

## Instructions for financial procedures

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## 1 Formalities

### 1.1 Summary

These instructions describe how the union management works with budgets, how right of authorisation is structured and who may approve payments in the name of LinTek.

### 1.2 Purpose

The purpose of these instructions is to establish LinTek's internal procedures for the right of disposal of LinTek's liquid assets.

### 1.3 Scope

These instructions apply to everyone within LinTek who in some way has right of disposal of LinTek's liquid funds.

### 1.4 History

Draft completed on 22 May 2014 by Hillevi Haugen.

Revised on 13 April 2015 by Hillevi Haugen. Adopted by decision of Union Board meeting [No. 10, 14/15].

Revised on 6 April 2021 by Lucas Sevelin. Adopted by decision of Union Board meeting [No. 13, 20/21].

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A full editorial history can be found on [GitLab](#).

## 2 Budget

### 2.1 Background

LinTek's Regulations state which changes in LinTek's framework budget are to be submitted to the Union Council. However, the detailed budget is also to be regarded as a governing document, and reallocation within a cost centre may significantly change LinTek's operations.

### 2.2 Detailed budget

The detailed budget is the basis for the steering budget set by the Union Board. The detailed budget for the following financial year is prepared by the person responsible for the cost centre and the Union Vice President. When the Student Union Board adopts the steering budget, the detailed budget on which this is based is approved at the same time.

### 2.3 Changes to the detailed budget

In the event of changes or a forecast outcome for an item within one's own cost centre exceeding 50% of the item's total, or a total amount of SEK 10,000, the Union Vice President must be consulted. If the Union Vice President determines that it is significant enough, or the business within the cost centre exceeds SEK 75,000, the Union Board must be consulted.

### 2.4 Long-term financial decisions

Only the Union Board can take decisions on financial commitments extending over several years, such as rental agreements or depreciation.

## 3 Authorisation

### 3.1 Definition

Authorisation is the signing or initialling of an accounting document by which a person confirms that the expenditure is objectively justified and may be charged to a specific cost centre and account.

### 3.2 Purpose

The authorisation serves two purposes:

- It allows a person to decide whether they, for their part, have accepted an expense to be charged to the cost centre for which they are responsible;
- It forms part of the internal control system which confirms to the beneficiary that the expenditure base has been validated by a person authorised to approve.

### 3.3 Authority to approve

The Union President, Union Vice President and Chair of the Union Board have general authority to approve for the entire organisation, while the union management has right of authorisation for its cost centre, corresponding to its activities.

### 3.4 Obligations of the person authorised to approve

The person authorised to approve must ensure that:

- The expenditure falls within the framework of the activity to which the authority to approve relates
- The basis of expenditure is checked and corresponds to expected expenditure
- Account and cost centre are correctly indicated

### 3.5 Right to grant authority to approve

The right to grant authority to approve is held by the Union Board.

### 3.6 Persons with authority to approve

## 4 Right to make payment

### 4.1 Definition

Right to make payment means a document by which a person confirms with their signature that a certified statement of expenditure may be paid.

### 4.2 Purpose

Giving the right to make payment to only a few people increases the transparency of LinTek's financial flows.

### 4.3 Restrictions

Beneficiaries may not authorise payments to themselves or an expense that has been associated with their own person. In such cases, another person entitled to make payments must confirm the payment.

1. Fixed costs	Union Board
2. Central administration	Full-time staff
3. Union Council	Union Board
4. Union Board	Union Board
5. Presidium	Union Board
6. Education	UA (Education Officer)
7. Welfare and social support	Heads of Welfare and Student Support
8. Marketing	MF (Marketing Officer)
9. Business	Commercial Officer
10. LARM	LARM Project Manager
11. LiTHanians	Editor-in-chief, MF (Marketing Officer)
12. Welcome weeks	MA-L, MA-N, SA
13. München Hoben	MH, SA
14. SOF	SOF
16. Provisions	Union Board
18. Kårstugan	Project Manager for Kårstugan
19. PhD student ombudsperson	PhD student ombudsperson

## 4.4 Obligations of the beneficiary

The person approving the payment of an amount must ensure that:

- The payment is reasonable
- The expenditure is authorised by the correct person
- The authorising person has not authorised expenditure related to their own person
- If the cost is to be charged to the strategic funds of the Union Board, there must be a Union Board decision confirming this

## 4.5 Deputy

If necessary, a deputy may be designated as beneficiary. This can only be done by the Union Board.

## 4.6 Beneficiary

Beneficiaries within LinTek are the Union President, Union Vice President and the Chair of the Union Board.