

Number: Op1 Category:
Operations

Responsibility: President/ Executive Director/ Finance and Accounting Technician/ VP Student Life/ VP
Campus Affairs/ Brampton Campus Coordinator/ Timmins Campus Coordinator

Purpose: To provide guidance in the financial operations of AUSU for signing authority, approval of expenses, handling of securities and financial transactions and to restrict unwelcomed behaviors and practices.

Scope: This policy applies to the AUSU Board of Directors, subcommittees of the Board, clubs, services, officers, employees and all other internally recognized bodies of the Students' Union.

Policy:

1. Fiscal Year

- a. The fiscal year of AUSU shall be from the first day of May of any given year to the thirtieth day of April in the following year.

2. Signing Authority

- a. The Executive Board members (The President, Executive Director, Finance & Accounting Technician, Vice President Student Life, Vice President Campus Affairs, Brampton Campus Coordinator, Timmins Campus Coordinator) may sign all deeds, transfers, licenses and financial contracts on behalf of AUSU.
- b. Two of the executives (The President, Executive Director, Finance & Accounting Technician, Vice President Student Life and Vice President Campus Affairs, Brampton Campus Coordinator, or Timmins Campus Coordinator) are required to sign any loan agreements.
- c. Subject as herein otherwise provided, all cheques, bills of exchange or other orders for payment of money, notes or other advances of indebtedness issued in the name of AUSU shall be signed by any two of the President, Vice President Campus Affairs, Vice President Student Life, Brampton Campus Coordinator, Timmins Campus Coordinator, Executive Director or Finance and Accounting Technician.

- d. Any one of the President, Vice President Campus Affairs, Vice President Student Life, Brampton Campus Coordinator, Timmins Campus Coordinator, Executive Director or Finance and Accounting Technician may alone endorse notes and drafts for collection on accounts of AUSU through its bankers, and endorse notes and cheques for deposit with AUSU's bankers for credit of AUSU or same may be endorsed "for collection" or "for deposit" with the bankers of AUSU for the purpose.
- e. Any one of the Executive Board Members (President, Vice President Campus Affairs, Vice President Student Life, Brampton Campus Coordinator or Timmins Campus Coordinator) may inspect AUSU's books and accounts and may collect all paid cheques and vouchers that were paid to AUSU and sign all the bank's forms or verification slips, or assign such duties to one of the following AUSU staff members: Executive Director or Finance and Accounting Technician.

3. Approval of Expenses

- a. The President will have the authority to approve expenses up to \$250.00. Such approvals will be reported to the Board at the next Board Meeting.
- b. The Executive Committee may approve expenses up to \$1000.00. Such approvals will be reported to the Board at the next Board Meeting.
- c. To support every day operation of AUSU, the Executive Director can authorize expenses of certain categories. These expenses are:
 - I. Campaigns
 - II. Brampton, Timmins, and Sault Ste. Marie Events
 - III. Orientations (Frosh, Frost and Freshers)
 - IV. Students' Group Health Plan Fees
 - V. Insurance, Audit and Legal and Other Professional Fees
 - VI. Honorariums for Board Members
 - VII. Bus Pass Sales Transferred to Sault Ste Marie Transit
 - VIII. Payroll
 - IX. Handbook
 - X. Algoma University IT expenses
 - XI. Training for AUSU staff and board members, as well as reimbursements for required documentation (i.e., police checks)

XII. Equipment and Furniture Purchases

XIII. Travel, Hotels, Meals, Gas

However, with an exception of Payroll, Bus Pass Sales Transferred to Sault Ste Marie Transit, Students Group Health Plan Fees Handbook and Audit, if an expense related to one of these categories exceeds \$2500.00, the expense shall be subject to approval by the Board. If expense does not exceed \$2500.00 but the Executive Director considers it being impactful, the Executive Director may consider bringing the expense to the Boards for its approval. All such approvals, whether \$2500.00 or below, will be reported to the Board at the next Board Meeting.

- d. All donations made to a third party, either to an individual or an organization, must be approved by the Board.
- e. The Executive Committee may authorize variations in the budget approved by the Board if the amount approved does not exceed \$1500. These variations are to be reported to the Finance Committee and then to the Board as soon as possible following their authorization.
- f. Finance and Accounting Technician and/or Executive Director shall prepare monthly credit card and bank reports with reasonable descriptions of the expenses. These statements shall be reviewed and signed by any two of the President, Vice President Campus Affairs, Vice President Student Life, Brampton Campus Coordinator, or Timmins Campus Coordinator. By signing the statements, signees approve the validity of the expenses. If the nature of certain expenses is obscure or suspicious, signees may request the Finance and Accounting Technician or Executive Director to provide detailed explanations and copies of the financial documents associated with the transactions. However, when the board or any committees approves anonymous bursaries or donation requests, the names of the fund receivers shall not be provided to signers of the reports to keep the anonymity of the applicants. Credit card and bank information reports shall be approved and signed no later than 45 days after the bank and credit card statements' end date.
- g. Emergency Bursary Committee has a right to approve payments of bursaries that do not exceed \$4,000 each.

4. Securities and Financial Transactions

- a. Financial assets of AUSU shall be deposited for safekeeping with one (1) or more bankers, trust companies or other financial institutions to be selected by the Board. Any financial assets deposited may be withdrawn, from time to time, only upon the written order of AUSU signed by any two of the President, Vice President Campus Affairs, Vice President Student Life, Brampton Campus Coordinator, Timmins Campus Coordinator, Executive Director and in such a manner as shall from time to time be determined by resolution of the Board and such authority may be general or confined to specific instances. The selected institutions that act as custodians of the Board shall be fully protected in acting in accordance with the directions of the Board and shall in no event be liable for the due application of the financial assets withdrawn.
- b. Any two (2) of the President, Vice President Campus Affairs, Vice President Student Life, Brampton Campus Coordinator, Timmins Campus Coordinator, Executive Director or Finance and Accounting Technician may acquire and/or transfer, upon ratification, any and all shares, bonds or other securities from time to time standing in the name of AUSU and in its individual or any other capacity or as trustee or otherwise may accept in the name and on behalf of AUSU transfers of shares, bonds or other securities from time to time transferred to AUSU and may affix the Seal to any such transfers or acceptance of the transfers, and may make, execute and deliver under the Seal any and all instruments in appointment of an attorney to make or accept transfers of shares, bonds or other securities on the books of any company or corporation.
- c. The Board from time to time may:
 - i. Borrow money on the credit of AUSU;
 - ii. Issue, sell or pledge securities of AUSU;
 - iii. Charge, mortgage, or pledge all or any of the real or personal property of AUSU, including book debts, rights, powers, franchises and undertakings, to secure any securities or any money borrowed or other debt, or any obligation or liability of AUSU.
- d. The Board may authorize any director, officer or employee of AUSU or any other person to make and modify arrangements, terms and conditions with reference to the moneys borrowed or to be borrowed as aforesaid and as to the securities to be

given therefore, and to give such additional securities for any monies borrowed or remaining due by AUSU as the Board may authorize.

- e. The Board may authorize any director, officer or employee of AUSU or any other person to make and modify arrangements, terms and conditions with reference to the monies borrowed or to be borrowed as aforesaid and as to the securities to be given therefore, and to give such additional securities for any monies borrowed or remaining due by AUSU as the Board may authorize.
- f. The Board is prohibited from making loans to any Board Member or AUSU Employee.
- g. AUSU employees and the Board Members are prohibited from buying AUSU securities.

5. Prohibited Transactions and Unwelcomed Practices and Financial

- a. At no time shall AUSU engage in financial relationships that are damaging or potentially damaging to its membership's interests.
- b. Unless bound by contract, AUSU shall not reimburse or approve purchases of:
 - i. Tobacco, Tobacco products, or products designed to consume Tobacco. However, this prohibition does not apply to traditional items directly gifted to respect cultural practice
 - ii. Cannabis, Cannabis products, or products designed to consume Cannabis
 - iii. Alcoholic beverages, food items containing alcohol, or any alcohol containing products intended for consumption (unless they are used for AUSU events that aims to serve it to the general membership)
 - iv. Items intended primarily for use as weapons
 - v. Fireworks or any explosive materials
- c. AUSU credit card shall be used for AUSU business only. Personal expenses not related to AUSU travel, programming, or academic clubs/societies are considered to be an abuse of the card. Non business expenses must be paid back by the individual responsible for the misuse of the card within two weeks in full. To address abuse of the card, disciplinary actions may be taken up to and including loss of employment.
- d. The AUSU credit card shall not be used to draw cash advances.
- e. The use of cash shall be minimized, as much as is reasonably possible, in favor of

cheques, electronic transactions, or the AUSU credit card.

- f. AUSU employees and contractors shall not be paid in cash.
- g. For auditing purposes, any receipt or invoice obtained for an AUSU business expense must be submitted to the Finance and Accounting Technician or Executive Director. If an invoice or receipt isn't provided, the Finance and Accounting Technician and Executive Director may refuse the issuing of an expense reimbursement.
- h. The AUSU vehicle shall be used for AUSU business only. If any AUSU board member, staff, volunteer or AUSU-related individual is found to use the AUSU vehicle for personal use not related to AUSU activities, then they will forfeit all further rights and access to the vehicle.

6. Audit

A qualified, independent auditor shall provide annual audited financial statements for the Association and provide advice on accounting procedures.

7. Finance Committee

a. Finance Committee Composition

- i. In accordance with Bylaw 7.2.c. The Finance Committee shall be composed of the Treasurer, two (2) members of the Board, and three (3) students at large.
- ii. Out of the three (3) students at large that make up the Finance Committee, no more than one may be a personal appointment, the other two (2) must be selected by reviewing resumes received through the Finance Committee Job Posting

b. Committee Job Postings

- i. The Treasurer will post a notice of openings on the AUSU Finance Committee seeking three (3) students at large, no later than May 15 with the following process:
 - 1. Advertise the AUSU Finance Committee opening publically in all available electronic media, including but not limited to Algoma UKnow email broadcast, email to all students, social media and posters.
 - 2. Must list in the Finance Committee Job posting the Financial

Knowledge Requirements (6. c.), Skills (6.d) and Personal Attributes (6.e.) required as laid out in this policy.

3. The Treasurer, in consultation with the other Board Members on the Finance Committee, will select 2-3 candidates to sit on the Finance Committee, using Section 6.d. and 6.e. as a guide for selecting candidates

c. Financial Knowledge Requirements

- i. At least three (3) Committee Members must have a minimum standard of knowledge in the following areas:
 1. accounts payable and accounts receivables,
 2. generally accepted accounting principles,
 3. preparation of financial statements,
 4. preparation of financial reports,
 5. office administration,
 6. an understanding of relevant legislation, policies and procedures, and an understanding of the northern cultural and political environment.

d. Skills

- i. All committee members must demonstrate the following skills:
 1. supervisory skills,
 2. team building,
 3. accounting skills,
 4. analytical and problem solving skills,
 5. effective verbal and listening communications skills,
 6. effective written communications skills, and
 7. time management skills.

e. Personal Attributes

- i. The committee must maintain strict confidentiality in performing its duties.
- ii. They must also demonstrate the following personal attributes:
 1. honest and trustworthy,
 2. respectful,
 3. flexibility in duties, and
 4. sound work ethics.

f. Reporting

- i. The Committee shall report the following items on a monthly basis:
 1. performance indicators (budgeted vs. actual expenditures) including notes and Treasurer comments for discrepancies,
 2. monthly cash flow statement, and
 3. new budgetary recommendations and requests for funding.