



**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.
- 6.05.02 The VPFA shall determine whether any expenditure is budgeted or unbudgeted and must be consulted unless a determination on that type of expenditure has been previously made.
- 6.05.03 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) the Administrative Assistant; or
  - e) any others designated by Council.
- 6.05.04 In the absence of the Executive Director, the President assumes the role of the Executive Director.

**Budgeted Expenditures**

- 6.05.05 Budgeted expenditures must be made with approval of the Executive Director.
- 6.05.06 Contracts requiring payments extending into the next fiscal and beyond require the approval of Council

**Unbudgeted Expenditures**

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

## **Preferred Practices**

- 6.05.08 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
- 6.05.09 Where possible, AUSU does not pay in advance for services or delivery of goods.
- 6.05.10 Where possible, AUSU pays in full rather than financing any purchase.
- 6.05.11 Where possible, AUSU does not to enter into contracts extending more than 2 years.
- 6.05.12 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**

- 6.05.13 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: July 23, 2007

Mandatory Review by Date: July 23, 2009