



POLICY 6.02

FINANCIAL MANAGEMENT

Budgeting

POLICY INTENT

To ensure that the financial priorities of AUSU are developed in accordance with the needs of AUSU and that Councillors and staff understand how AUSU funds are being disbursed and prioritized, this policy provides guidelines for the development of the annual AUSU budget.

POLICY RESPONSIBILITY

Finance Committee

POLICY

Budget Timetable

- 6.02.01 The first draft of the budget shall be prepared by the VPFA with the assistance of AUSU management staff. This initial draft shall:
- be based on a review of the previous year's budget and any known variances;
 - incorporate new project plans for the upcoming year;
 - be adjusted for any anticipated changes in revenue; and
 - allocate funds for any unmet needs or major purchases that can be anticipated.
- 6.02.02 The initial draft of the budget for the upcoming fiscal year shall be forwarded to the Finance Committee by August 1st of the current fiscal year for comment, revision, and recommendations for Council.
- 6.02.03 The Finance Committee's annotated draft shall be forwarded to Council by August 15th for revision and approval.
- 6.02.04 The final budget must be approved by Council by September 15th of each year. The budget cannot be revised after this date and shall take effect October 1st.

Quarterly Variance Reports

- 6.02.05 The VPFA shall present council with quarterly variance reports, to determine how current expenditures compare with budgeted expenditures. These reports shall be reported to council no later than 30 days after the close of the quarter.
- 6.02.06 The audited financial statements shall provide the final statements for comparison of variance over all four quarters to the final budget.

POLICY HISTORY

Original Approval Date: January 15, 2007

Updated Date: July 23, 2007

Mandatory Review by Date: July 23, 2009