



## POLICY 6.05

### FINANCIAL MANAGEMENT

#### *Expenditures*

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#### **POLICY INTENT**

To ensure that expenditures made on behalf of AUSU have proper approval and documentation.

#### **POLICY RESPONSIBILITY**

Finance Committee

#### **POLICY**

6.05.01 Before any expenditure is made, it must be determined if the expenditure is budgeted or unbudgeted.

6.05.01.01 The VPFA shall make this determination, and must be consulted unless a determination on that type of expenditure has been previously made.

6.05.02 The Executive Director makes all purchases on behalf of the Union, though purchasing power in certain budgetary areas may be delegated to any of the following:

- a) the President;
- b) the VPEX;
- c) the VPFA;
- d) other AUSU staff members; or
- e) any others designated by Council.

6.05.03 In the absence of the Executive Director, the President assumes the role of the Executive Director.

#### **Budgeted Expenditures**

6.05.04 Budgeted expenditures must be made with approval of the Executive Director.

6.05.05 Contracts requiring payments extending into the next fiscal and beyond require the approval of Council

#### **Unbudgeted Expenditures**

6.05.06 Requests for funds that exceed budgeted amounts or are not included in the final budget, require a motion of Council.

## **Preferred Practices**

- 6.05.07 AUSU prefers these methods of payment in the following order:
- a) To be invoiced and pay by cheque
  - b) Credit card payment
  - c) Cash or money order for small purchases per the petty cash procedure
  - d) Reimbursement of expense claims
- 6.05.08 Where possible, AUSU does not pay in advance for services or delivery of goods.
- 6.05.09 Where possible, AUSU pays in full rather than financing any purchase.
- 6.05.10 Where possible, AUSU does not to enter into contracts extending more than 2 years.
- 6.05.11 Where possible, and subject to quality and price considerations, it is preferred that AUSU use suppliers or vendors that it already has relationships with.

## **The Voice**

- 6.05.12 The following exceptions to this policy shall apply for The Voice Magazine:
- a) The Voice Editor does not require approval for any purchase within The Voice budget.
  - b) Payments made to Voice Writers shall be recorded as usual in the AUSU books, but for privacy purposes will not appear on public financial statements.

## **POLICY HISTORY**

Original Approval Date: January 15, 2007

Updated Date: June 13, 2011

Mandatory Review by Date: June 13, 2013