

Kellogg College Finance and Resources Committee

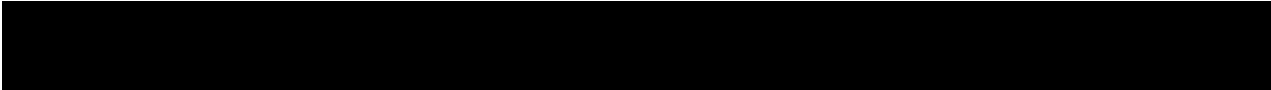


Introduction

At the meeting of the Kellogg College Finance and Resources Committee (FRC) on [REDACTED] the Committee received a report on the MCR expenditure. [REDACTED]



[REDACTED] the Finance Bursar was asked to investigate further. This report sets out the conclusions of a preliminary inquiry into the [REDACTED] payment.



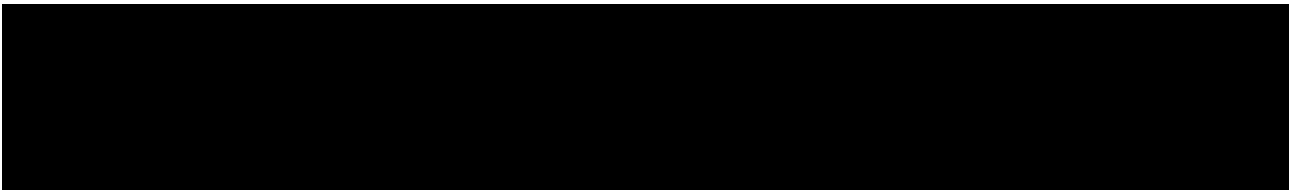
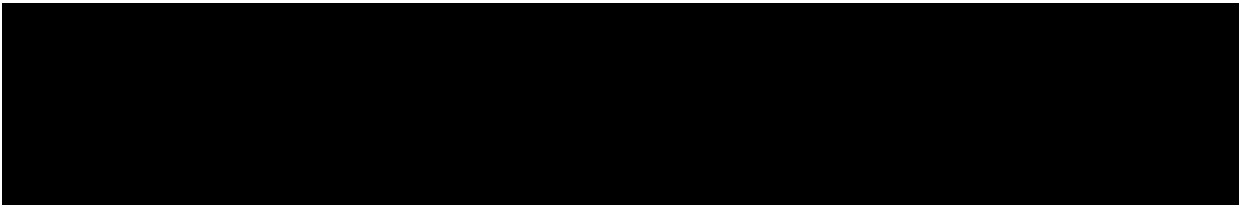
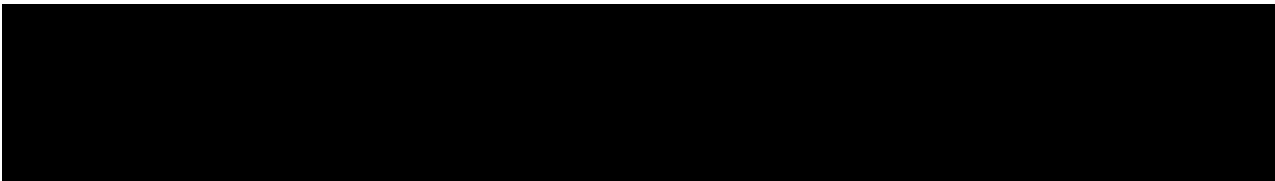
Report Structure

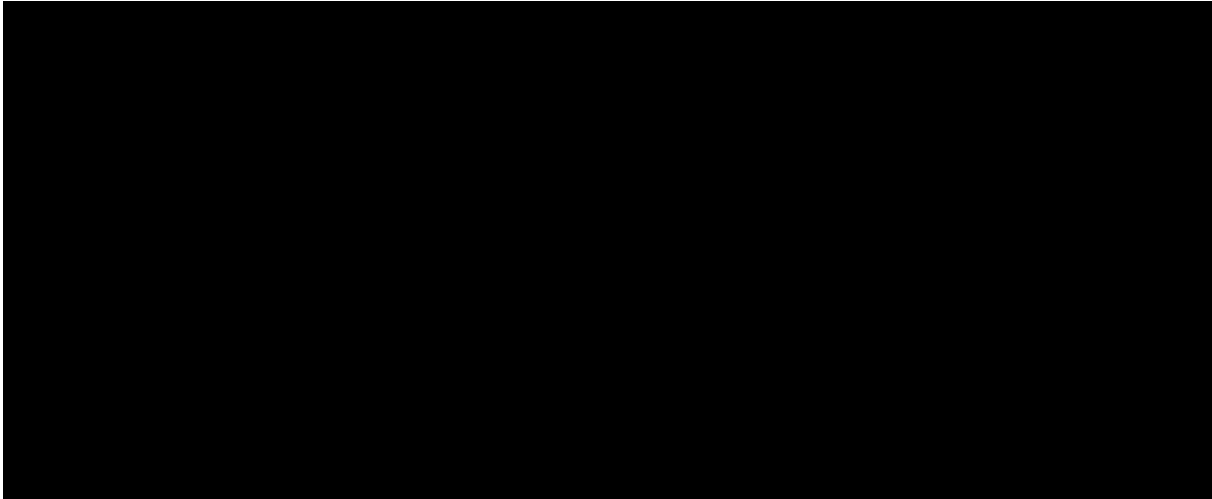
This report adopts the following structure:

1. Lines of Inquiry
2. Analysis and Conclusions
3. Recommendations.

1. Lines of Inquiry

This inquiry has been conducted on a preliminary basis collating and considering information made available. The inquiry has not at this stage undertaken interviews with the wider MCR [REDACTED] nor reviewed the entirety of MCR meeting notes or other in-depth analysis of transaction records. In view of the emerging conclusion of the preliminary inquiry it is not felt that extending the inquiry with these further lines of inquiry will materially affect the conclusion.





1.2 [Redacted]

[Redacted]

[Redacted]

1.3 MCR Constitution and Standing Orders

The MCR Constitution and Standing Orders were reviewed. Sections germane to this inquiry are:

- Article 8. Finances, Section 4 of the MCR Constitution states that: “The MCR President may approve any requests for expenditure not exceeding £250, in consultation with the Treasurer, to be paid from any bank or other financial account maintained on behalf of the MCR, or by the requestor, with reimbursement provided by the MCR or the College. All requests for expenditure in excess of £250 must be specially authorized by a two-thirds vote of the Committee, as must all requests for expenditure made by the MCR President.” The MCR Standing Orders state that the duties of MCR Treasurer include “to pay all bills authorised by the MCR”. [Redacted]
- The MCR’s Standing Orders state that “the MCR President shall organize or delegate the organization of the Annual Ball”. [Redacted]

1.4 Supplementary Material [REDACTED]

[REDACTED]

2. Analysis and Conclusions

[REDACTED]

- 2.1. [REDACTED]. There have been a few discussions with the MCR about the College's willingness to cover the cost of MCR role-holders [REDACTED]. The Finance Bursar and the College have generally been supportive of these requests [REDACTED]. Prior to 2019-20 the College would not charge for any instances where such an agreement had been made. With an expanded MCR budget made available in 2019-20 the College ceased not charging, but accepted that the MCR might choose to cover the cost for a role-holder to enable them to fulfil their role [REDACTED].

[REDACTED]

[REDACTED] the MCR Governance Framework

- 2.3. The MCR governance framework consists of the MCR Constitution and the MCR Standing Orders. There is minimal reference to the Ball in either the MCR Constitution or Standing Orders. The MCR Constitution places responsibility for organising or delegating the organisation of the Ball solely with the MCR President. Given that the College Ball is the largest single event in the calendar, with a significant budget, it is inappropriate that it does not fall more explicitly within the MCR Governance and accountability structure, nor that it does not recognise the College Domestic Committee accountability for such a significant event. There is no obvious reason why selection of the MCR Ball President should rest solely with the MCR President; this is contrary to all other significant MCR roles and is a governance weakness of the MCR Constitution that needs to be amended. The Ball

President should be treated as any recognised MCR Committee position, and the Ball President and Ball Committee should be accountable to the MCR Committee.

2.4. [REDACTED]

2.5. [REDACTED]

2.6. The single financial threshold of £250 stipulated in the MCR Constitution is a purposeful control [REDACTED]. There should be a separate stipulation regarding payments to individuals and members of the Kellogg student body, the details and parameters of which can be decided as part of a recommended review of the MCR governance framework.

2.7. The MCR Standing Orders in respect of the Treasurer role identify a number of largely enabling duties of the Treasurer, [REDACTED]. Financial reporting expectations are focussed on the College Governing Body and Finance Committee but do not mention reporting regularly to the MCR Committee [REDACTED].

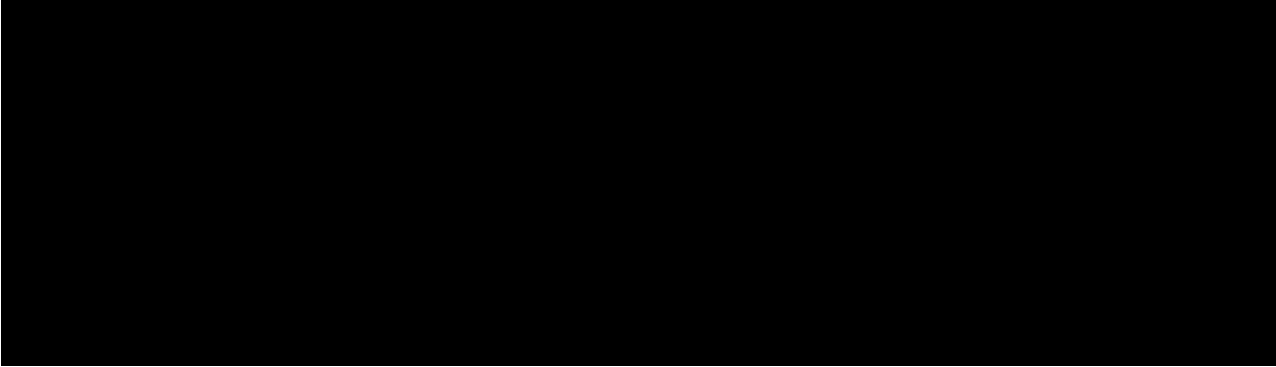
The MCR Making Payments to Student Members Fulfilling Voluntary Roles

2.8. [REDACTED]

2.9. [REDACTED]

[REDACTED]

- 2.10. There is a custom and practice of offering Ball Committee members free entry to the Kellogg Ball. [REDACTED]. [REDACTED] the principle of offering Ball Committee members free entry is founded on the basis that the Ball Committee members remain responsible for the safe delivery of the Ball and are available at the Ball with knowledge of security and safety measures should any issues occur.



Overall Conclusion

- 2.12. T [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

- 2.13. [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

- 2.14. [REDACTED]
[REDACTED] [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

3. Recommendations

- i. The College Governance Working Group and the MCR review the MCR Constitution and Standing Orders seeking to ensure that:

- a. Payments to individual students are subject to a limit considerably lower than the current £250 level at which they should be referred to the MCR Committee,
 - b. Payments to other individuals for services provided should be authorised by Kellogg College Finance Office (ensuring that appropriate employment regulations are adhered to).
 - c. clarify guiding principles of any benefit received by individual students and MCR members [this is akin to the HMRC rules on legitimate operating/ business expenses – the University expenses process requires an undertaking that expenses claimed are wholly and necessarily incurred in the conduct of the claimant (role-holder) in their role];
 - d. [REDACTED]
 - e. [REDACTED]
 - f. [REDACTED]
 - g. [REDACTED]
- ii. The College Finance Office work more closely with the MCR Treasurer to establish an appropriate level of detail and structure for MCR financial reporting.

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