



August 1, 2015

Dear Club Officers,

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

The ALSS 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 the 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 ALSS 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 ALSS Finance Committee to create a more accurate and fair budget. Represent your club’s anticipated costs precisely and without exaggeration, as the Committee has discretion to refuse to grant any exorbitant requests at budget time or when a reimbursement is requested. I suggest you review the funds allocated to your club last year and **defend whether you should receive the same amount or more.** As well, the ALSS 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 ALSS website for answers to frequently asked questions.

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

Sincerely,

Jennifer Horton  
Director of Finance  
Allard Law Students’ Society 2015 - 2016

Encls: Clubs Budget Request Template 2015 - 2016



## **ALSS Finance Rules**

### **1. No club bank accounts and no rollover of budgets**

As a member of the Alma Mater Society (UBC Student Government), ALSS clubs are prohibited from having their own bank accounts. All financial aspects of a club must be run through the ALSS. 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, 2016 will not be reimbursed.

### **2. No unauthorized private sponsors**

It is absolutely essential that all funding pass through the ALSS 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 ALSS in the year, and **(2)** disclosed to the Director of Finance as soon as 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 ALSS**. 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 ALSS 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. ALSS funding is generated through your student fees – so spend them wisely! Furthermore, the ALSS must 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 by maintaining up to date internal tracking. Please note that the general LSS policy is to not provide funding for donations.



#### **4. Contracts**

The protocol is to email the proposed contract to the AMS **at least a three weeks** before the event. Clubs wishing to sign a contract or rent a venue must do so through the ALSS 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 ALSS **WILL NOT REIMBURSE**. Email the proposed contract to the Director of Finance **three weeks** in advance of the event for processing.

#### **5. Invoices**

ALL clubs and teams must create invoices to send when they have solicited sponsorship or other funding. Invoices ease the bookkeeping of ALSS club funds and provide sponsors with important information (like which entity cheques should be made payable to!).

#### **6. Do not leave cash unattended**

If you are holding a cash deposit or cheque, please communicate with the Director of Finance as soon as possible. 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.

#### **7. Required attendance**

In order to be eligible for ALSS 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;
- Assist with at least one ALSS event throughout the 2015-2016 academic year

#### **8. Membership**

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

#### **9. Tickets**

For fundraising events where attendees are charged for tickets, clubs and sports teams must specify what ALSS 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.

A record of all tickets sold and leftover tickets must be returned to the ALSS.

## **10. Transition Dinners**

In deference to full disclosure, this portion of the Orientation Package is a direct response to the transition dinner that the Social Council had last year. The amount spent at the dinner was excessive and is not to be repeated going forward. If you have any concerns, please contact the Director of Finance in person.

Clubs sometimes use a small portion of their funding to thank members at the end of the year. While clubs are welcome to do so, **there are limits as to what is a responsible amount**. Reimbursements for end of the year/transition dinners will be capped at **\$20 per sitting and incoming executive members** – within reason. A club may use its discretion to spend these funds on a dinner for all members.

For example, a club with 5 executive positions will receive \$100.

## **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 anything 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 team's current equipment, the equipment intended to be purchased, and a rationale for doing so.
  - These requests will be kept on file to ensure the ALSS 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 ALSS Budget Reform Committee, external funding including sponsorship for sports and clubs must be reported to the ALSS and processed through the ALSS 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 ALSS Finance Committee. This change is intended to promote transparency and to ensure all clubs are processing funding in accordance with AMS policies.



### **ALSS Financial Timeline**

<i>Month</i>	<i>Activity</i>
March	Finance Orientation for all club officers
July	ALSS Club Orientation Package distributed
September 10, 2015	ALSS Clubs Day (Forum/Hong Kong Student Alumni Lounge at 12:30pm)
September 11, 2015	Finance Orientation for all club officers (Room 104 at 12:30)
September 15, 2015	Club Budget Requests submitted + Sign up to help with an ALSS event due following Clubs Day
September 18, 2015	LSS Finance Committee convenes to provide ALSS Proposed Budget (LSS Office)
September 21, 2015	ALSS Proposed Budget distributed to student body
September 24, 2015	ALSS Proposed Budget voted on by quorum of ALSS members (Room 104 at 12:30pm)
Ongoing	Club officers submit reimbursement requests, deposits and cheque requests from the Director of Finance per the applicable policies

### **ALSS Annual Budget Process**

#### **1. Clubs Day**

On September 10, 2015 the ALSS 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 ALSS Director of Finance (Jennifer Horton) and the Director of Sports & Clubs (Mischa Smolkin). This statement outlines how much your clubs requires and a declaration of any additional sources of funding. The Clubs Budget Request Template 2015-16 has been attached to this package. It is the only format which will be accepted.

These requests must be submitted by September 15, 2015. 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 ALSS Director of Finance and the ALSS Director of Sports & Clubs. Please visit the Finance page at <http://allardlss.com/> 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 ALSS Finance Committee. This Committee consists of the President, Director of Finance and Director of Sports & Clubs of the ALSS 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 ALSS Proposed Budget.

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

### **4. ALSS Annual Budget Meeting**

Everyone's favourite social event of the season – the budget meeting. At this time, a quorum of the ALSS is required to review and vote on the ALSS Proposed Budget. This is the only motion visited at this meeting. The meeting will take place on September 24, 2015.

## **Frequently Asked Questions**

### **1) How can I contact the Director of Finance?**

You can contact me by email at [finance@ubclss.com](mailto:finance@ubclss.com). Before emailing the Director of Finance, please double check that your question cannot be answered by the information contained in this package.

### **Office Hours**

Term 1		Term 2	
Tuesday	9:00-10:00am	Tuesday	12:30-1:30pm
Wednesday	4:00-5:00pm	Thursday	12:30-1:30pm

### **2) Where is the ALSS Office?**

The ALSS Office is located on the 2<sup>nd</sup> floor in Room 246.



**3) It is a new requirement for Clubs to assist with an ALSS event in order to receive funding. Why?**

In previous years, clubs have received funding and then not maintained a presence in the law school. This requirement encourages clubs to remain active and interact with both students and faculty.

**4) How does my club know what event it will be helping with?**

On September 15 along with its Budget Request, your club will sign up on the Google Doc sent out by the Director of Sports and Clubs for **1-2 events**. Clubs asking for **less than \$500** will sign up for **one event** and clubs asking for **more than \$500** will sign up for **two events**. If clubs receive funding that unexpectedly puts them above or below the \$500 mark, then its duties will be adjusted accordingly.

**5) What duties will my club have at the event?**

Generally, your club will assist the Social Council representatives in any way required. This can include the following: picking up food and ice, setting up for dinner, setting up the bar, bartending, check-in, cleanup etc.

**6) How many members does my club need to send?**

This is up to you. To help you with making this decision, please bear in mind that last year there were about 8-10 Social Council members responsible for an event. Since your club will not be running the event independently, speak with your VP Socials about how many additional people they will need.

**7) What if my club doesn't send enough people?**

If the social event suffers as a result then this will be taken into consideration by next year's Finance Committee when allocating funding.

**8) What if my club or sports team needs to spend money prior to the approval of the ALSS Budget?**

Unfortunately reimbursement requests will not be processed until after the ALSS 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.





### **9) How does the ALSS Finance Committee evaluate the budget requests?**

The ALSS 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

### **ALSS Ongoing Financial Processes**

After the ALSS 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. An invoice is not a receipt. A credit card statement is not a receipt. Anything other than an itemized receipt will not be reimbursed.**
2. With your receipt, complete the Club Reimbursement Form (available on the ALSS website at <http://allardlss.com/student-affairs/sports-and-clubs/running-your-club>).



3. Submit forms and receipts in an envelope to the ALSS 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 NEST Room 3500. 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 ALSS 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 NEST Room 3500. I cannot estimate how long it will take for them to process.

#### How do I make a deposit?

1. Complete the Club Deposit Form (available on the ALSS website at <http://allardlss.com/student-affairs/sports-and-clubs/running-your-club>).
2. Submit forms and cash or cheque to the Director of Finance in the ALSS office. Do not leave funds unattended.
3. After processing your deposit, I will email you to confirm.
4. There is an online platform that the AMS is working on that will allow for the Director of Finance to make on the spot deposits via her phone. Clubs will be updated on this process.

#### How do I sign a contract?

1. You don't! The AMS/ALSS does.
2. Provide a copy of the proposed contract to the Director of Finance **by email** at least three weeks prior to the event
3. All contracts must use the following as the contracting party:  
UBC Law Students' Society  
c/o Alma Mater Society  
Contact: [student name], [club name]  
1822 East Mall  
Vancouver, BC V6T 1Z1
4. 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.
5. Collect your signed copies of the contract from the AMS Bank that is located upstairs in the NEST Room 3500. I cannot estimate how long it will take for them to process your request.