



Queens' College JCR Committee Policy Document on:

# **JCR Committee Finances and JCR-Organised Formal Dinners**

---

**This Committee Policy Document may be amended only by majority vote at a quorate JCR Committee Meeting. Amendments must be dated and recorded at the end of this document.**

**The provisions of this document shall be invalid if they conflict with the motions of Referendum Policy or the provisions of the Queens' JCR Constitution or its appendix.**

**The policy contained within this document shall be binding on the Queens' JCR Committee.**

---

**Document created on the 23rd of January 2021**

## **1. Preamble**

- 1.1. The addition of new signatories to a JCR bank account shall require the amendment of this document.
- 1.2. The incoming and outgoing JCR Treasurer shall be responsible for ensuring a swift handover of signatures on the JCR accounts, and for completing forms for allowing online banking promptly.
- 1.3. The JCR Treasurer shall be responsible for tracking inflows and outflows into all JCR accounts.
- 1.4. 'Year dinners' shall refer to formal dinners in the Lent term in which all members of a particular year of study shall be invited.
- 1.5. 'Halfway Hall' shall mean 'Second-Year Dinner', the year dinner for second-year members of the JCR.

## **2. Queens' College JCR Account**

- 2.1. There shall be a bank account for the Queens' College JCR Committee.<sup>1</sup>
- 2.2. This bank account shall handle:
  - 2.2.1. JCR Committee income (such as from working QEnts events);
  - 2.2.2. JCR Committee expenditure (including committee socials and clothing);

---

<sup>1</sup> As of May 2020, the account details are: **89542762, 60-04-23**

- 2.2.3. income from JCR fundraisers, such as from the sale of t-shirts and show tickets in freshers' week;
- 2.2.4. expenditure not covered by the usual College Union allocation of the JCR e.g. alcoholic beverages for freshers' week events;
- 2.2.5. expenditure on items and services that will be reimbursed by the College Union provided that reimbursement if the account is swift;
- 2.2.6. miscellaneous purposes at the discretion of the JCR Treasurer.
- 2.3. The JCR President and JCR Treasurer shall be signatories to this bank account.
- 2.4. The JCR Committee shall endeavour to end their tenure with more money in this account than when they started.
- 2.5. The JCR shall endeavour to guarantee that expenditure on JCR Committee socials must be less than the income generated directly by the same JCR Committee.
- 2.6. Additional funds in this account may be used for emergencies only, and its use shall be agreed by both the JCR Treasurer and the JCR President.
- 2.6.1. The JCR Committee shall have the final say, in the event of a dispute.

### 3. Queens' JCR Events Account

- 3.1. There shall be a bank account for handling the cashflows of JCR events<sup>2</sup>.
- 3.2. This bank account shall be used to process the inflows and outflows associated with:
  - 3.2.1. Year Dinners<sup>3</sup>;
  - 3.2.2. dinners run by JCR Officers e.g. the Women's Dinner;
  - 3.2.3. other events of the College, at the discretion of the JCR Treasurer.
- 3.3. The JCR President and JCR Treasurer shall be signatories to this bank account.
- 3.4. The JCR Treasurer shall endeavour to ensure that:
  - 3.4.1. each event breaks even or is cash-generative;
  - 3.4.2. all transactions associated with events are concluded promptly.

### 4. Other Accounts

- 4.1. The JCR Treasurer may also be a signatory to accounts associated with the College Union.

### 5. Date

- 5.1. The dates of the first-year dinner, second-year dinner and third-year dinner shall be set in the College Calendar<sup>4</sup> for a Friday<sup>5</sup> in Lent term.
- 5.2. Old Hall and Cripps Hall shall both be booked in advance so that all possible numbers in attendance may be accommodated.

---

<sup>2</sup> As of May 2020, the account details are: **89795741, 60-04-23**

<sup>3</sup> First-year dinner, halfway hall etc.

<sup>4</sup> So that the event is already 'booked'.

<sup>5</sup> As of May 2020 these were booked for the Fridays of week 1, 4 and 3 respectively.

## 6. Organisers

- 6.1. Nominally, First Year Representatives shall organise the year dinner for their year in the first, second and third year. If they are unavailable or unwilling, the JCR Committee shall appoint alternative organisers, nominally a member of the JCR Committee.

## 7. Finances

- 7.1. The organisers of the event shall be responsible for minimising the cost of the event by:
  - 7.1.1. separating drinking and non-drinking tickets;
  - 7.1.2. ensuring that the attendees are paying the price for current Queens' students set by the Queens' Catering Department, not the price for externals.