

Guidelines for guild savings

Purpose

The purpose of this document is to facilitate and clarify how assets are to be allocated and how the budget is to be set. The document contains a description of the funds used by the guild, how a year's results funds, how much profit the guild should make each year, and where the majority of this money should come from.

To keep this guidance document relevant, it should be revised every three to five years.

Profit

The guild's annual profit should benefit the members during their time at the guild. This is done by the guild's committees and purchases made by the guild. We as a guild want to make money primarily from revenue from businesses, sales in the Hilbert cafe, and the markup made on the alcohol we sell.

In order to allocate the sums between the funds as suggested below, we will aim to turn a profit of approximately 95 000 SEK. This means that the guild should receive the same amount of money as the guild spends.

Funds

Below is a description of the funds the F-guild has and examples of what is right and wrong to use the fund for. There is also a target amount for the fund and a recommended annual allocation to each fund. The target amount is there as a buffer so that we as a guild can raise a permanent amount from funds without depleting them. Annual allocation is there to know how much should be added to the funds and as a guideline for what an operational year should look like. It is hoped that approximately the same amount taken from a fund in an operational year is added to the fund at the time of the financial year-end. This will not always be the case when making a large withdrawal, e.g. buying a car, as this may be paid back in three years.

Investment Fund

The fund is to be used to finance investments that the guild wishes to make. Money can be requested by any member but must be approved at a guild meeting. An investment is spending money on something that adds new value to the guild, it is not replacing something that has broken down.

Right: Money is requested from the fund at a guild meeting to invest in a bouncy castle for the guild.

Wrong: The board gives money from the fund to replace a broken gadget.

Target amount: 100 000 SEK

Annual provision: Approximately 35 000 SEK

Repair and Maintenance Fund

The purpose of the fund is to finance the repair and maintenance of the guild's premises and objects, and to replace equipment and valuables which, due to unforeseeable circumstances, are destroyed or otherwise rendered inaccessible as a result of an accident in the Guild's activities. This fund will be used instead of the investment fund for the purchase of new items to replace existing inventory. Any member may purchase from this fund and these may be approved at a Board meeting. In addition to this, the fund is also used to finance the purchase of a car for the guild.

Right: One of the guild's cameras breaks down and the board decides to replace it with one of similar quality.

Wrong: The guild needs an airplane and the board decides that money for it will be taken from this fund.

Target amount: 125 000 SEK

Annual provision: Approximately 35 000 SEK

Jubilee Fund

This fund will be used to support the Guild's anniversary activities in the year of the Jubilee. The money in the fund will be used to make it cheaper for each member to attend a nice event. Money is requested normally by the Jubilee Committee and may be approved by the Board.

Right: The money in the fund will be used to rent the AF castle to hold a grand ball.

Wrong: The event is held in a dingy room free to all members.

Target amount: 70 000 SEK at the jubilee ($1961 + 5n$ where $n \in \mathbb{N}$).

Annual provision: Approximately 15 000 SEK

Medal Fund

The purpose of the fund is to finance the purchase of medals and decorations by the Guild. The money in the fund is requested by the Medal Committee and may be approved by the Board.

Right: Money in the fund is used to purchase medals for the benefit of Guild members.

Wrong: The Medal Committee uses the money for a trip to the Bahamas.

Target amount: 40 000 SEK

Annual provision: Approximately 10 000 SEK