



## Economic policy

Accepted by the Representative Assembly 2016-05-24  
Revised by the Representative Assembly 2019-05-16 and  
2022-03-31  
Translation approved by the board 2023-05-11

### Economic Policy

#### Purpose

In this document, rules and guidelines are established for how active members within the Student Union for Humanities and Theology (HTS) should handle internal questions of an economic nature. It is of utmost importance that the HTS financial means are treated in accordance with the rules of the Swedish Tax Agency and Sweden's financial laws.

#### The Board's Responsibilities

The Board is, in accordance with the statutes, responsible for:

- the economy of HTS
- selecting signatories
- deciding which persons have the right to use the HTS accounts (these persons are henceforth referred to as "cardholders")
- deciding on proceedings for attesting the operational year.

The Board is responsible for making sure that HTS operates within the budget that is decided by the Representative Assembly, and that the Union is operating towards the long-term economic objectives as well as taking care of the Security Funds which are in the Unions possession.

The Board is also responsible for handling requests for withdrawals from the Project Fund and the Operational Fund. Furthermore, the Board is responsible for deciding on the management of the HTS financial assets, and shall in this follow the guidelines provided by what is written under the headline of "Ethical Considerations" as well as in other of the Unions Steering documents. The Board is also responsible for the Security Fund in accordance with the guidelines established by the Work Environment Policy. Finally it is the responsibility of the Board to appoint a Financial Auditor within the Board and decide routines and procedures which fall under the Financial Auditors responsibilities.

The President and/or the Financial Auditor is responsible for doing a follow-up on the Union's

economy and budget, which is reported to the Board and the Representative Assembly. The purpose of the reports is to be transparent in important economic matters and the economy of the Union in general. A presentation of how the Budget has fared should be done at least once per Operational Year, preferably at the start of the Spring Semester. Both the report and the presentation should be carried out mainly written.

### Restrictions for the Board

For purchases that isn't regulated under the headline "The Board's responsibilities" the following regulations apply:

- Purchases that exceed 5 000 SEK should be carried out via a decision made by the Presidium and is to be reported at the following Board Meeting.
- Purchases that exceed 10 000 SEK should be carried out via a decision made by the Board.
- Purchases that exceed 50 000 SEK should be carried out via a decision made by the Representative Assembly.

In cases where the Board considers an economical matter of great dignity the matter shall be sent to the Representative Assembly.

### Remuneration

The salary received by full time remunerated members at HTS is adjusted in a remuneration contract, which is written by the Presidium of the preceding year. In addition, remuneration from external parties for contribution in boards and committees could be added. The fulltimers decide individually how they choose to handle remunerations from external parties.

## Cardholders, Management of Receipts and Pay-outs

### Cardholders

Matters of economy are within the remit of the Board, which decides on which individuals shall have credit cards connected to HTS accounts. The cardholders should be the Presidials of HTS. The cardholders shall only use the card for purchases in accordance with the organisation's principles and goals. In cases where a larger sum needs to be covered, the Presidium or the Board may decide to authorise a temporary warrant for the individual tasked with paying for the cost. These costs include, among other things, purchases for the Union office, purchases of items of lower depreciation, as well as purchases of more expensive electronics and services. In those cases when a card of Union has been used for a purchase, this shall urgently be declared through a receipt form.

Each individual cardholder is responsible for their own card. The cardholders shall not use the card for private purchases. Should this occur, the sum shall urgently be paid back to the Union. The incident

shall also immediately be reported to the President as well as to the Financial Auditor.

### Management of Receipts and Pay-outs

Active members who make outlays for the operations of HTS can receive economic compensation upon presenting the receipt. The President is the one in the Presidium responsible for the economic matters and therefore also carries the main responsibility for attesting incoming receipts. Should the President bring receipts for attestation, these shall be attested by a Vice President. If the Presidium feels the need to delegate this task, it can be delegated to the Board. Pay-outs may only occur after receipts have been attested. Pay-out should occur within 10 working days after the receipt has been submitted to the Union.

Receipts submitted may not be of private purchases, alcoholic beverages, tobacco, gambling or illegal items and substances. Economic compensation will not occur if this is not followed, or if the purchase in some way goes against HTS opinions and principles.

If one does not declare expenses within 45 days, economic compensation may be lost out on, save for in special circumstances. If one uses a Union card and does not declare expenses within 45 days one may also be obliged to repay the Union for such purchases, save for in special circumstances. These cases are assessed by the President, in consultation with the Financial Auditor.

### Accounts and cost centres

The Board is utmost responsible for good bookkeeping of the finances of the Union. The fundament for good bookkeeping is a consistent and well-handled management of cost centres and accounts. Cost centres are used to mark what part of the Union the cost belongs to, e.g. if the cost comes from the Board or the Representative Assembly. Accounts are used to measure the balance for a specific unit, e.g. the cost of renting premises.

At HTS, decisions regarding changes in the set-up of accounts and cost centres go through the Board. The supporting document of the decision shall include a clear review of what is added, what is removed, from what date the decision applies, a simple impact analysis and motivation for the proposal. The proposal must have been discussed in advance with potential bookkeeping or economic assistant.

### Representation, Food and Travel

#### Food and Drinks for Meetings

HTS customarily offers fika or food at meetings in cases where this makes proceedings run more smoothly and facilitates the participation of active members, provided there is room for it in the budget.

When HTS offers food, it is important that the cost per person does not exceed the cost of a normal, equivalent meal in Lund. Cases where people other than HTS members are offered food should be well-justified. The management of costs concerning alcohol is adjusted in the Union's Alcohol and Drug Policy.

### Conferences and Representational Trips

Representing HTS should never be an economic burden on the representative. When a representative is travelling, HTS should bear the expenses of reasonable food costs, for example three meals a day, as well as fika. When a representative travels within the campus of Lund University, HTS may bear the cost of food in cases where it is deemed reasonable with regards to time. Whether it is reasonable or not is determined by the presidial present, but if a presidial cannot be reached, the representative uses their own judgement.

### Transport

Time of travel, cost, and the environment should be taken into consideration when booking or using modes of transport. When union representatives travel, it is recommended that the number of delegates be kept low.

Compensation is provided when travelling on duty. Travelling on duty is defined as trips taken by an elected representative who needs to use means of transport to reach the destination for their assignment. The starting point is always the campus (for the representative) or the workplace (for full-time remunerated). Compensation is granted for the cost of travel between the starting point and the destination for the assignment, provided that the journey cannot be made on foot or by bicycle. Taxi journeys should be avoided to the extent possible. Bad weather cannot be considered an excuse to travel on duty.

If the trip involves transporting bulky or heavy objects, this aspect, too, shall be taken into consideration when choosing means of transport.

### Accommodation

Options for lodging should be cost-effective. Both price and time of travel should be taken into account. HTS should always strive for the cheapest and most efficient option.

### Representation at balls

The Union covers the expenses for the Board's participation at some balls. At those occasions the

Union pays for the dinner, excluding alcohol. At least one Presidial is expected to participate at balls at the other student unions of Lund, as well as Lund University's annual recurring events, such as balls, festivities and summer parties. At least one Presidial is also expected, if requested, to participate at the celebrations of the other student unions of Lund, Lund University and the Academic Society, as well as at the nations of Lunds' special jubilee celebrations. This is under the condition that the event in question does not coincide with other, more prioritised events. The internal events of the Union are to be prioritised, followed by events by other unions and lastly by nations and the Academic Society. If an event where Presidials are to represent the Union at Lund University takes place at the same time as another planned event, the event organised at Lund University should be prioritised.

The Union covers, via the budget for representation, the fulltimers' insignias since these are necessary for a correct participation at the Doctoral Degree Conferment Ceremony.

## Finances

The aim of HTS is to promote its students and member's studies and education. Part of this work involves how HTS handles their finances which this section covers. Essential parts of the Union's finances are made up by the Union's economic objectives, financial assets and Security Funds.

HTS is classified as a non-profit association (NPA) which implies that the taxation of the Union is regulated. This means, among other things, that the Union is not required to pay VAT (value-added tax) when it comes to selling items. To retain the status as an NPA the Union must uphold four requirements called; purpose, line of business, completion and openness. Descriptions of these can be provided by the Swedish Tax Agency<sup>1</sup>. It is the responsibility of the Board to understand these requirements and make sure that the Union follows them.

## Ethical Considerations

It is important for HTS that capital is carefully and thoughtfully placed at interest, and also that the investment fulfils certain ethical criteria. HTS shall to the extent possible only invest in enterprises that take into account the environment, respect human rights and work toward sustainable development. HTS should not invest in companies where some part of the turnover stems from the production and sales of weapons and munitions, the production and sales of tobacco, or commercial gambling or pornography.

## Economic Objectives

HTS's economic activities are based on the objectives decided by the Representative Assembly, which can be found in Appendix 4 of this policy. HTS makes a distinction between general objectives and long-term objectives. The general objectives concern what the Union's finances should look like in the near future. The long-term objectives refer to objectives that extend over the years of operation. The long-term objectives shall be based on clear and quantitative targets that make it possible to follow up at three-year intervals

## Account funds

An Account Fund refers to cash and cash equivalents stored in savings accounts managed by the Union. HTS has three account funds: the Project Fund, the Operational Fund and the Security Fund, which are regulated in accordance with Appendices 1, 2 and 3 of this policy. The Account Funds are collected in a separate bank account and are not expected to yield any returns. Any return due to interest is lifted off

---

<sup>1</sup>

<https://www.skatteverket.se/service/ankar/otherlanguages/inenglish/businessesandemployers/nonprofitassociations/conditionsforqualifyingasanonprofitassociation.4.569165a01749e7ae7891181.html>

only if surpluses occur. When the Representative Assembly adopts the budget for the following Operational Year, the Account Funds must be replenished with new capital, according to the needs of each Account Fund. The Representative Assembly may, if desired, liquidate or abolish Account Funds. Some of the funds below are also regulated in other of the Union's policy documents.

### Unit Trust Funds

A Unit Trust Fund refers to funds in the form of securities such as equity and fixed income funds. The holding in Unit Trust Funds is managed by the Board by decision, or by decision of the Board, or by an external economic party. The Representative Assembly may at any time during the Operational Year request a fund report, which shall, if possible, be presented at the next Representative Assembly meeting. Changes in the fund holding due to the Board's management or market movements shall be reported back to the Representative Assembly if the change exceeds 50 000 SEK.

HTS's investment in securities shall, in addition to what the environmental and ethics policy states, be made on the basis of the following framework:

- The level of risk should be between low and medium.
- The fee should be as low as possible.

## Cooperation and external financing

The purpose of HTS is to promote educational matters of students of HT as well as members of HTS. To accomplish this purpose, or to create added value for students and members, it could be relevant to initiate cooperation with companies or other organisations. An example of a cooperation could be that a comité conducts an event with another organisation or that the Novice orientation is economically sponsored by a company in exchange for exposure. Cooperation with external parties can be initiated by the Boards approval. This is of certain matter when it comes to cooperations which deal with economic compensation.

Apart from the above HTS cooperations with external parties satisfy certain ethical criterias. HTS may only be economically sponsor by democratic organisations and should only initiate cooperations which promotes students wellbeing or situation, or in other ways promotes HTS and its purpose. All cooperations is required to fulfil what is stated in the “Environment- and ethics policy”.



## Appendix 1 – Project Fund

### Purpose

The purpose of the HTS Project Fund is to make possible student events and investments for the students at the HT faculties of Lund University. The end to the means is, thus, to give members the opportunity to develop the operation of HTS and to contribute to a richer student life for students of the humanities and theology. The means available can also be used as a catalyst to start up new operating sections of HTS, as well as make possible short-lived projects that benefit HTS and its members. HTS members are encouraged to apply for funding from the Project Fund to broaden HTS main field of operations.

*Goal sum: 30 000 SEK*

*Administered by: the Board*

### Guidelines

Projects that are granted means from the project funds:

- shall be related to the HTS operations and be arranged by members and/or supporting members of the Union
- shall be based on Campus Lund and/or Campus Helsingborg
- shall not include any commercial undertakings, nor pertain to undertakings that could be construed as party-political or religious advocacy
- may not go against the purpose or values of HTS
- shall be carried out in line with HTS steering documents.

### Application

Only members and supporting members of HTS may apply to have their projects funded by the project fund. This is done via an application for funding. An application shall include the following:

- the main purpose and goal of the project, as well as a comprehensive plan of operations, budget and time plan for the project
- the required amount and what it is meant to be used for, as well as potential additional funding
- contact details for those responsible for the project.

Requests are to be sent to the President and should be submitted well before the project is meant to begin. Means are not provided retroactively. Project applications are handled continually through the

year of operations by the Board.

## Reporting on Projects

Barring other decisions made by the Board, projects should be accounted for within 45 days of completion. The accounting is done in a short report and a final budget, in which it is disclosed how the means have been used.

## Appendix 2 – Operational Fund

### Purpose

The purpose of the HTS operational fund is to expand the regular budgetary framework for current operations within the Union. The aim is thus to give active members of the Union the opportunity to expand the current operations of HTS.

*Goal sum: 20 000 SEK*

*Administered by: the Board*

### Guidelines

Activities that are granted means from the operational fund:

- shall be an extension of current HTS operations and be arranged by active members of the Union
- shall be based on Campus Lund and/or Campus Helsingborg
- shall not include any commercial undertaking, nor pertain to undertakings that could be construed as party-political or religious advocacy
- may not go against the purpose or values of HTS
- shall be carried out in line with HTS policy documents.

### Application

Only active members and supporting members of HTS may apply for funding from the operational fund. This is done via a request of means. A request shall include the following:

- main purpose, goal and time plan for the extended operation
- requested amount and what it is meant to be used for
- contact details for those responsible for the operations

Requests are to be sent to the President and should be submitted well before the project is meant to begin. Means are not handed out retroactively. Project applications are handled continually through the year of operations by the Board.

### Reporting

The result of the expanded operations is to be accounted for within the time frame and in the manner decided by the Board.

## Appendix 3 – Security Fund

### Purpose

The purpose of the Security Fund is to, during extraordinary occasions, enable the Union to hire help which is required to ensure that the Union's raison d'être is fulfilled.

*Goal sum: 50 000 SEK*

*Administered by: the Board*

### Guidelines

- The Security Fund may only be used for extraordinary occasions, for example if a President is sick, occasions when the Union is in need of extra competencies to handle difficult student affairs or when the Union's economic management is at risk.
- Paid administrative support should include a remuneration contract and they should be offered both insurance and pension.
- The paid administrative support shall be remunerated for at most three months.
- The administrative support can be remunerated with hourly wage as adjusted in the remuneration contract. The gross hourly wage is calculated as  $((x*12)/52)/40$  where x corresponds to the gross wage of a presidial.

The Back-up fund is further regulated by the “Work Environment policy”.

### Reporting

Decisions regarding administrative support shall be briefed in the Representative Assembly. If more than three months of administrative support is needed, this shall be decided in the Representative Assembly.

## Appendix 4 – HTS economic goals

### Background

The purpose of the Unions economic operations is to favour members and students who study at HT, and shall therefore not intend to gain economic surplus. The economic goals aim to specify the handling of the Unions assets and to regulate the handling of potential surplus which may occur during the operational year.

The long-term economic goals extend over a three-year interval and consist of an overall goal which is thought to be reached or adjusted at the end of the three-year interval. In addition to the overall goal there exists a number of milestones. The intentions of the milestones is that they are to be completed during the three-year interval. It is important that the long-term economic goals should never be prioritised over the Unions ongoing operations or have a negative effect on the workload of the Board. The work conducted with the goals is to be reported in the “Operation report”.

### General goals

The Board shall aim to fulfil the following goals:

- The security paper funds shall contain a saved monetary value which corresponds to the cost of an ordinary operational year. The average cost of an operational year between 16/17 and 20/21 was about 1,5 million SEK.
- The Unions liquid funds shall never fall short of 600 000 SEK.
- Café Multilingua shall only be funded by external means.
- Strive for better working conditions for the Presidium, for example by, but not only, higher pay or better terms of employment.

### Long-term goals: Investigate the possibility of a new office

The Union sees a need to investigate alternative premises for the operations of the Union. The current premises at SOL has the advantage of being close to the students, but it has a hard time accommodating larger meetings and social gatherings.

*Three-year interval: 22/23 - 24/25*

Milestones:

- Investigate the supply of premises close to SOL and LUX.

*Being close to the students studying at the HT-faculties is a prioritised question before a potential move to a new*

*office. Investigating the supply of premises can be made by having dialogues with actors such as Kansli HT, Akademiska Hus, LU Byggnad or other relevant brokerage firms. It could be relevant to consider the university's establishment at Brunnsbög which may affect the supply of premises close to SOL and LUX.*

- Investigate which type of ownership is the best for HTS.

*The ownership of a new office has to be sustainable long term for the Union. Renting comes with the pro of the landlord having responsibility for the premises and necessary renovations, but the cons that the running cost may become high. The pros of owning our office may be an investment for the Union, but at the same time it may constitute an obstacle for the Unions to take care of the office in an organisation which representatives exchange every year.*

- Investigate the economic conditions for a new office.

*A new office may result in other running costs other than the Union has today. It is therefore important to investigate the possibilities for the Union to accommodate for these.*

### Non-established long-term goals

It has occurred in discussions by the Union regarding other long-term goals. These have never been established or concretised, but will here be described in shortness in favour of the organisation's memory. A possible long-term goal is to one day become financially independent of the university to conduct independent advocacy work. Another possible long-term goal is to hire a clerk or an additional full-timer in order to ease the work situation for the Presidium.