



# General Financial Policy

## 1. Preamble

This policy defines the signing officers of the USSU as well as access to financial information.

## 2. Procedures

### 2.1 Authorizations

2.1.1 The cheque-signing officers of the USSU are:

- Vice-President Operations and Finance or, in his/her absence, the President,
- General Manager, or in his/her absence, the Business and Services Manager,
  - One signature must be from a member of the Executive; one must be from a member of Administration.

2.1.2 The contract signing officers of the USSU are:

- President, or in his/her absence, the Vice-President Operations and Finance,
- General Manager, or in his/her absence, the Business and Services Manager,
  - One signature must be that of the President or the General Manager,
  - if the position of General Manager and Facilities and Business and Services Manager is vacant, the Vice-President Operations and Finance shall be the co-signer.

2.1.3 All legal documents shall be signed by:

- President and/or General Manager or designate.

2.1.4 A signing officer is considered absent if:

- they are away from the office for over 48 hours,
- they confirm to the Executive that their signing authority has been designated to someone else, or
- they become unable to sign due to medical or other reasons.

### 2.2 Financial Information Availability

Any member of the USSU is entitled to view the USSU budget or financial statements. If a member requests a copy of the document it will be up to the executive to set the fee, if any, for charges relating to the provision of the documents (i.e. photocopying, binding, etc.).

### 3. USSU Contingency Fund

In order to secure the highest rate of return on students' money, reserves will be held in various investments. This practice allows for the greatest level of flexibility and ability to adapt to current market conditions. Please refer to the Investment Policy for further information on policy governing the disposition of investments.

Contact Information:	Vice-President (Operations and Finance) 966-6967		
Policy Authority:	Budget and Finance Committee		
<u>Approvals</u>	<u>Board/Committee</u>	<u>Date</u>	<u>Motion</u>
Created/Adopted	Executive Committee	04/29/02	EXEC78
Amended	Executive Committee	04/23/03	EXEC66
Amended	Executive Committee	08/11/08	EXEC30
Amended	Operations & Finance Board	03/19/09	OFB39
Amended	Executive Committee	07/31/14	EXEC09