



# Expenditure of Money

## Preamble

The following procedures are to be followed for obtaining approval for expenditures from the budget. They are designed to allow the USSU to conduct normal everyday business while ensuring accountability to USC and the members in general.

## 1. Technical Aspects of Expending Money

### 1.1 Methods of expending money:

- **On Account:** Most items purchased from Union Operations can be invoiced to the Union. All items being invoiced must have a purchase order completed for them, signed by the appropriate authority. The yellow copy of the purchase order must be submitted to the Accounting Assistant.
- **Petty Cash:** If you are required to use small amounts of personal money for Union purposes, you can be reimbursed in cash. All receipts are to be signed and approved by the appropriate authority and submitted to the Controller.
- **Credit Card:** For staff, the receipts must be turned in to the Accounting Assistant or Controller indicating appropriate expense allocation. For Executive, the Executive Credit Card Policy must be followed.
- **Cheque:** If a payment is to be made to a third party, a cheque requisition can be filled out and a cheque can be made for said party. The cheque requisition form must be approved and signed by the appropriate signing authority before being submitted to the accounting assistant.

1.2 All receipts, invoices, or credit card slips must be submitted to the Accounting Assistant or Controller as soon as the purchases are made. Each should be signed and coded by the proper authority with the appropriate budget line indicated.

1.3 The person responsible for a department, operation, or service must approve any release of money from the appropriate account. The departments and the corresponding people of authority are as follows:

- General Manager (Administration, Human Resources)
- Business and Services Manager (Information Centre, XL Design, Food Centre, Help Centre, Pride Centre, Safewalk/Student Crew, Women's Centre)
- Facilities Manager (Facilities)

- Communications and Marketing Manager (Communications, Marketing, Events)
  - Louis' Food & Beverage Manager (Louis', Louis' Loft, Louis' Events)
  - Vice-President Operations & Finance (Student Governance, Student Grants)
- 1.4 Each department should strive to use USSU services (XL Design and Print, Louis', Louis' Loft) whenever possible. All internal services will be billed at cost plus 10%.
- 1.5 Capital purchases are defined as equipment, furniture and fixtures or leasehold improvements costing \$1,000 or more. Any purchases of this nature under \$1,000 will be considered as operating expenses.
- 1.6 Payments will be processed once per week unless otherwise stated.

## **2. Decision Making Structure**

- 2.1 The Budget:  
Once the operating and capital budgets have been passed by USC, they and all of their line items are free to be spent as approved.

## **3. Non-Budgeted Issues**

- 3.1 General Manager Discretion:  
The expenditures listed below must be reported to the Vice-President Operations & Finance:
- Up to \$3,000 for capital purchases
  - Any expenditure to replace damaged equipment necessary to run an operation.
  - All costs associated with personnel such as: hiring, severance, raises, arbitrations, and union issues.
  - All costs associated with leases and any other tenant issues
- 3.2 Budget & Finance Committee Discretion:  
• Over \$3,000 in non-budgeted items, including capital and leasehold improvements.
- 3.3 Executive Discretion:  
• Unbudgeted executive projects and conferences need to be passed through Executive Committee.

## **4. Payroll**

The Union uses the University of Saskatchewan as our paymaster. All staff are paid twice monthly, once on the last banking day of the month and once on the 15th of the month or the banking closest, but prior, to it.

At the end of any paid employment all outstanding debts owed to the Union will be withheld from the final cheque. Final paychecks may be withheld to accommodate any outstanding accounting discrepancies.

Contact Information: Vice-President (Operations and Finance) 966-6967			
Category: Financial Policies			
Policy Authority: Budget and Finance Committee			
Approvals	Board/Committee	Date	Motion
Amended	Operations and Finance Board	10/27/2000	OFB10
Amended	Operations and Finance Board	04/02/2002	OFB36
Amended	Executive Committee	04/23/2003	EXEC 67
Amended	Operations and Finance Board	03/19/2009	OFB39
Amended	Executive Committee	07/13/2010	EXEC25
Amended	Executive Committee	06/20/2011	EXEC11
Amended	Executive Committee	07/31/2014	EXEC09
Amended	Executive Committee	08/28/2015	EXEC028