

**LSS Budget Reform Committee
Recommendations
March 2013**

Background and Process

In response to concerns raised at the 2012 UBC LSS Budget Meeting on October 2, 2012, the LSS Executive commissioned a sub-committee to examine the rules and procedures governing the allocation and disbursement of funds by the LSS to sports teams and clubs within the law school.

The LSS Budget Reform Committee (BRC) was formed in November 2012 and began their work in January 2013. Its members consisted of:

- Stuart Darrich-Cottick, Director of Finance 2012-2013
- Rochelle Collette, Director of Finance 2013-2014
- Claire Haaf, VP Social 2012-2013
- Paul Kressock, Director of Communications 2012-2013 & President 2013-2014
- Gord Lamb, Member at Large

After reviewing the current budget processes, the UBC LSS Budget Meeting minutes, and LSS Executive meeting minutes, the BRC identified the following guiding principles:

- Transparency
- Equity (per the LSS Executive Working Group on Diversity)
- Efficiency of spending

The BRC utilized these guiding principles with a goal of improving and/or creating clear and well defined processes for the Director of Finance and club treasurers and to ensure an equitable allocation of funds in subsequent school years.

1. Funding Procedure & Timeline for Clubs

- With an aim to improve LSS financial processes, the BRC recommends that all sports teams and clubs advise the Director of Finance and Director of Sports, Clubs & Development of the new president and treasurer by the end of March each school year.

Timeline of Events

- March 2013
 - The incumbent and elected Director of Finance will host a mandatory “Finance Orientation” meeting for all club presidents and treasurers in March
 - The purpose of the meeting will be to brief the officers in advance of their budget submissions on LSS finance policies and procedures. The goal of the meeting is clarify what is expected of clubs officers from a finance perspective and what they can expect from the Director of Finance and LSS
 - The meeting will also provide a training opportunity for the new Director of Finance
 - The Director of Sports, Clubs & Development should be in attendance
 - Examples of Finance Orientation agenda items include:
 - How to fill out a budget proposal
 - What may be claimed and what constitutes a reasonable claim for a particular item or class of items (e.g. food, equipment, rental space, etc.)
 - What considerations the LSS Budget Committee will be making when evaluating proposals and allocating funds
 - What the timeline for submitting budgets will be in the fall
 - How to fill out reimbursement forms and where to get reimbursement cheques
 - The consequences for lateness or non-compliance with LSS finance policies
 - Other rules for clubs relating to finance (e.g. no banks accounts)
- Summer 2013
 - The Director of Finance will distribute information and reminders to club officers throughout the summer months
 - The purpose of this information is to remind club officers of LSS finance policies and procedures as outlined during the Finance Orientation meeting, to provide ample notice of deadlines, and to remind club officers to research and complete their budget submissions in advance of the school year
- September 2013
 - The Director of Finance will host a second Finance Orientation meeting in early September
 - The purposes of the Finance Orientation will remain the same as the March 2013 meeting, but will provide refresher information and training for newly elected clubs officers. This meeting is mandatory for all clubs officers but is optional for those who attended in March 2013.

- In order to allow club officers to assess their membership levels, the due date for budget submissions by all teams and clubs will be the Monday following LSS Clubs Day
 - At the discretion of the Director of Finance, an additional two day “grace period” for late or incomplete budget submissions will be granted
 - Teams or clubs that do not submit a completed budget submission by Wednesday will be ineligible to receive LSS funds (i.e. the Wednesday following Clubs Day)
 - This rule will not apply to clubs who are applying for funding that has been set aside for new clubs (see Process for new Club Budget Submissions)
- The Director of Finance will then convene the LSS Budget Committee
- October 2013
 - The Director of Finance will present the LSS Budget Proposal to the student body at the LSS Budget Meeting

2. Relationship Between Director of Finance and Director of Sports, Clubs & Development

With an aim to improve the cooperation between the Director of Finance and the Director of Sports, Clubs & Development, the BRC has made the following recommendations:

- The descriptions of the Director of Finance and the Director of Sports, Clubs & Development should be amended to reflect the high level of cooperation required between the two roles
- The Director of Sports, Clubs & Development should attend all Finance Orientation meetings
- To ensure clubs officers can assess their membership and/or enrolment prior to assessing their financial needs, the LSS “Clubs Day” should be held during the first week of regular classes.
- To address concerns regarding the distribution of LSS sanctioned fundraising events, the BRC recommends that the Director of Sports, Clubs & Development issue a “request for proposals” to all clubs officers. The Director along with a committee of LSS representatives and members at large can assess proposals to:
 - Ensure an equitable distribution of events across teams and clubs
 - Ensure that events are effectively planned and budgeted

3. Duties of the Executive

- The Director of Finance will be responsible for the following:
 - Holding a mandatory Finance Orientation meeting in March and an optional Financial Orientation meeting in September to review the LSS finance policies with club treasurers including contacting and reminding clubs that attendance is mandatory
 - Preparing and making available budget submission templates and reimbursement forms
 - Informing club treasurers of relevant due dates
 - Accepting budget submissions and making them available to students

- Convening the LSS Budget Committee in mid–September and holding meetings
- Preparing the LSS Budget Proposal and publishing it one week in advance of the LSS Budget Meeting
- Scheduling and holding the LSS Budget Meeting in late September
- Providing for a secret ballot vote at the LSS Budget Meeting
- Requiring clubs to account for ticket printing events ticket sales at LSS–sanctioned fundraising events, as well as for sponsorship monies
- Maintaining a ledger for club accounts with the LSS as a publicly available document
- The Director of Sports, Clubs & Development will be responsible for the following in respect of LSS finance policy:
 - Attending the Finance Orientation in both March and September
 - Coordinating LSS Clubs Day during the first week of regular classes in September (for which club attendance is mandatory for eligibility for LSS funds)
 - Put out a request for proposals for hosting the LSS–sanctioned parties throughout the year
 - Ensure that clubs have constitutions in place in advance of submitting a budget to the Director of Finance

4. Budget Submissions & Eligible Spending

- Budgets should outline all expected operating costs including a request for funds from the LSS
- All operating expenses must be reasonable
 - The Budget Committee may assess whether particular items are necessary to the objects of the club or whether less expensive alternatives are available.
- To address concerns regarding transparency of spending among clubs and equity among clubs and teams, the BRC recommends that all sports and clubs be able to spend funds on alcohol and food. As with all other budget submissions, the teams must be able to demonstrate the purpose of and need for all funds.
- In order to be eligible for funding, all teams and clubs must:
 - Send a representative to the Finance Orientation meeting in March (September if the club officer was elected after March)
 - Host a table at all Clubs Days as scheduled by the Director of Sports, Clubs & Development

5. LSS Budget Committee & Allocation of Funds

- The LSS Budget Committee is assembled in September of each school year by the Director of Finance. As per the current LSS Constitution, the committee will consist of:
 - President
 - Director of Finance
 - Director of Sports, Clubs & Development
 - Two students–at–large to be appointed among applicants by the Director of Finance
 - *Students–at–large may not be presidents or treasurers of a club

- The role of the LSS Budget Committee is to prepare and approve the LSS Budget Proposal. Upon publishing, the LSS Budget Proposal should include the following information:
 - For each team or sport:
 - What funds were allocated last year
 - What funds were spent last year
 - What funds were requested this year
 - What funds the LSS Budget Committee has allocated this year
- The LSS Budget Proposal will be posted to the LSS website one week before the LSS Budget Meeting. It will also be distributed by email to all club treasurers. All team or club budget submissions will be attached
- **The LSS will not fund clubs or teams that limit their membership with the exception of a valid external limitation**
 - This rule does not apply to teams in gender-based intramural sports leagues.
 - If the external limitation relates to the capacity of a team or club, the team or club must select its membership according to a disclosed selection procedure that is equitable and reasonable in the circumstances.
 - A club without an external limitation as to the gender or capacity of its membership will be considered open.
 - “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.”
- **In order to address issues of transparency, undisclosed funding and potential disincentives to undertake fundraising, external sources of funding (such as fundraising and sponsorship) will not be considered in assessing the budget submissions of teams and clubs.**
 - All teams and clubs must disclose fundraising and sponsorship dollars. Since teams and clubs are not permitted to hold their own bank accounts, all sponsorship monies that are solicited by clubs must be in the form of a cheque made out to the UBC Law Students’ Society. Any external sources of funds should be directed to covering the shortfall between the team or clubs operating budget and allocated LSS funding.
 - Solicitation of sponsorship must be in the name of the club itself and not the LSS
 - The incoming and elected Director of Finance will amend the budget submission form to request teams and clubs disclose their anticipated fundraising and sponsorship opportunities and revenues.
 - “These funds will not be used in the consideration of the allocation of LSS funds, however teams and clubs should only engage in fundraising and securing sponsorship with an aim to fulfill their operating budgets for the current academic year.”
- The BRC recommends that several factors be considered by the LSS Budget Committee 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 to
 - Clubs and teams 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

6. LSS Budget Meeting

- The LSS Budget Meeting will be scheduled and chaired by the Director of Finance in late September or as near as possible to the time when the LSS Budget Proposal has been prepared by the LSS Budget Committee and having been published for at least one week
- As per the LSS Constitution, passing the budget proposal requires a majority vote of students in attendance at the LSS Budget Meeting
 - Quorum at the meeting is 10 percent of the membership of the LSS
- In order to address issues surrounding the independence of the voting process, the BRC has recommended that a secret ballot be implemented.
- The Director of Finance will make provision for voting by secret ballot at the conclusion of the meeting
- The singular and ultimate resolution at the meeting and on the ballot will be to pass the LSS Budget Proposal as prepared by the LSS Budget Committee

7. Process for New Club Budget Submissions

- Currently no process exists to allocate funds to a new club developed after the LSS Annual Budget has been passed. The BRC recommends that any budget submissions received by the Director of Finance after the LSS Annual Budget has been passed be reviewed by a sub-committee of the LSS Executive including:
 - President (with discretion to delegate to Vice President Social)
 - Director of Finance
 - Director of Sports, Clubs & Development
- This committee will be guided by the same principles and processes as the LSS Budget Committee

8. LSS Financial Policies

- Reimbursements for team and club expenses are to be claimed according to a form and process set by the Director of Finance
- In an effort to improve transparency and reduce the number of emails sent by the Director of Finance, the BRC has recommended that Google document or some other electronic file sharing service be used to provide club treasurers access to their clubs account balance. The Director of Finance will update this document regularly.
- In an effort to improve transparency, the BRC recommends that all teams and clubs budget submissions be available to all LSS members by request from the Director of Finance.
 - This change should be conveyed to all club officers at the Finance Orientation
 - The Director of Communications should add a note to the LSS website (<http://www.ubclss.com/student-affairs/finance>) indicating that all teams and clubs budget submissions are available by request from the Director of Finance.
- For fundraising events where attendees are charged for tickets, clubs must specify what LSS funds will be used for in respect of event-related expenses
 - If a club needs funds for a deposit or event expenses, 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 sale monies and leftover tickets must be returned to the LSS