

Göta studentkår's financial procedures for Kick-off activities.





Type of governing document: Procedure

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Background

At the start of each semester, kick-off activities are organized by Göta studentkår's four sections. The kick-off is a shared responsibility of Göta studentkår on behalf of the University of Gothenburg in accordance with the Higher Education Ordinance, Chapter 1, § 11. Responsibility for the practical implementation of the kick-off is delegated to kick-off coordinators appointed by the section board of the section organizing the kick-off.

Each section board decides on the financial mandate for the kick-off coordinators based on the kick-off budget established by the section board. The kick-off coordinators appoint among themselves a person responsible for the finances of their respective kick-off, including matters such as corporate cards, budgeting, and purchases.

Purpose

The purpose of Göta studentkår's financial procedures for kick-off activities is to support and guide those organizing the kick-off on behalf of Göta studentkår in financial management related to the kick-off. Furthermore, this document aims to provide the right tools and conditions to plan and carry out the kick-off in accordance with Göta studentkår's governing documents, procedures, and other operational frameworks.

Training and coordination

At the start of the planning phase for the kick-off, a training session on financial management with Göta studentkår's employed accountant shall be conducted with the kick-off coordinators of each section. The training aims to clarify how financial resources should be managed in connection with the kick-off activities.

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The training session will cover:

- › Review of the budget template and creation of an initial draft budget
- › Explanation of the difference between managing funds through Göta studentkår's accounts and through an association's account
- › Handling of corporate cards provided by Göta studentkår
- › Management of any ticket sales during the kick-off
- › Rules for ordering goods and services via invoice

Budget

A budget is a financial plan summarizing expected income and expenses for a specific period. Kick-off coordinators prepare a draft budget for the kick-off in consultation with Göta studentkår's employed accountant. The kick-off budget is part of the respective section's budget for the operational year and is approved by the section board.

To create a budget for the kick-off, the kick-off coordinators shall:

- › Schedule a meeting with Göta studentkår's employed accountant to draft a kick-off budget based on the approved budget template
- › Send the completed budget proposal to the respective section chairperson ahead of the section board meeting for budget approval
- › Ensure that at least one representative from the kick-off coordinators group participates in the section board meeting where the budget approval takes place
- › Make any revisions to the budget proposal according to directives from the section board
- › Send the approved budget to Göta studentkår's employed accountant

The budget should, in broad terms, be completed before the end of May for the autumn kick-off and before the end of November for the spring kick-off.

Invoices

To avoid kick-off coordinators and associations having to cover large expenses themselves, or to prevent exceeding the limits of kick-off debit cards, payment by invoice shall always be chosen as the preferred payment method. When ordering on invoice, both the invoice address and the delivery address must be specified. The addresses do not need to match: the invoice address indicates where the invoice should be sent, while the

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delivery address indicates where the order should be delivered. If possible, request a 30-day payment term.

If an invoice is to be sent to Göta studentkår, it is important to provide the following information to the supplier:

- › Invoice address:
Göta studentkår
Götabergsgatan 17
411 34 Göteborg
- › Organization number: 857200-4144
- › Always use ekonomi@gota.gu.se as the invoice email address
- › As a reference on the invoice, indicate the ordering section and "Kick-Off"

Note that if an invoice is to be paid from funds granted by Donationen Studenternas hus, the invoice reference must include the ordering section, "Kick-Off", and "Donationen Studenternas hus".

After the order has been placed, the person who made the order must contact their section chairperson and inform them of what has been ordered and that an invoice will be sent to Göta studentkår.

Debit Card

One kick-off coordinator per kick-off period will receive a personal debit card from Göta studentkår to make purchases for kick-off activities, provided that the section chairperson of the respective section approves this. The debit card may not be lent to anyone else without permission from the section chairperson of the section where the kick-off coordinator is active. The debit card may only be used for purchases after the kick-off coordinator has received financial decision-making authority from the section board.

The process for debit cards for kick-off activities at Göta studentkår is as follows:

- › Göta studentkår sends a form to the kick-off coordinator, who fills in their personal details and submits the form
- › By submitting the form, the kick-off coordinator commits to providing a monthly report of purchases and receipts until all purchases have been accounted for

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- › Göta studentkår then orders a debit card, which is sent to the kick-off coordinator's home address; the card PIN is sent separately
- › The kick-off coordinator contacts the Vice Union Chairperson to activate the card

The debit card has a maximum limit of 10,000 SEK per month. To make purchases exceeding 10,000 SEK, the kick-off coordinator must contact the Vice Union Chairperson, who can temporarily raise the limit and transfer additional funds.

Debit Card Reporting

All purchases must be reported monthly along with a photo of the original receipt and submitted no later than the fifth day of the following month. Debit card reporting is done via a form sent from Göta studentkår to the kick-off coordinator responsible for finances.

No later than one month after the end of the kick-off and after the final debit card report has been submitted, the debit card must be returned to the Vice Union Chairperson. The card will then be deactivated and destroyed.

Ticket Sales

Ticket sales in connection with kick-off activities are conducted via the Orbi platform and can take place in three different ways:

- › Through the kick-off coordinators with the section as the organizer
- › Through the kick-off coordinators in the name of the section, with an association as co-organizer
- › Through the respective associations as the sole organizer

For sales via Orbi, ticket revenue is paid out to the sellers continuously as tickets are sold.

- › Orbi makes payments to Göta studentkår once per week (on Mondays)
- › Thereafter, Göta studentkår pays out funds to the ticket seller the same day or the following day
- › Depending on when ticket sales take place, revenue may be paid out in installments, i.e., on more than one occasion

It is important to clearly indicate whether the costs and revenue for an event are to be handled by Göta studentkår or by the association itself. An agreement shall be made

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between the kick-off coordinators group and the organizing association regarding how costs and revenue are to be managed for each event.

Expense Reporting

If a purchase related to the kick-off has been made with private funds, an expense report must be submitted to Göta studentkår. The approving authority for expense reports is the section chairperson of the section where the purchase was made. The approving authority is responsible for approving or rejecting the expense report.

To complete an expense report, the following is required:

- › Clear photos of the original receipts for each purchase
- › The exact amount of the purchase
- › Information about what the purchase was for (e.g., purchase of pizza for a movie night)
- › The bank name as well as the clearing and account number to which the reimbursement should be made

Other

Göta studentkår's financial resources must never be used for the purchase of:

- › Alcohol
- › Gift cards

For questions regarding this document, contact Göta studentkår's employed accountant:

ekonomi@gota.gu.se

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