

Policy VIII General Financial Policy

The Chief Financial Officer is responsible for all monies received and paid out by the Union. The approved budget must be followed at all times.

8.01 Authorization

- a. All cheques, contracts, and legal documents must be signed by at least two of the three (3) signing officers. The signing officers of the Union are:
 - i. President
 - ii. General Manager
 - iii. Health Plan Manager
- b. The three signing officers, and the CFO, must know about all contracts and legal documents being signed.

8.02 Procedure for Expenditure of Money

a. Acquisition of Fixed Assets:

- i. A Fixed Asset is defined as something outside the normal budgeting parameters. It must have a useful life of over a year, is not amortized over time, and is urgently needed for Union operations
- ii. The Executive Council must approve any Acquisition of Fixed Assets between \$500 and \$1500.
- iii. The SRC must approve any Acquisition of Fixed Assets between \$1500 and \$10 000.
- iv. Anything above \$10 000 must be approved at the AGM or through a referendum.

b. Petty Cash Policy:

- i. The CFO keeps \$100 in petty cash
- ii. All petty cash expenditures must be accompanied with a receipt to be approved.
- iii. Petty cash is not given out in advance; executive and supervisors will be reimbursed when they submit their receipts.
- iv. The departmental staffs are to reconcile their petty cash with their supervisor.
- v. The petty cash must be reconciled at least once a month by the CFO.
- vi. Only the CFO can give out petty cash.

c. Visa Policy:

- i. Visa is to be used, as needed, for immediate payment of necessary expenditures.
- ii. A Visa Requisition form must be filled out and signed by two signing authorities to approve payment. Any unapproved payments may be put into an accounts receivable under the employee's/executive's name.
- iii. Credit cards must be signed out and the sign-out sheet must

be filed out by the card carrier at the date which they receive the card.

- iv. For the actual transaction, the card carrier must be present to sign the receipt if a signature is required.
- v. Any purchase deemed as a personal expenditure will be placed into an accounts receivable under the employee's/executive's name. It is the responsibility of the CFO to maintain records of amounts owing to the Students' Union from employees/executives.
- vi. All credit cards must be returned to the secure box after use and a Visa Requisition form must be filed out.
- vii. Visa Requisition must be accompanied by the receipt and must be returned to the CFO within 5 business days (unless two or more signing authorities are not present, in which case they will be due 5 business days after the signing authorities return). Those who don't return the Visa Requisition and receipt on time may be subject to a penalty.
- viii. Visa Requisitions cannot be proposed and authorized by the same signing authority.
- ix. All executives/employees must sign a credit card agreement before usage of the card is allowed. This agreement acknowledges they will adhere to the visa guidelines. Those who choose not to sign the agreement are not permitted to use the credit cards.
- x. All credit card pins are to remain confidential.
- xi. If the executive/employee does not voluntarily pay for the amount they owe the union for a personal purchase on the visa card, that amount may be deducted off their pay.

d. Cheque Policy:

- i. Cheques are issued for amounts over \$10. If an employee/executive submits a Cheque Requisition for under \$10, payment will be withheld until the amount owing to the employee/executive is greater than \$10.

- ii. Before a cheque will be issued, a Cheque Requisition Form must be filled out and approved by two signing authorities. This form contains information about the amount of the cheque; the person or business the cheque is payable to, and the date when the cheque is required. All back-up documentation, receipts and invoices must be provided.
 - iii. Every cheque has to be signed by two out of the ~~four~~ three signing officers.
 - iv. Cheque Requisitions cannot be proposed and authorized by the same signing authority.
 - v. Cheques payable to a signing authority must be signed by two other signing authorities
- e. **Reimbursement for Expenses:**
- i. All expenditures must be submitted, with receipts, by no later than one month of the original purchase. Without the receipt, no reimbursements can be authorized. Any expenditures before April 20 of each year, must be submitted by April 30 of the same year. Reimbursements can be made with either petty cash or with a cheque.

8.03 The Budget

- a. The CFO, with assistance of the General Manager, is responsible for preparing the budget for the upcoming year. This must be started by February 1st and must be approved by March 15th by the MSVUSU Budget Committee.
- b. The Budget Committee will consist of the CFO, General Manager, Health Plan Manager and the President.
- c. The budget must be approved by the SRC by March 31st.
- d. If any over expenditures occur in any department it is up to that department to make up for it elsewhere in its own budget and inform the CFO.
- e. The budget must be followed at all times. Any over/under expenditures will be allocated into/out of the contingency fund. For money to be spent from the contingency fund, it must first have a 100% vote of approval from the Executive plus the approval of the CFO. If the balance in the contingency fund is zero, no money will be given out. If supervisors or Executive spend funds not allocated in the budget or approved to come out of the contingency fund, it will come out of their next pay cheque or they will not be reimbursed.

8.04 Policy for Travel/Business Expense

- a. This policy applies to all individuals attending conferences or performing tasks within their duties as a member of staff/executive. It is meant to recognize that there are certain costs associated with doing MSVUSU business that should not be incurred by the individual. An Expense Proposal Form must be submitted to the CFO outlining the request for expenditures for travel and business to be covered by the Union. The

purpose of the Expense Proposal Form is to obtain approval for the expenses and guarantee reimbursement (receipts must be provided). The CFO must also obtain the President's signature to approve the form. An agreement will be made by the CFO and the President in accordance to the limits set by the financial policy. A copy of this agreement can then be forwarded to the applicant. After the expenditures are made, the applicant must then fill out an Expense Claim Form and submit it to the CFO detailing the expenses made in accordance to the agreement on the Expense Proposal Form. ALL RECEIPTS MUST BE ATTACHED TO THE FORM in order for reimbursement. An Expense Claim Form can be submitted to the CFO without having an Expense Proposal Form being submitted prior, but the applicant must then realize that the expenses are not guaranteed to be reimbursed.

i. Meals For Travel Less Than 24 Hours:

Breakfast: 10.00

Lunch: 15.00

Supper: 20.00

Note: The Union does not cover the cost of any alcoholic beverages.

ii. Automobile Travel:

iii. Car Rentals will be reimbursed at direct cost.

iv. Personal car expenses are reimbursed at a rate of \$0.40 per km.

1. Employees/Executives must fill out a car expense claim report. It is at the discretion of the CFO to set the limit to the reasonable amount of allowable kilometer for the trip.

v. Transportation:

1. Travel by air, bus and rail are all reimbursed at direct cost. Employees are required to take the least expensive mode of transportation.

2. The employees can opt to use a different travel method for medical reasons as long as a doctor's note is provided.

vi. Accommodations:

1. Accommodations will be reimbursed at direct cost.

2. If a conference takes place in Halifax, the delegate will not be allowed to have any accommodations expense.

3. If a friend or relative travels with you while on business, the accommodations will not be paid for them, only the MSVUSU staff/executive.

vii. Travel Advances:

1. Normally the MSVUSU will reimburse employees for expenses they incur while on company travel. However, under special circumstances the MSVUSU may provide a travel advance of up to 75% of the anticipated cost. The

CFO must approve travel advances. If it is the CFO travelling, the President must approve his/her travel advance. All travel related receipts must be remitted back to the CFO.

viii. Per Diem:

1. For conferences/business trips away from Halifax of longer than twenty-four hours
2. A per diem of \$45 per day for meals and other incidentals is paid to MSVUSU Executives and employees attending conferences or doing business away from Halifax. The MSVUSU will cover parking, taxis, to/from the airport/conference.
3. The per diem is only in effect for meals not provided by conference/meeting. This per diem is broken down as \$10 breakfast, \$15 lunch, \$20 supper.
4. If a per diem is given out, no other expenses will be recognized unless approved.
5. A per diem must be requested with the Expense Proposal Form at least a week in advance.
6. The Executive member must also submit some documentation verifying the length of the business trip/conference.
7. Executive/employees are not allowed to leave early for a conference or stay later than when the conference ends unless they pay for it on their own. The only exception to this rule is if the manager/executive have no other choice (i.e. bad weather).
8. No alcohol is to be included as an expenditure for reimbursement.