

Friday August 9, 2013

Dear Club Officers,

This package is designed to provide information regarding the LSS annual budget process and the ongoing LSS financial processes regarding expenditures and reimbursements. **Please read through the entire package carefully.** This information is vital to the success of your club.

The LSS Budget Reform Committee was convened during the 2012-13 school year with the goal of improving and/or creating clear and well-defined processes for the Director of Finance and club officers and to ensure an equitable allocation of funds. The Committee provided several recommendations and these have been adopted throughout the package. These build on last years aim to “bring consistency, transparency and fairness to the budgeting process.” Please note, that going forward all teams and club budget requests will be available to all inquiring LSS members by request from the Director of Finance.

Your club should consider the Budget Request a sales pitch. The standardized format is designed to help clubs clearly illustrate their specific needs and allow the LSS Finance Committee to create a more accurate and fair budget. However, I would strongly encourage you to represent your club’s anticipated costs precisely and without exaggeration. Be aware that the committee may refuse to grant any exorbitant requests at budget time or when a reimbursement is requested. As well, the LSS urges you to take advantage of economical options when spending your clubs funds.

I am happy to answer any questions regarding the budget process or reimbursements throughout the course of the school year. However, please consult this document, the materials distributed at the Finance Orientation meetings held in March and September of each year, and the LSS website for answers to frequently asked questions.

I look forward to working with all of the club officers during the upcoming school year.

Sincerely,

Rochelle Collette
Director of Finance
UBC Law Students Society 2013 - 2014

Encls: Clubs Budget Request Template 2013-14

LSS Finance Rules

1. No club bank accounts and no rollover of budgets

As a member of the Alma Mater Society (UBC Student Government), LSS clubs are prohibited from having their own bank accounts. All financial aspects of a club must be run through the LSS. Clubs found to have private bank accounts will have their funding revoked.

Funds allotted to clubs each school year do not roll over to the following year. Any expenses not submitted by May 31, 2014 will not be reimbursed.

2. No unauthorized private sponsors

It is absolutely essential that all funding pass through the LSS directly. While sponsorship or other fundraising will not be held against a club for the purposes of allocating funding, it must be (1) directed to cover the shortfall between expenses and funding received from the LSS in the year, and (2) disclosed to the Director of Finance as soon as it practicable. Along with the prohibition on club bank accounts, funding from sponsors must be in the form of a cheque payable to the UBC Law Students' Society so that it can be deposited in the proper account with the AMS.

Clubs wishing to seek out sponsorship must receive permission from the LSS. Clubs found to be soliciting additional sponsorship without permission may have their funding revoked.

3. Spend funds wisely

Funding must always be spent in accordance with AMS policies. Expenses should be consistent with a club's budget submission at the beginning of the year. Where a particular expense is not enumerated in the budget submission, the type and amount must be reasonable and consistent with the club's mandate. The LSS Finance Committee reserves the right to refuse reimbursement for expenses that are deemed inappropriate. Club treasurers are invited to confirm expenses not specifically enumerated in the budget submission in advance.

Please keep in mind that it is the responsibility of the Director of Finance to ensure funds are used in a professional and responsible manner. LSS funding is generated through your student fees – so spend them wisely! As well, the LSS, like any organization, needs to run a balanced budget. If your club overspends beyond its approved budget, you will not be reimbursed. Be aware of your club's current budget to avoid overspending.

Please note that the general LSS policy is to not provide funding for donations.

4. Do not sign contracts

The protocol is to get three unsigned copies of the proposed contract to the AMS at least three weeks before the event. Clubs wishing to sign a contract or rent a venue must do so

through the LSS and AMS. **THEY MUST NOT SIGN THE CONTRACT THEMSELVES.** Individuals who sign contracts themselves take on all liability personally, which could result in large costs being incurred to the signing individual that the LSS **WILL NOT REIMBURSE.**

5. Do not leave cash unattended

If you are holding a cash deposit or cheque, please communicate with me or leave it in the LSS office with one of the many trustworthy members of the LSS Executive. Do not leave cash unattended in the front mail slot. I will confirm that the deposit has been made and your club's account will be updated accordingly.

6. Required attendance

In order to be eligible for LSS funding, all clubs must:

- Participate in Clubs Days hosted by the Director of Sports and Clubs in September and January of each school year and;
- Have at least one club officer attend at least one Finance Orientation hosted by the Director of Finance in March and September of each year

7. Membership

The LSS will not fund clubs or sports teams that limit their membership with the exception of a valid external limited. All clubs or teams must be open to all members of the law school unless a limitation external to the law school exists for membership in the club/team. For example, sports teams which are limited by gender or capacity. In these circumstances, selection criteria must be equitable and reasonable.

8. Tickets

For fundraising events where attendees are charged for tickets, clubs and sports teams must specify what LSS funds will be used for in respect of event related expenses. For example, if a club requires funds for a deposit or event expense, these are not club operating expenses and must be accounted for to the Director of Finance. Club treasurers will be required to account for ticket printing and sales to the Director of Finance including:

- Number of tickets printed (per receipt from the printer service)
- Cost of tickets

All ticket sales and leftover tickets must be returned to the LSS.

Updated Expenditure Policies

All clubs and sporting teams are required to have a constitution that must be updated every 5 years prior to funding requests.

No sporting team shall attempt to expense any thing except the following:

- Registration fees
- Insurance costs
- Field rental costs
- Refereeing costs
- Food
- Alcohol
- Equipment
 - Requires a one-time request to the Director of Finance outlining the teams current equipment, the equipment intended to be purchased, and a rationale for doing so.
 - These requests will be kept on file to ensure the LSS does not annually process the same request for \$300 worth of “volleyballs”.

Sporting teams **cannot** expense the following:

- Jerseys
- Transportation costs
- Fines

External Funding

At the recommendation of the LSS Budget Reform Committee, external funding including sponsorship for sports and clubs must be reported to the LSS and processed through the LSS Ongoing Financial Processes (see page 6). However, any external sources of funding will not be a consideration in the allocation of funding decisions made by the LSS Finance Committee. This change is intended to promote transparency and to ensure all clubs are processing funding in accordance with AMS policies.

LSS Financial Timeline

<i>Month</i>	<i>Activity</i>
March	Finance Orientation for all club officers
August	LSS Club Orientation Package distributed
September 5, 2013	LSS Clubs Day
September 6, 2013	Finance Orientation for all club officers
September 9, 2013	Club Budget Requests due following Clubs Day
September 2013	LSS Finance Committee convenes to provide LSS Proposed Budget
September 16, 2013	LSS Proposed Budget distributed to student body
September 27, 2013	LSS Proposed Budget voted on by quorum of LSS members
Ongoing	Club officers submit reimbursement requests, deposits and cheque requests from the Director of Finance per the applicable policies

LSS Annual Budget Process

1. Clubs Day

On September 5, 2013, the LSS Director of Sports & Clubs will be hosting a semi-annual Clubs Day. This event is held in Allard Hall and provides all students an opportunity to explore the many extra-curricular activities available to them. This event is mandatory for all sports and clubs.

2. Budget Requests

As a club officer, you must submit a budget request to the LSS Director of Finance (Rochelle Collette) and the LSS Director of Sports & Clubs (Lauren Read). This statement outlines how much your clubs requires and a declaration of any additional sources of funding. The Clubs Budget Request Template 2013-14 has been attached to this package. It is the only format which will be accepted.

These requests must be submitted by September 9, 2013. Therefore you should have put some thought into your budget request prior to this time.

In the case of the formation of a new club during the course of the academic year, a separate proposal must be submitted to the LSS Director of Finance (Rochelle Collette) and the LSS Director of Sports & Clubs (Lauren Read). Please visit the Finance page at ubclss.org for more information regarding new clubs. Be aware that funds will be made available based on a limited and discretionary basis.

3. Budget Request Review

All budget requests are reviewed by the LSS Finance Committee. This committee consists of the President, Director of Finance and Director of Sports & Clubs of the LSS as well as two members at large. This group will meet approximately one week after budget submissions have been made to review budget requests and developed the LSS Proposed Budget.

Expect the LSS Proposed Budget to be released one week prior to the LSS Annual Budget Meeting.

4. LSS Annual Budget Meeting

Everyone's favourite social event of the season – the budget meeting. At this time, a quorum of the LSS is required to review and vote on the LSS Proposed Budget. This is the only motion visited at this meeting. The meeting will take place on September 25, 2013.

Frequently Asked Questions

What if my club or sports team needs to spend money prior to the approval of the LSS Budget?

Unfortunately reimbursement requests will not be processed until after the LSS Budget has been approved by a quorum of students. Any clubs wishing to spend money prior to this time do so at their own risk.

How does the LSS Finance Committee evaluate the budget requests?

The LSS Budget Reform Committee developed the following in assessing the financial needs of teams and clubs and the appropriate allocation of funds to all teams and clubs. These factors are:

1. Inclusivity and openness of club/team membership
 - The status of club activities and gatherings as being open to all students to participate and join will be a factor for consideration
2. Presence in the law school
 - Value-added to law school experience
 - The location of events as being held on or off the UBC campus will be a factor for consideration
3. Membership levels/enrolment
 - Including previous years membership/enrolment, membership/enrolment after Clubs Day and the expected attrition rate, and the reasonable allocation of funds per person will be factors for consideration
4. Past years and previous spending
 - Failure in past years to hold planned events may be a factor for consideration
5. Alternatives
 - Clubs must demonstrate that they have either chosen the most economically efficient alternative or have chosen a more expensive alternative based on a consensus by group members for demonstrable reasons

LSS Ongoing Financial Processes

After the LSS Budget has been approved, your club is able to spend their funds on the activities they outlined in their budget and in accordance with AMS policies.

Reimbursement Policies:

- For amounts less than \$250, students may expend the amount and seek reimbursement
- For amounts exceeding \$250, students should submit an invoice to be paid by the LSS on your behalf
- **For amounts exceeding \$500, please contact the LSS Director of Finance at least two weeks before the expense**

How do I get reimbursed?

1. **Submit your itemized receipts. Submit your itemized receipts. Submit your itemized receipts. An invoice is not a receipt. A credit card statement is not a receipt.**
2. With your receipt, complete the LSS Student Reimbursement Form 2013-2014 (available on the Finance page of ubclss.org).
3. Submit forms and receipts in an envelope to the LSS office. Mark it attention to the Director of Finance.
4. After processing your reimbursement request, I will email you to confirm receipt of your request.
5. Approximately 2- 5 business days after you receive my email, collect your reimbursement in the AMS Bank that is located upstairs in the SUB. I cannot estimate how long it will take for them to process.

How do I submit an invoice?

1. Submit an itemized invoice in an envelope to the LSS office. Mark it attention to the Director of Finance. Ensure you indicate which club account the funds should be withdrawn from.
2. After processing your invoice, I will email you to confirm.
3. Approximately 2- 5 business days after you receive my email, collect your cheque in the AMS Bank that is located upstairs in the SUB. I cannot estimate how long it will take for them to process.

How do I make a deposit?

1. Complete the LSS Student Deposit Form 2013-2014 (available on the Finance page of ubclss.org).
2. Submit forms and cash or cheque to a trustworthy member of the LSS Executive in the LSS office. Do not leave funds unattended.
3. After processing your deposit, I will email you to confirm.

How do I sign a contract?

1. You don't! The AMS/LSS does.
2. Provide three unsigned copies of the proposed contract to the Director of Finance at least three weeks before the event.

3. The Director of Finance will forward these to the AMS and email you to confirm. Please allow up to two weeks for the AMS to review and sign the contract.
4. Collect your signed copies of the contract from the AMS Bank that is located upstairs in the SUB. I cannot estimate how long it will take for them to process your request.