

Economic policy for  
Elektroteknologsektionen  
Chalmers Student union

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## **Chapter 1**

### *Introduction*

This document is to be seen as guidelines for the handling of financial resources of the Electrotechnology Division and is to be followed by all those who participate in the Divisions' economy. The purpose of the policy is to give greater insight into the Divisions' finances to the division members.



## Chapter 2

### *General*

#### **2.1 Non-Profit Organisation**

The Electrotechnology Division is a non-profit organisation which does not further the financial interests of its members. As a non-profit, the Division is not to charge value-added tax (VAT) on its sales of goods and services, nor is it to deduct VAT on purchases. For more details on these requirements and what they mean, see the Swedish Tax Agency's website.

#### **2.2 The Economic Structure**

The board of the Electrotechnology Division, E-styret, is responsible for the Division's finances. The finance manager in E-styret carries the main responsibility for all bookkeeping at the Division. The Divisions' association treasurers are responsible for ensuring that each association maintains the given budget and manages the economy continuously. Said treasurers fill in vouchers with the necessary information and leave it to the finance manager in E-styret, who approves all payments and purchases. Vouchers should be received by the finance manager no later than 2 months after the date of purchase. The finance manager has the right to refuse compensation for unjustified expenses.

#### **2.3 Budget**

During the second regular division meeting of the autumn term, the preliminary budget is decided and during the second regular division meeting of the spring term the final budget is decided upon. Both the preliminary budget and the final one are decided upon on the basis of a proposal from the finance manager in consultation with the remaining board.

#### **2.4 "Äskningar"**

All members in the Electrotechnology Division have the right to apply for financial aid, an "äskning", from E-styret. The application is to be for an exceptional and extraordinary expense and is a request for a grant to purchase an object or cover an activity which promotes the benefit of the members of the Electrotechnology Division. Applications are made with the Divisions' "äsknings"-template which is to be properly filled in with a clear motivation as to how the grant benefits the members. Decisions regarding the applications are made during the upcoming board meeting depending on when the application was handed in.



## Chapter 3

### *Events*

#### **3.1 The Handling of Cash**

The Electrotechnology Division aims to be a completely cashless organisation. Cash should therefore be avoided in all means possible. The finance manager in E-styret is to be informed well in advance when an association wishes to use cash during an event.

#### **3.2 Budgeting Larger Events**

When larger events are held by one or multiple associations, a budget should be established by at least one of the association treasurers. This is to be presented to the finance manager in E-styret well before the event is to be held.

#### **3.3 Car and Mileage Compensation**

The associations have at their disposal the carpool Sunfleet to transport necessary objects for events. Decisions regarding renting a car for other reasons are to be decided by the finance manager in consultation with the remaining board. It is also possible to receive compensation if the organizer of the event should find a cheaper transportation alternative than Sunfleet. In this case the Swedish Tax Agency's guidelines for tax-free mileage compensation are to be followed.

#### **3.4 Work Food**

At events lasting more than 5 hours, associations are allowed to purchase work food for a total amount of SEK 50 per person and event. At sittings or dinners, the associations may buy enough food to provide organizers with a meal as well. Alcoholic beverages do not count as work food.

#### **3.5 Advance Payment**

At events which require a larger sum of money, an association may be eligible to receive an advance payment to finance purchases for the event. On these occasions, the association treasurer is to account for planned purchases for the finance manager who then decides whether the advance payment is justified.



## **Chapter 4**

### *Representation*

#### **4.1 Team Building**

The amount for team building is determined in connection with the budget for the financial year and is to be stated per person in the associations. If an association does not fill all the positions in the association, the association members are not to spend the total amount in the budget. The money is not allowed to be spent on alcoholic beverages and the purpose is to strengthen the bond between the members.

#### **4.2 Clothes**

The amount for work clothes for the association is determined in connection with the budget for the financial year and is to be stated per person in the associations. If an association does not fill all the positions in the association, the association members are not to spend the total amount in the budget.

#### **4.3 Sponsoring**

The labor marketing group has, according to the Division regulations, the right to contact branch related businesses for collaborations. This does not hinder other associations to seek sponsoring outside the branch. Contracts can only be signed by the Division's signatories.



## **Chapter 5**

### *Economic Follow-up*

#### **5.1 Responsibility Towards the Division**

The people the Division considers are in positions of trust have an economic responsibility. This applies to all presidents and treasurers in the different associations at the Division as well as other positions in miscellaneous associations as per the statute and regulations. To have an economic responsibility implies taking responsibility for the individual associations' economy. The responsibility is towards the president as well as the finance manager in E-styret, who are ultimately responsible for all economy at the Division.

#### **5.2 Contracts**

Before the first division meeting in the spring term, the newly appointed president and treasurer in each association are to sign a contract stating that they assume financial responsibility for their association for the current financial year.

#### **5.3 Revision**

At the end of each financial year, a revision is to be made by an elected reviser. These shall, together with the president and financial manager in E-styret, make sure that all activities, especially the economic ones, have taken place in accordance with existing laws as well as the Division's statute and regulations.