

DOWNING COLLEGE AMALGAMATION CLUB

STANDING ORDERS

Having regard to clause 17 of the Downing College Amalgamation Club, the Committee of the Downing College Amalgamation Club has made the following Standing Orders.

Unless otherwise stated, terms used in these Standing Orders shall be defined as in Clause 3 of the Constitution. In particular, references to the “Senior Treasurer” shall mean the senior treasurer to the DCAC Committee, also known as the Senior Treasurer to the Amalgamation Club, and references to the “Junior Treasurer” shall mean the junior treasurer of the JCR.

STANDING ORDER 1: APPROVED STUDENT CLUBS

As adopted on 24 June 2022 and last amended on 5 October 2023.

The following Student Clubs are approved to receive Funding:

- JCR
- MCR
- Badminton Club
- Basketball Club
- Boat Club
- Climbing Club
- Cycling Club
- Cricket Club
- Football Club (Men’s)
- Football Club (Women’s)
- Golf Society
- Hockey Club
- Lacrosse Club
- Netball Club
- Rugby Club (Men’s)
- Squash Club
- Tennis Club
- Ultimate Club
- Austyn Mair Engineering Society
- Blake Arts Society
- Brammer Geographical Society
- Cranworth Law Society
- Danby Scientific Society
- Education Society
- Literature Society
- Maitland History Society
- Mathias Economics Society

- Millett Classics Society
- Modern Languages Society
- PBS (Psychological and Behavioural Sciences) Society
- Whitby Medical Society
- BAMESoc
- Board Game Society
- Chapel Choir
- Downamynx (Downing Society of Social Innovation and Entrepreneurship)
- Dramatic Society
- Feminist Society
- Griffins Club
- Griffin Singers
- Music Society
- Wine Society

STANDING ORDER 2: PROCEDURES BY WHICH CLUBS MAY APPLY FOR FUNDING

As adopted on 24 June 2022 and amended on 6 October 2022.

1. Before the start of each academic year, the Junior Treasurer shall, by email, request that the President or Captain of each (DCAC-affiliated) Club apply for a grant by submitting a Budget Application Form. This email shall specify
 - a. The date by which the Budget Application Form must be submitted; and
 - b. How to access the Budget Application Form.
2. The intended use of the requested funds must also be specified on the Budget Application Form. The Junior and Senior Treasurer reserve the right to refuse reimbursement and spending requests for items which were not specified on the initial Budget Application Form for that academic year.
3. Funds shall be allocated either for Consumable Spending or Depreciation Spending, as defined in Standing Order 4.
4. To be considered for funding, each Club must also complete the College Societies Annual Registration (CSAR) form to the satisfaction of the DCAC Committee. The CSAR form is located on the College Clubs and Societies site on the College Intranet (<https://downingcollege.sharepoint.com/sites/CollegeClubsandSocieties>).
5. Any society which does not apply for a grant by the deadline specified by the JCR Treasurer, or that has not completed the CSAR to the satisfaction of the DCAC Committee, is liable to receive no funding that academic year.
6. Academic societies are not permitted to charge an annual subscription fee and, therefore, events should be hosted within the financial constraints of DCAC funding combined with any donations and industry sponsorship, where appropriate.
7. The JCR and MCR are not required to complete the CSAR form or a Budget Application Form. Allocation of funding to the JCR and MCR shall be in accordance with Standing Order 3.

STANDING ORDER 3: CONSIDERATION OF FUNDING APPLICATIONS BY THE DCAC COMMITTEE

As adopted on 24 June 2022 and amended on 6 October 2022.

1. The Junior Treasurer shall consider budget applications received before the deadline and shall ensure that all funds requested are intended to be used in accordance with any Funding Guidelines in force and Standing Order 4. Only those parts of budget applications requested for purposes which are permitted by any Funding Guidelines in force and Standing Order 4 shall be deemed valid.
2. The Junior Treasurer shall then, in conjunction with the Senior Treasurer, propose the total budget for all allocations to Clubs (including the JCR and the MCR shall be), having regard to:
 - a. the monies allocated by the College to the DCAC for disbursement among Clubs; and
 - b. the income accrued or likely to be accrued on any investments held by the DCAC; and
 - c. the historical proportion of the DCAC annual budget actually spent in any given financial year; and
 - d. any reserves or other funds held by the DCAC, the JCR and/or the MCR; and
 - e. standard budgeting processes in the College.
3. The Junior Treasurer shall propose an MCR Grant in consultation with the Junior Treasurer to the MCR.
4. The Junior Treasurer shall then propose a JCR Grant and DCAC Committee Budget.
5. The DCAC Committee Budget shall include funding for any administrative costs relating to the DCAC Committee's work. The DCAC Committee Budget may also include a discretionary fund to provide funding for new Clubs formed after the deadline for funding applications or to provide for unexpected cost over-runs for student Clubs. Access to such discretionary funding shall be at the discretion of the DCAC Committee.
6. The Junior Treasurer shall then propose funding allocations for all other Clubs. If the total valid funding requests for Clubs exceeds the total budget available for them, the Junior Treasurer shall propose an allocation which prioritises the most essential elements of Clubs' funding requests.
7. The Junior Treasurer shall then present the proposed funding allocations to the DCAC Committee in Michaelmas Term. The Committee shall be made aware of the valid funding requests for each club as well as the proposed allocations, so that the prioritisation by the Junior Treasurer may be considered by the Committee.
8. Priority shall be given to budget applications from Clubs received before the deadline.

9. Other sources of funds available to Clubs may be taken into consideration when deciding their allocation.

STANDING ORDER 4: PROCEDURES AND RULES FOR THE SPENDING OF FUNDS

As adopted on 24 June 2022 and amended on 6 October 2022.

1. There shall be two types spending for each Club:
 - a. Consumable Spending to cover the usual running costs of the Club and not intended for expenditure of lasting material value; and
 - b. Depreciation Spending to fund purchases kit, equipment and such other items as shall be of material value to the Club for more than one year.
2. Clubs shall be permitted to spend only on such items as might be reasonably necessary for the Club's aims and purposes.
3. Regulations for Consumable Spending
 - a. More than one member of the Club must directly benefit from the spending.
 - b. Spending is for an item with no significant lasting material effect, i.e. consumable within one year.
 - c. Spending must be approved by the authorised holder of the budget, typically the Captain or the President of the Club.
 - d. Sports teams may only spend on sports-related expenses (not, for example, social events).
 - e. Consumable Spending can be used to cover the cost of reasonable refreshment . Funding for any amount of food more than just 'snacks' (such as pizza for an event) must be approved by the Senior Treasurer at least 2 weeks before the event. In case of doubt as to whether approval is required, the Senior Treasurer should be consulted.
 - f. DCAC Funding may not be used to subsidise dinners, save in the cases of the JCR and the MCR. The JCR and MCR are not required to seek the Senior Treasurer's approval prior to subsidising a dinner provided that such a subsidy would fall within the JCR or MCR's overall budget.
 - g. The use of DCAC Funding to purchase alcoholic refreshments must be authorised by the Senior Treasurer at least 2 weeks in advance of such a purchase. Such purchases shall be limited to light refreshment only and the Senior Treasurer may attach such other conditions as they consider expedient to any authorisation granted. In particular, it shall normally be expected that a Fellow/Bye-Fellow/similar or at least one member of College staff be present at an event where alcoholic refreshments purchased with DCAC funds are being served, unless that event has been organised by the JCR or MCR.
 - h. The JCR and MCR are permitted to use their grants for purely social events, for the purposes of fostering a community of students.
 - i. The JCR and MCR are permitted to purchase alcoholic refreshments without the Senior Treasurer's prior approval. Unopened alcoholic and soft drinks and non-perishable food items shall be retained for use at future events.
4. Regulations for Depreciation Spending
 - a. More than one member of the Club must directly benefit from the spending.

- b. The items purchased must have a lifetime of more than one year, and therefore have a lasting benefit and effect on the club/society.
 - c. The expenditure should be less frequent than annual, representing the fact that it is a substantial/significant cost that is only incurred over a period greater than Consumable Spending provides for.
 - d. The DCAC committee may approve Depreciation Spending that was not factored into the budget - in this case, please contact the Junior Treasurer (treasurer@jcr.dow.cam.ac.uk) before any purchases are made.
5. If the Senior Treasurer considers that a Club has:
- a. abused DCAC Funding; or
 - b. otherwise failed to abide by:
 - i. the Statutes and Ordinances of the College; or
 - ii. any decision of the Governing Body; or
 - iii. the Constitution and Standing Orders of the DCAC; or
 - iv. any decision of the SFSC;
- they may discontinue Funding to the Club in question until such a point in time that the Senior Treasurer decides.
6. If there is any doubt as to whether funding is permitted by these regulations, the Senior Treasurer must be consulted. The Senior Treasurer shall have the final say on the interpretation of these regulations.
7. Claiming Funds - Reimbursement
- a. It is expected that most spending by Clubs shall made on a reimbursement basis. That is, the authorised holder of the budget (typically the Captain/President of the Club in question) shall purchase the item on the Club's behalf and then apply for reimbursement.
 - b. Spending which is beyond the allocation of a Club may not be reimbursed.
 - c. Spending which is inconsistent with the Regulations for Consumable Spending or Regulations for Depreciation Spending, as appropriate, shall not be reimbursed.
 - d. Spending on items not specified in the original funding request may not be reimbursed.
 - e. Claims should be made throughout the year rather than all at once at the end of the year.
 - f. Claims made after the academic year to which they relate may not be reimbursed.
 - g. For all Clubs except the MCR, funds should be claimed by the authorised budget holder via the JCR Online Expenses Form, with accompanying receipts and invoices.
 - h. For the MCR, funds should be claimed via the MCR Claim Form, a copy of which may be obtained from the MCR Junior Treasurer.
 - i. For all Clubs except the MCR, provided that the expenditure can be met within the Club's budget, is consistent with the Regulations for Consumable Spending or Regulations for Depreciation Spending, as appropriate, and valid receipts/invoices are presented, the Junior Treasurer will approve the reimbursement/purchase request, followed by the Senior Treasurer.

- j. For the MCR, provided that the expenditure can be met within the MCR Grant, is consistent with the Regulations for Consumable Spending or Regulations for Depreciation Spending, as appropriate, and valid receipts/invoices are presented, the MCR Junior Treasurer will approve the reimbursement request, followed by the Senior Treasurer.
- k. Once a reimbursement request has been approved by both the JCR/MCR Junior Treasurer, as appropriate, and the Senior Treasurer it shall be forwarded to the Bursary for payment. The Bursary may decline to pay a request if, in the opinion of the Senior Bursar, inadequate documentation by way of receipts or invoices has been provided.

8. Claiming Funds – Large Purchases

- a. For large purchases (purchases to the value of at least £50), a Club may apply to the College to make a purchase on its behalf. Such purchases shall be deducted from the Club's budget in the same way as purchases made on a reimbursement basis.
- b. This large purchase facility should only be used where the authorised budget holder does not have sufficient funds of their own to make the purchase and be re-imbursed. Abuse of this facility may result in it being withdrawn. Budget holders are reminded that, if they have a personal credit card, they can claim for reimbursement for spending and, if the claim is approved, the money will almost certainly be reimbursed before their credit card bill is due.
- c. Spending which is beyond the allocation of a Club may not be approved.
- d. Spending which is inconsistent with the Regulations for Consumable Spending or Regulations for Depreciation Spending, as appropriate, shall not be approved.
- e. Spending on items not specified in the original funding request may not be approved.
- f. For all Clubs except the MCR, funds should be claimed by the authorised budget holder via the JCR Online Expenses Form, using the large purchase option. Either an invoice or weblink to purchase the item should be provided. The authorised budget holder should provide as much information as possible in terms of the purchase (e.g. colour, size, delivery speed etc) to ensure that the desired item is purchased. The College and DCAC Committee accept no liability if the wrong item is inadvertently purchased.
- g. For the MCR, funds should be claimed via the MCR Claim Form, a copy of which may be obtained from the MCR Junior Treasurer. Instead of putting the claimants' own bank details on the form, details of how to pay the supplier and purchase the item should be specified. Either an invoice or weblink to purchase the item should be provided. The claimant should provide as much information as possible in terms of the purchase (e.g. colour, size, delivery speed etc) to ensure that the desired item is purchased. The College and DCAC Committee accept no liability if the wrong item is inadvertently purchased.
- h. For all Clubs except the MCR, provided that the expenditure can be met within the Club's budget, is consistent with the Regulations for Consumable Spending or Regulations for Depreciation Spending, as appropriate, and sufficient information to make the purchase is presented, the Junior Treasurer will approve the purchase request, followed by the Senior Treasurer.

- i. For the MCR, provided that the expenditure can be met within the MCR Grant, is consistent with the Regulations for Consumable Spending or Regulations for Depreciation Spending, as appropriate, and sufficient information to make the purchase is presented, the MCR Junior Treasurer will approve the purchase request, followed by the Senior Treasurer, followed by the Assistant Bursar or Senior Bursar.
- j. Once a purchase request has been approved by the JCR/MCR Junior Treasurer, as appropriate, the Senior Treasurer and the Assistant Bursar or Senior Bursar it shall be forwarded to Bursary for payment.

9. Claiming Funds – Internal Transfers

- a. For purchases made directly from the College (e.g. for catering provision), a Club may apply to the College to make an internal transfer from its budget to the relevant College department. Such purchases shall be deducted from the Club's budget in the same way as purchases made on a reimbursement basis.
- b. Spending which beyond the allocation of a Club may not be approved.
- c. Spending which is inconsistent with the Regulations for Consumable Spending or Regulations for Depreciation Spending, as appropriate, shall not be approved.
- d. Spending on items not specified in the original funding request may not be approved.
- e. Claims should be made throughout the year rather than all at once at the end of the year.
- f. Claims made after the academic year to which they relate may not be approved.
- g. For all Clubs except the MCR, funds should be claimed by the authorised budget holder via the JCR Online Expenses Form, with accompanying invoices.
- h. For the MCR, funds should be claimed via the MCR Claim Form, a copy of which may be obtained from the MCR Junior Treasurer.
- i. For all Clubs except the MCR, provided that the expenditure can be met within the Club's budget, is consistent with the Regulations for Consumable Spending or Regulations for Depreciation Spending, as appropriate, and valid invoices are presented, the Junior Treasurer will approve the internal transfer request, followed by the Senior Treasurer.
- j. For the MCR, provided that the expenditure can be met within the MCR Grant, is consistent with the Regulations for Consumable Spending or Regulations for Depreciation Spending, as appropriate, and valid invoices are presented, the MCR Junior Treasurer will approve the internal transfer request, followed by the Senior Treasurer.
- k. Once an internal transfer request has been approved by both the JCR/MCR Junior Treasurer, as appropriate, and the Senior Treasurer it shall be forwarded to the Bursary for payment. The Bursary may decline to pay a request if, in the opinion of the Senior Bursar, inadequate documentation by way of invoices has been provided.

10. Guidelines on receipts and invoices.

- a. Invoices should follow HMRC guidance.
- b. Screenshots are not considered formal receipts or invoices.
- c. Text messages or emails discussing the possible fees are not invoices or receipts.

- d. Receipts must be:
 - i. a clear image; and
 - ii. itemised.

Credit card slips may be rejected.

All receipts and invoices must match the reimbursement value inputted into the form or the request will be rejected.

- 11. It shall be competent to the Junior Treasurer, with the approval of the Senior Treasurer, to permit a Club to spend an amount in excess of its allocated budget in a given academic year if:
 - a. the Junior Treasurer believes that the total spent by all Clubs will be less than the projected income of the DCAC in the relevant financial year; and
 - b. the total allocated budgets for all Clubs (including such additional spending as may be permitted in accordance with clause 11) is less than the sum of the projected income of the DCAC in the relevant financial year and the relevant reserves held by the DCAC.

- 12. It shall be competent to the Senior Treasurer, in exceptional circumstances, to permit spending otherwise incompatible with the above regulations when the Senior Treasurer believes there is good reason to do so.

STANDING ORDER 5: EXTERNAL BANK ACCOUNTS AND SPONSORSHIP INCOME

As adopted on 24 June 2022.

1. Clubs receiving College funds may only maintain external bank accounts if they receive external income (i.e. they receive income other than the funds allocated to them by the DCAC Committee).
2. If a club maintains an external bank account, a Fellow of the College must be listed as a signatory on the account.
3. If a club maintains an external bank account, the outgoing committee members must have incoming committee members added as signatories to the account at the end of the academic year and the outgoing committee members must also remove themselves as signatories at the end of the academic year.
4. DCAC will not fund Clubs' external bank accounts directly. Clubs with external bank accounts shall use the appropriate claim forms for funds.
5. Those Clubs which maintain an external bank account must provide a bank statement for that account covering at least the previous 12 months when applying for DCAC funds in order to be eligible to receive such funds. The application for funds must also be accompanied by a forecast of the external income the club is likely to receive over the next 12 months.
6. Clubs must inform the Junior and Senior Treasurer before agreeing to receive sponsorship. Clubs may only receive sponsorship with the Senior Treasurer's permission. Each sponsor shall require separate permission. For the avoidance of doubt, sponsorship may either be in terms of money or in-kind (e.g. the provision of kit or payment for a social event).
7. Should the Senior Treasurer grant permission to receive sponsorship,
 - a. the signatory of any sponsorship agreement must have the legal authority to sign a sponsorship agreement; and
 - b. all funds must be remitted and banked before merchandise, kits, etc are ordered (i.e. the money must be "up-front").

STANDING ORDER 6: MANAGEMENT OF FUNDS & USE OF RESERVES

As adopted on 6 October 2022 and amended on Thursday 4 May 2023.

1. The list of authorised signatories on any bank account opened or operated by the DCAC Committee pursuant to clause 25 of the Constitution shall include:
 - a. The Senior Bursar of the College; and
 - b. The College Accountant.

2. In the event that it is necessary to draw down DCAC reserves, transactions shall be charged to capital funds in the following order:
 - a. Depreciation expenses (new equipment) shall be charged to the Depreciation Reserve Fund;
 - b. JCR and MCR welfare expenses shall be charged to the Welfare and Wellbeing Fund;
 - c. Consumable expenses shall be charged to the Accumulated Fund.

3. The transfer of income to the Depreciation Reserve fund shall be either
 - a. the minimum of:
 - i. The actual depreciation expenditure (new equipment); or
 - ii. 15% of total income; or
 - b. some other sum as the Committee may from time-to-time determine.