

Accounting Regulations of the Ritsumeikan University Student Union

*In principle, the interpretation of terms and regulations shall comply with the Japanese version of the terms and regulations.

Chapter 1: General Provisions

Article 1 Objectives

The purpose of these Regulations is to provide for the matters concerning the accounting of the Ritsumeikan University Student Union (hereinafter referred to as the “Union”) in accordance with Article 40 of the Constitution of the Union to ensure accurate and quick accounting processing, thereby contributing to the efficient management of the operations and the development of the Union.

Article 2 Scope of Application

These Regulations shall apply to the accounting work of the Union and all Organizations belonging to the Union.

Article 3 Accounting Principles

1. The accounting treatment for the Union shall be as per the provisions of laws and regulations and these Regulations and in a manner that shows the financial condition truthfully and clearly.
2. The details of the accounting of the Union shall be disclosed to the public at least once a fiscal year.

Article 4 Duty of Care

Any person shall exercise all possible care, in relation to the accounting work, not to cause economic loss or inconvenience to the Union and organs concerned.

Article 5 Accounting Manager

The Accounting Manager of the Union shall be served by the head of the Central Administrative Office as prescribed in Article 10 of the Constitution of the Ritsumeikan University Student Union.

Article 6 Organs

1. The Finance Department shall be established in the Central Administrative Office of the Ritsumeikan University Student Union in order to make various accounting work of the Union go smoothly.
2. Matters concerning the Finance Department shall be prescribed separately.

Chapter 2: Accounting Persons

Article 7 Accounting Persons

1. Any Organization belonging to the Union shall have a dedicated accounting person.
2. An accounting person shall be a member of the Union.

Article 8 No Concurrent Posts

No accounting person may concurrently serve as, or act on behalf of, an accounting person of any other Organization belonging to the Union.

Article 9 Term of Office

The term of office of an accounting person shall be determined by the relevant Organization.

Article 10 Accounting Work

An accounting person shall perform the following work:

- (i) To prepare and retain accounting documents

- (ii) To retain bills, receipts, disbursement and deposit slips, disbursement requests, or other accounting-related documents
- (iii) To retain bank books
- (iv) To settle the accounts
- (v) Any other matters necessary for accounting

Article 11 Handover

If an accounting person of an Organization is replaced, all the accounting documents shall be handed over to the successor in the presence of the person responsible for the Organization.

Chapter 3: Budget

Article 12 Budget Principle

Budgets shall be compiled in line with the purpose of establishing the Union and in close connection with the operations of the Union and in accordance with the definite policy.

Article 13 Budget Period

A budget period shall be on a fiscal year basis.

Article 14 Compilation of Budget

1. Budgets shall be discussed and approved by the Central Committee.
2. The procedures under the preceding paragraph shall apply to a supplementary budget.

Article 15 Promulgation of Budgets

If a budget is determined or revised, the Accounting Manager shall immediately post the details thereof at an appropriate place and submit the same to the relevant organs.

Article 16 Implementation of Budget

In the course of the execution of a budget, the maximum effects shall be achieved with the minimum costs necessary and according to the purpose of the budget allocated.

Article 17 Change in Budgets

If there occurs any change in a budget of an Organization, the Organization shall notify the Finance Department of such change.

Chapter 4: Settlement of Accounts

Article 18 Settlement of Accounts

Accounts shall be settled for each fiscal year.

Article 19 Settlement of Accounts for Organizations Comprising Central Committee and Authorized Organizations

1. Organizations constituting the Central Committee (hereinafter referred to as “Central Organization(s)”) and the Authorized Organizations shall perform a monthly account settlement.
2. The Central Organizations shall submit the monthly accounts to the Finance Department and the Authorized Organizations shall submit the monthly accounts to the competent headquarters of extracurricular association, no later than the date designated by the Finance Department; provided, however, that the due date for submitting the monthly accounts for March shall be designated in accordance with the Accounting Services Agreement concerning the Financial Processing of Student Union Membership Fee between the Ritsumeikan University Student Union and the Ritsumeikan Trust or any other similar agreement executed between the University and the Union. If they are

unable to meet the due date, they shall so notify the Finance Department or the headquarters of extracurricular association to which they belong.

Article 20 Deleted

Article 21 Settlement of Accounts of Events

1. In addition to the settlement of accounts prescribed in Article 19, Organizations that have held an event shall settle the accounts for each event.
2. Settlement of accounts for events shall be completed within the period designated by the Finance Department. If they are unable to meet the due date, they shall so notify the Finance Department or the headquarters of extracurricular association to which they belong.

Article 22 Final Settlement of Accounts

1. Settlement of accounts shall be deemed to be finalized when the statement of income and expenditure processed in such form and manner as specified separately is submitted to and approved by the Central Committee.
2. For the purpose of finalizing a settlement of accounts, it shall be audited by the Financial Auditing Committee in accordance with the provisions of Article 25.

Chapter 5: Financial Audit

Article 23 Financial Auditing Committee

The Financial Auditing Committee shall be established for the purpose of checking if there are no errors, omissions, or fraud in the accounting work and confirming that the accounting work is performed in good faith.

Article 24 Composition of Financial Auditing Committee

1. The Financial Auditing Committee shall be composed of the following members approved by the Central Committee:
 - (i) Officers of the Central Committee, other than the head of the Central Administrative Office
 - (ii) Persons recommended by each of the organizations comprising the Central Committee
2. The head of the Financial Auditing Committee shall be nominated by the Chairperson of the Central Standing Committee and appointed by the Central Committee.
3. The head of the Financial Auditing Committee may appoint the deputy head(s) from among the members of the Financial Accounting Committee, as necessary.

Article 25 Target of Financial Audit

The Financial Auditing Committee shall perform an audit on the following matters in accordance with the financial audit policy:

- (i) Account books, receipts, and other accounting documents
- (ii) Any other matters deemed necessary by the Central Committee

Article 26 Powers of Financial Auditing Committee

1. The Financial Auditing Committee may issue recommendations and warnings, from time to time, if a deficiency is found in accounting documents during the audit.
2. The Financial Auditing Committee may request any Organization belonging to the Union to submit relevant documents and receive interviews, as necessary. The Organization shall not refuse to accept such request.

Article 27 Report of Financial Audit

The result of financial audit shall be reported to the Finance Department.

Chapter 6: Fraud Prevention and Penalty

Article 28 Prevention of Fraudulent Consumption

1. Public funds or public assets shall not be consumed fraudulently, regardless of the amount thereof.
2. If a violation of the preceding paragraph is discovered, the Accounting Manager prescribed in Article 5 or the Finance Department shall question the persons concerned.

Article 29 Penalty

Any accounting-related act performed by the person who is determined to have violated the provisions of the preceding paragraph and his or her joint worker shall be null and void.

Article 30 Compensation

An Organization that has violated the provisions of Article 28 through willful misconduct or gross negligence and caused damage to the Union shall be responsible for compensating for such damage.

Article 31 Measures

If an Organization commits a material breach of these Regulations or other act of impairing the operation of the financial system of the Union, the measures to be taken against the Organization may be determined according to the judgment of the Finance Department or the Central Committee. In the case of Authorized Organizations, if no improvement is made despite the warning issued by the headquarters of extracurricular association to which they belong or the Finance Department, the measures such as suspension of disbursement and recession of budgets may be determined according to the judgment of the Central Committee.

Chapter 7: Supplementary Provisions

Article 32 Slips of Cooperative

1. Specially permitted Organizations may use the in-store purchasing cards for the Ritsumeikan Cooperative or other cards similar thereto (hereinafter referred to as “School Expense Cards”).
2. The use of the School Expense Cards shall be subject to the instructions of their issuers and the person responsible for management thereof.

Article 33 Detailed Regulations

Detailed Regulations necessary for enforcing these Regulations shall be established separately.

Article 34 Revision or Abolition

The revision or abolition of these Regulations shall require the approval of the Central Committee.

These Regulations shall be promulgated in December of 1950 and shall come into effect on the same day.

Revised in 2005
Partially revised in 2008
Effective in FY 2009
Entirely revised in FY 2014
Partially revised in FY 2016
Partially revised in FY 2018
Partially revised in FY 2022

Detailed Regulations on the Accounting Regulations of the Ritsumeikan University Student Union

Recitals

These Detailed Regulations set forth the rules necessary for enforcing the Accounting Regulations of the Ritsumeikan University Student Union in accordance with Article 33 of the Accounting Regulations of the Ritsumeikan University Student Union.

Chapter 1: Budget

Article 1 Annual Budget

1. An annual budget shall consist of the following budget items:
 - (i) General budget
 - (ii) Special budget
2. An annual budget shall be compiled by the end of the preceding fiscal year.
3. An individual budget of an Authorized Organization shall be compiled no later than the last day of June.

Article 2 General budget

A general budget shall be compiled for the daily activities of the Organizations comprising the Central Committee (hereinafter referred to as the “Central Organization(s)”) and the Authorized Organizations.

Article 3 Special Budget

A special budget shall be compiled for various activities of the Union that require a budget line separate from a general budget because of the nature, etc. of such activities.

Article 4 Items of Special Budget

A special budget shall consist of the following budget items:

- (i) Special budget for Welcome Events
- (ii) Special budget for University Festival
- (iii) Special budget for events
- (iv) Central reserves

Article 5 Special Budget for Welcome Events

1. The special budget for Welcome Events shall be compiled for various activities of the Union during the Welcome Events period specified in the Welcome Events Policy. For the purpose of executing such budget, the method and amount of execution thereof shall be specified in the Welcome Events Policy.
2. The special budget for Welcome Events may have reserves. These reserves shall not be subject to the disbursement criteria prescribed in Article 13, but be disbursed according to the judgment in a meeting of the competent committee on a case-by-case basis.
3. The Committee responsible for a special budget for Welcome Events shall have an accounting person within such Committee who shall be responsible for managing the budget.

Article 6 Special Budget for University Festival

1. The special budget for University Festival shall be compiled for various activities of the Union during the University Festival Events period specified in the University Festival Events Policy. For the purpose of executing such budget, the method and amount of execution thereof shall be specified in the University Festival Events Policy.
2. The special budget for University Festival may have reserves. These reserves shall not be subject to the disbursement criteria prescribed in Article 13, but be disbursed according to the judgment in a meeting of the competent committee on a case-by-case basis.

3. The Committee responsible for the special budget for University Festival shall have an accounting person within such Committee who shall be responsible for managing the budget.

Article 7 Special Budget for Events

The special budget for events shall be compiled for the projects for which the general budget is not compiled because of the changes in circumstances and the projects that are held by the Union as a whole during the normal period.

Article 8 Central Reserves

1. The central reserves shall be compiled in preparation for the disbursements in such unexpected situations or such circumstances for which it is hard to compile a budget in advance, as may occur in the relevant fiscal year.
2. The central reserves shall not be subject to the disbursement criteria prescribed in Article 13, and shall be discussed by the Accounting Manager and the General Manager of the Finance Department of the Central Administrative Office (hereinafter referred to as the "Finance Department General Manager") on a case-by-case basis in consideration of the correspondence with the relevant organs and shall be disbursed subject to approval of the Central Committee.
3. The approval of the Central Committee for the disbursement of the central reserves shall be obtained in advance. The approval thereof may be obtained subsequently due to unavoidable circumstances, but no later than one (1) month after the withdrawal.

Article 9 Deleted

Article 10 Execution of Special Budget

When a Central Organization or an extracurricular organization executes the special budget for events and the central reserves, the approval in a meeting of the Central Committee shall be required. When executing the special budget for Welcome Events and the special budget for University Festival, the approval in a meeting of the competent committee shall be required.

Article 11 Application for Appropriation of Special Budget

1. A Central Organization that files an application for the appropriation of a special budget in a meeting of the Central Committee shall report to that effect at least one (1) week prior to the meeting of the Central Committee in which such application is to be filed to the Finance Department of the Central Administrative Office (hereinafter referred to as the "Finance Department"); provided, however, that the method of application for the special budget for Welcome Events and the special budget for University Festival shall be determined on the responsibility of the competent committee.
2. If a Central Organization or an extracurricular organization has to change the special budget applied for by it due to unavoidable reasons, it may file an application for supplementing the budget to the Central Committee or the competent committee in accordance with the procedures prescribed in the preceding paragraph.

Article 12 Due Date of Settlement of Accounts for Special Budget

Any Organization that has held a project for which a special budget is applied shall submit the financial results thereof to the Finance Department or the competent headquarters of extracurricular association no later than the date designated by the Finance Department, in principle. If they are unable to meet the due date, they shall so notify the Finance Department or the headquarters of extracurricular association to which they belong.

Article 12-2 Financial Results Report for Special Budget

1. Any Central Organization that has held a project for which a special budget is applied and the competent committee shall submit the financial results report and the comprehensive project report to the Central Committee.
2. An accounting person in charge of the special budget for Welcome Events and the special budget for University Festival shall submit the financial results report of each such special budget to each competent committee.

Chapter 2: Disbursement Criteria

Article 13 Disbursement Criteria and Categories of Expense Items

1. The classification of expense items and disbursement criteria for a general budget and a special budget shall be separately specified by the Classification Table by Expense Items for Student Union Membership Fee and the Disbursement Criteria for Student Union Membership Fee; provided, however, that the disbursement criteria for the central reserves and the reserves of each special budget shall be specified separately.
2. The Classification Table by Expense Items for Student Union Membership Fee and the Disbursement Criteria for Student Union Membership Fee shall be established by the Accounting Manager.
3. The disbursement criteria for central reserves shall be established by the Accounting Manager. The disbursement criteria for reserves of each special budget shall be established by the accounting person of the competent committee and shall be agreed upon by the Accounting Manager.

Article 14 Disbursement Deviating from Disbursement Criteria

Whether the disbursement of money is permitted or not in a case deviating from the Disbursement Criteria for Student Union Membership Fee shall be determined in a meeting of the Central Committee.

Article 15 Decision of Classification of Items

If classification of items needs to be decided due to special circumstances of extracurricular activities, such decision shall be made by the head of the Central Administrative Office who acts as the Accounting Manager from the standpoint of securing extracurricular activities.

Chapter 3: Settlement of Accounts

Article 16 Annual Account Settlement

1. The Central Organizations and the Authorized Organizations shall submit their annual accounts to the Central Administrative Office no later than the last day of April and obtain its approval no later than the last day of May; provided, however, that this shall not apply where the extension of the disbursement processing is approved by the Central Standing Committee.
2. If the Central Administrative Office approves the annual accounts, it shall report it to the Central Committee.
3. Each organization shall not execute its budget until annual account settlement and financial audit are completed, in principle.

Article 17 Definition of Disbursement Activities

The term “disbursement activities” as used in these Detailed Regulations refers to all the activities up to the time when correction, etc. of all deficiencies in disbursement requests is completed in the Union and the Central Administrative Office submits disbursement requests to the Office of Student Affairs.

Article 18 Deadline for Disbursement of Student Union Membership Fee

Disbursement activities for the Student Union Membership Fee, including the general budget and the special budget, shall be completed as of the day designated by the Central Administrative Office and the University in accordance with the Accounting Services Agreement concerning the Financial Processing of Student Union Membership Fee between the Ritsumeikan University Student Union and the Ritsumeikan Trust or any other similar agreement executed between the University and the Union.

Article 18-2 Retention of Materials Related to Disbursement Activities

The Accounting Manager shall retain bills, receipts, deposit and disbursement slips, disbursement requests, and any other accounting-related documents prepared in the course of disbursement activities for a period of five (5) years.

Article 19 Disbursement of General Budget

Central Organizations and Authorized Organizations shall, from time to time, submit bills or other similar materials as well as conduct the disbursement activities for the contribution of their respective organization, etc. and shall submit the relevant materials to the Finance Department.

Article 20 Due Date of Disbursement of Special Budgets

The due date of disbursement from special budgets shall be as follows:

- (i) Disbursement activities for the special budget for Welcome Events shall be completed on the last day of July of the relevant fiscal year.
- (ii) Disbursement activities for the special budget for University Festival shall be completed on the last day of February of the relevant fiscal year.
- (iii) Unless there are no special circumstances, the account settlement shall be completed two (2) weeks after the end of the relevant project, in principle, and the disbursement activities shall be conducted concurrently.

Chapter 4: Supplementary Provisions

Article 21 Policy

For the purpose of enforcing these Detailed Regulations, the Finance Department General Manager may establish the accounting policy for each fiscal year.

Article 22 Disbursement of Money Other than Annual Budget

Disbursement of money from the budget category that is not prescribed in the Accounting Regulations of the Ritsumeikan University Student Union and these Detailed Regulations, such as surplus carried forward and frozen money, shall be dealt with in accordance with the regulations, detailed regulations, or guidelines to be established separately.

Article 23 Revision or Abolition

The revision or abolition of these Detailed Regulations shall require the approval of the Central Committee.

Effective on April 1, 2009
Entirely revised in 2014
Partially revised in 2017
Partially revised in 2018
Partially revised in 2022