

ANNEX A

Templates on Frequently Used Accounts

This motion aims to address current issues with the structure of several accounts that are frequently used by all profit centers. These accounts are used to further promote the sole purpose of SASSE and thus promote great camaraderie. The accounts addressed in this motion are the following:

- *Marshal costs (4013)*
- *Arrangements (4047)*
- *Internal arrangements (4050)*
- *Workwear (4060)*
- *Meetings food and drinks (4080)*
- *Meetings SASSE Board Members (4081)*
- *Meetings handover (4082)*
- *Internal meetings & representation (4190)*

These accounts are used by all profit centers, however there is currently a slight misconception of how they should be used and calculated.

Marshal costs, 4013

The purpose of marshal costs is to provide SASSE functionaries working at SASSE events of longer duration with necessities to perform their work. Food, drinks and snacks constitute such necessities.

Issues today

- Marshal costs are currently calculated and distributed with no coherent logic - Marshal costs are limited to events that involve entertainment or working at parties, and thus neglect events that require marshals in other settings, e.g. fairs.

New proposal

Calculations of marshal costs per person

Half day	Full day	One and a half day
40 SEK	100 SEK	140 SEK

When categorizing events the following criteria shall be considered:

- Workload

- Duration

Here are examples for the respective categories:

- Half day:
 - Smaller banquet
 - Smaller party/pub
 - Daytime fair
- Full day:
 - Bigger banquet
 - Larger day fair
 - Smaller fair ending with a pub
 - Party
- One and half day:
 - Larger fairs or events that include preparations, the actual event and deconstruction
 - Daytime fair ending with a party/pub or banquet
 - Larger party with combined large banquet

It is the responsibility of each profit center manager to detect and suggest what projects that are subject to marshal costs, and determine the classification together with the Treasurer in the budgeting processes.

Annotation: e.g. "Marshal costs include necessities such as food, snacks and drinks. According to new template 20/21. 2 full days."

Arrangements and Internal arrangements, 4047 and 4050

Issues today

Arrangement works both as an account in the different profit center centrals that are based on template. Arrangements, however, is currently also used in various project that do not follow a specific template.

New proposal

Arrangements will be divided into two accounts, *Internal arrangements* that will be a part of each committee central, and *Arrangements* that will be project specific.

Arrangements, 4047 - The account *Arrangement* will work as a collection of costs related to various events. The amount will be specific for each event and project and will be based on costs from previous years as well as new circumstances.

Internal arrangements, 4050 - Costs for "skiften", internal festivities and committee related arrangements.

This account is allocated to each committee central and defined as 30% of the profit center's total *internal meetings and representation*. Thus, this account will serve the same purpose as *Arrangements*, 4047, previously did.

Annotation: "Costs for "skiften", internal festivities and other similar arrangements. 30% of total internal meetings for the profit center. Part of new template 20/21."

Workwear, 4060

Workwear is defined as clothes needed to fulfill a specific task and/or clothes aiming to brand SASSE and its projects/sponsors/committees.

- Projects members granted 0,5 up to 1,25 SASSE Exchange Merits: 200 SEK for workwear per active project group member (corresponds to a t-shirt)
- Projects granted 1,5 SASSE Exchange Merits or more: 550 SEK for workwear per active project group member (corresponds to a hoodie)
- Committee members within a committee with a committee sponsors are granted 50 SEK extra per item.

0,5 - 1,25	1,5 - 4,00
200 SEK	550 SEK

Medal:

- Project member granted 1,5 Exchange Merits or more: 80 SEK for workwear per active project group member (corresponds to a medal)

Note: The SASSE Council are not part of the template suggested.

- That Ordinary Members of the SASSE Council will receive medals with the purpose to establish a visible profile of the SASSE Council towards the members.

Note on 4060: Workwear for the SASSE Board, the Introduction Committees, and the Entertainment Committee are not part of the template suggested.

- The SASSE Board requires distinct clothes in order to be recognizable and represent at various activities both within and outside the Student Association. Medals for SASSE board does not follow template.
- The Introduction Committees require distinct clothes in order to be recognizable towards the new students. They furthermore require two t-shirts rather than one in order to be able to represent at the numerous events during the two week period.
- The Entertainment Committee requires distinct clothes to be recognizable as organizers at parties. The distinct overalls are required to be able to regularly do work of such wearing character.
- Handelsdagarna requires one print for each of their main sponsors and are thus granted

50 sek per logo.

- The social committee requires distinct clothes to be recognizable as organizers at parties, the distinct t-shirts are required to be able to regularly do work of such wearing character.

Annotation: e.g. "Workwear according to template 20/21. 2 PL (1,5), 8 PG (1)"

Food & Drinks

The Food & Drinks post is defined as different lunch lectures such as inspirational lectures etc. The post is used for lunches for students attending the different lectures.

Physical Inspirational Lunch Lectures

Maximum amount of students getting lunch is 40 people.

75 SEK / person

Digital Inspirational Lunch Lectures

Maximum amount of students getting a food voucher is 30 people.

100 SEK / person

Fika

Maximum students who gets Fika is 40 people. So every fika event will get a maximum amount of 1 250 SEK.

25 SEK / person

Breakfast

Maximum students who gets breakfast is 50 people. So every breakfast event will get a maximum amount of 2 000 SEK.

40 SEK / person

Note: Company events are not a part of the template

- The Business Committee cooperates with a catering firm.

- The Entertainment Committee cooperates with a catering firm.

Meetings food and drinks, 4080

- Each Committee Central and the Presidium: 4 000 SEK
- Independent projects such as Handelsdagarna, Student Farce and Friedmans: 1 000 SEK
- Student Council: 1 000 SEK

Annotation: “Meetings with predecessors, e.g. patetmiddagar”

Meetings SASSE Board, 4081

Amounts to 4 000 SEK each for the President, the Vice President, the Treasurer, the President of the Business Committee, and the President of the Education Committee. To be used for meetings connected to the respective post descriptions.

Amounts to 1 000 SEK for each committee president. To be used for meetings connected to the respective post descriptions.

Annotation: “Meetings with regards to post descriptions. According to template 18/19. Presidium: 4000 SEK and Committee President 1000 SEK”

Meetings handover, 4082

SASSE is an organization with engagements that lasts for relatively short periods of time. Thus, project members often have limited time to execute a project. This continuous change of active project members stresses the importance of a proper and thorough handover. Unfortunately, as of now many projects lose valuable insights from previous years as a result of poor handover documents and limited meetings with predecessors. This motion aims to shift focus and put more emphasis on the handover period. By increasing the amount spent on meetings handover, we promote a more functioning handover process.

In order for SASSE to develop and improve more efficiently, meetings handover should be applied to all SASSE project groups that are subject to a handover process. All project group members receive the following amounts based on the prevailing SASSE Exchange Merits:

0,5 - 0,75	1 - 1,75	2 - 2,75	3 - 4
100 SEK	200 SEK	300 SEK	400 SEK

Annotation: e.g. “Meetings handover according to template 20/21. 2 PL (1,5), 8 PG (1)”

Internal meetings & representation, 4190

For the past couple of years we have been advised by the external auditors to better document internal representation within SASSE, in order to avoid risks with being subject to taxation.

As a result of these external suggestions and the current tax regulations, all profit center managers shall fulfill the following requisites when approving and attesting costs taken for *internal meetings & representation*:

- Specify who took part in the meeting
- Specify the purpose of the meeting

The amount of *internal meetings & representation* for a project should be calculated according to the following template. Costs for functionaries has been moved to the marshal costs section of this document:

0,25	0,5	0,75	1	1,25 - 1,5	1,75-2	2,25-2,75	3-4
100 SEK	200 SEK	300 SEK	400 SEK	500 SEK	600 SEK	800 SEK	1000 SEK

Note: Career fair hosts are considered marshals regardless of their received SASSE Exchange Merits.

Annotation: e.g. "According to new template 20/21. 2 PL (1,5), 8 PG (1)"

In general for all the accounts addressed above where food and drink is in question

The maximum amount to use per meal is 150 SEK per meal per person.

Note that the allocations and calculations of all these accounts are subject to change in line with the yearly update of the SASSE Exchange Merits Template.