



16 september 2025

Dear Club Officers,

This package is designed to provide information regarding the UBC Law Students' Society ("LSS") annual budget process and the ongoing financial processes for club expenditures and reimbursements. Please read through the entire package carefully and keep this information available for future reference. This information is vital to the success of your club.

The budget request process is a way for you to explain your vision for your club for the coming year, and justify the funding you are requesting. The standardized format is designed to help clubs clearly illustrate their specific needs and allow the LSS Finance Committee to accurately and fairly allocate its budget to each club. Please be honest and precise with your club's anticipated expenses and revenue. Please avoid exaggeration and avoid over-requesting funds as a bargaining/hedging tactic. The LSS has discretion to refuse any requests during the budget proposal period and when issuing reimbursements. You should review your budget allocation from the previous year and determine whether or not you would like your funding to be reduced, kept equal, or increased. Provide a detailed explanation for any changes from the previous year. As well, the LSS urges you to be prudent when spending all funds allocated to your club, as it is collected from student fees. Please note that all team and club budget requests will be available to any inquiring LSS members who makes a request with the Vice President of Finance.

We are happy to answer any questions regarding the budget request process or reimbursements throughout the school year. However, please consult this document, the other materials distributed at Club Orientation in September, the Treasurers Package (sent to Club Treasures in early October), and the LSS website for answers to frequently asked questions.

Please find on the "Create a Team or Club" page of the LSS Website the Finance Orientation Package, Budget Scorecard, Club Budget Request Template, and Constitution Template. We look forward to working with all of the club officers during the upcoming school year.

Sincerely,

Kieran Bovingdon, Vice President of Clubs

Lucy Veugelers, Vice President of Finance

UBC Law Students' Society



# LSS Finance Rules

## LSS Budget Allocation Rules

### 1. LSS event participation requirements must be fulfilled.

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

- a. Have at least one club officer attend the Club Orientation hosted by the Vice President of Finance and Vice President of Clubs in September of each year;
- b. Assist with 1-3 LSS events throughout the 2025-2026 academic year as directed by the VP Clubs.
  - i. Clubs asking for less than \$750 in LSS budget funding will sign up for **one event**, clubs asking for more than \$750 will sign up for **two events**, and clubs asking for more than \$1500 will sign up for **three events**.
  - ii. If a club receives funding that unexpectedly puts them above or below the \$750 or \$1500 mark, its duties will be adjusted accordingly.
  - iii. Some clubs may be given an exception to this as laid out in Section 22 of the Clubs and Teams Regulations.
- c. Participate in Clubs Day hosted by the Vice President of Clubs in September of each school year, unless otherwise instructed.

### 2. Updated club constitutions are mandatory.

Club constitution requirements are as follows:

- a. All new clubs (except sports teams) must submit a constitution. There is a template available on the UBC LSS website under “Create a Club or Team.”
- b. Existing clubs must submit an updated constitution every five years. If you are unsure of when your club last submitted an updated constitution, please contact the Vice President of Clubs.
- c. Sports teams are not required to submit constitutions.
- d. All new or updated club constitutions must be submitted to the Vice President of Clubs and the Vice President of Finance by the deadline set in the LSS Finance Timeline section of this document.
  - i. **Vice President of Clubs** email: [clubs@ubclss.com](mailto:clubs@ubclss.com)

### 3. No private club bank accounts.

As a member of the Alma Mater Society (“AMS”), all LSS clubs are prohibited from having their own bank accounts. All financial transactions must go through the LSS account in coordination with the Vice President of Finance. Clubs found to have private bank accounts will have their funding revoked.

### 4. Spend funds wisely.

- a. All club funds (private and allocated) must always be spent in accordance with AMS and LSS policies and be consistent with a club's September budget submission. 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.
- b. The LSS Finance Committee reserves the right to refuse reimbursement for expenses that exceed the club's allocated budget or are deemed inappropriate. Club treasurers must inform the LSS of any expenses not specifically enumerated in the budget submission in advance.
- c. Please keep in mind that it is the responsibility of the Vice President 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! Furthermore, the LSS must run a balanced budget. If your club overspends beyond its approved budget, you will not be reimbursed beyond your approved budget. Maintain good accounting practices of your club's expenses and revenue, and keep track of how much of your budget has been spent to avoid overspending.
- d. Please note that the general LSS policy is to not provide funding for donations to other organizations.

**5. No unreasonable restrictions on club membership.**

The LSS will not fund clubs or sports teams that limit their membership. Clubs or teams must be open to all members of the law school. If an external limitation for membership in the club/team exists, the LSS may make an exception, however, clubs and teams with restricted memberships should anticipate that this will impact the funding they receive and the events they are given approval for.

For example, sports teams which are limited by gender or capacity may still be approved by the LSS so long as the club or teams executives provide sufficient justification for the limitation. In these circumstances, selection criteria must be equitable and reasonable.

**6. Clubs must apply for budget rollover.**

LSS funds that have been allocated to clubs do not automatically roll over to the following year. Clubs must apply to have funds rolled over by submitting a request to the Vice President of Finance by the applicable deadline (see LSS Finance Timeline Section). The Vice President of Finance will email clubs before the end of August to notify them if they have budget funds that can be rolled over. For the procedure relating to budget rollover please see Section 16 of the Finance Committee Regulations. If your club has not been contacted and you believe you may have funds to rollover, please contact the Vice President of Finance.

**Sponsorship and Fundraising Rules**

1. Clubs wishing to seek out sponsorship must receive permission from the LSS and must

request that the Vice President of Finance issue an invoice to the sponsor using the LSS invoice template. Note that as of this year, the invoice will be sent directly from the finance office at the AMS. Any club or its representatives found to be soliciting additional sponsorship without permission may have their funding revoked.

2. The LSS will not reimburse or pre-pay any expenses that exceed a club's budget. However, clubs may seek private funding (ie. through sponsorships) to cover the large expense. In this case, the LSS can make an exception and fulfill a large payment on behalf of the club (that exceeds the club's allocated budget) if they are satisfied that the club has responsibly planned to receive adequate funding through sponsorships or other means.
3. Funding from sponsors must be received in one of the following ways:
  - a. through an EFT, directly to the account of the LSS. (If funds are collected through this method, the Vice President of Finance will ensure it is allocated to the appropriate club.)
  - b. in the form of a cheque payable to: **UBC Law Students' Society c/o AMS of UBC Vancouver**. Cheques made out to any other entity will not be accepted for deposit. (If funds are collected through this method, the club President or Treasurer is responsible for ensuring the cheque is given to/received by the Vice President of Finance who will deposit it accordingly.)
4. It is absolutely essential that all outside funding passes through the LSS. If your club receives a sponsorship you must deposit the funds with the LSS, then go through the reimbursement process to use the money for your club.
5. Funding from private sponsorships can only be used for club-related expenses and must be used in accordance with AMS and LSS policies.
6. External sources of funding will not negatively affect the funding decisions made by the LSS Finance Committee.

## **Contract Rules**

### **1. DO NOT SIGN ANY CONTRACTS YOURSELVES.**

Any formal writing that legally binds your club to a certain action, however minor, is considered a contract and must be signed by the AMS, and not by any member or executive of the club. The LSS and its clubs are not legal entities, and individuals who sign contracts themselves take on all liability personally. This could result in large costs being incurred by the signing individual and the LSS will not reimburse such expenses. Contracts must receive approval and signature through the process outlined below.

### **2. Addressing Contracts**

All contracts must state the contracting party as follows:

**UBC Law Students' Society c/o AMS of UBC Vancouver.**

**Contact: [student name], [club name]**

**3500 - 6133 University Blvd.**

**Vancouver BC, V6T 1Z1**

### **3. Timeline of Signing Contracts**

Clubs wishing to have a contract signed must send the unsigned contract via email to the Vice President of Finance at least 3 weeks in advance of the date the contract is due. Include in your email an explanation of what the contract is for. Plan ahead to ensure that you have submitted the contract well in advance of when it's due, as we cannot control the AMS processing time for contract signatures (it can take up to three weeks).

- a. **NOTE:** Deposit payments for events/venues cannot be processed until the contract has been approved and signed by the AMS. If there is a deposit due with the signed contract, you must give yourself enough time to get both the contract and the deposit approved by the due date. Contracts take up to 3 weeks to process, and after that you will have to wait for the deposit payment to be processed.

### **4. Independent Contractor Agreements**

If a club is making an agreement between the club and another person for a specific service (for example, hiring someone to speak at a club event), the club must prepare an Independent Contract Agreement. See the LSS Event Procedures section below (page 15-16) for instructions.

## **Cash/Cheque Rules**

Note: Please avoid cash and cheque usage when possible. The AMS, and therefore, the LSS is moving away from cash and cheques and increasingly prefers ETFs.

1. If your club is using a cash box during an event, you must ensure that it is kept secure at all times. The club will be held responsible for any funds lost if the LSS has provided a cash box float.
2. If you are holding cash or cheque for deposit for your club, please email the Vice President of Finance as soon as possible to arrange a time to transfer the funds. **Do not leave cash or cheques unattended in the LSS office or mail slot.** Deposits should be made following the instructions outlined below in the LSS Ongoing Financial Processes section (page 11).
3. If your club is expecting a cheque via mail to the AMS finance office in the Nest, please inform the Vice President of Finance to ensure the cheque is attributed to your club. Please ensure that cheques are addressed to

**UBC Law Students' Society c/o AMS of UBC Vancouver.**

**3500 - 6133 University Blvd.**

**Vancouver BC, V6T 1Z1**

## **Finance Rules for Sports Teams**

1. Team captains must register their teams at the UBC Rec website. Registration usually occurs in early September but varies year to year. Team captains are responsible for determining the deadline and registering their team in time.
  - a. Team captains must pay the registration fee up front, and then submit the receipts for reimbursement after the LSS budget is approved.
  - b. For more expensive fees (i.e. hockey fees) the team likely will not be reimbursed for the whole amount of the registration fee and players are generally expected to pay some of the fee. Reimbursement will not exceed the amount allocated to the team in the approved LSS Budget.
2. Acceptable reimbursements for sports teams include the following:
  - a. Registration fees
  - b. Insurance costs
  - c. Field rental costs
  - d. Refereeing costs
  - e. Food
  - f. Equipment\*
3. \*Equipment requires a one-time request to the Vice President 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 LSS does not process unnecessary payments for the same equipment each year.
4. Sports teams cannot expense the following without prior written permission from the LSS:
  - a. Jerseys
  - b. Transportation costs
  - c. Fines
5. Special notes on tournament costs:
  - a. If funding is approved for tournaments under special circumstances the LSS sports team tournament funding is capped at a maximum of 50% of the full tournament cost. If a sports team receives LSS funding to cover a portion of tournament costs, the remainder of the tournament costs must be covered by fundraising, sponsorship or team members.
  - b. When considering tournament expenses, the team should consider the following:
    - i. All club expenses must be consistent with the club's September budget submission. Where a particular expense is not enumerated in the budget

submission, the club must inform the LSS in advance and the expense type and amount must be reasonable and consistent with the club's mandate.

- ii. The LSS Finance Committee reserves the right to refuse reimbursement for expenses that exceed the club's allocated budget or are deemed inappropriate. If a team has been allocated funds to cover a portion of tournament costs, the team will not be reimbursed for any expenses beyond the amount that was allocated.

## LSS Finance Timeline

Date	Activity
September 12, 2025	LSS Club Orientation Package is distributed
September 12, 2025	LSS Clubs Day (in-person)
September 17, 2025	Clubs Orientation - mandatory for all clubs to send one executive to attend.
September 22, 2025	Due date for Club Budget Requests and updated Club Constitutions.
September 23, 2025	Club dimension codes are updated with the AMS.
September 24–30, 2025	LSS Finance Committee meets to assess budget requests, and create a budget proposal.
October 2, 2025	LSS Executive Council discusses, amends, and votes on the budget proposal.
October 3, 2025	Clubs are informed of the budget decision. The LSS budget for clubs is made public.
Ongoing	Club officers submit reimbursement requests and deposits to the Vice President of Finance pursuant to the applicable policies.

# LSS Annual Budget Process

## Clubs Day

During the week of September 12, 2025, the LSS Vice President of Clubs will be hosting the annual Clubs Day. This event provides all students an opportunity to explore the many extra-curricular activities available to them. **This event is mandatory, unless instructed otherwise, for all sports teams and clubs.**

## Budget Requests

As a club officer, you must submit a budget request to the LSS Vice President of Finance and Vice President of Clubs. This request outlines how much your club requires and also declares any additional sources of funding. The Clubs Budget Request Template can be found at the “Create a Club or Team” page of the LSS Website. It is the only format which will be accepted.

For procedures relating to how the decisions regarding your funding shall be made please refer to the Finance Committee Regulations which can be found under the “Sports and Clubs” and “Governance” section of the LSS Website

Your budget request must be submitted by September 22, 2025. You should put some thought into your budget well in advance, and ensure that it is submitted on time as late requests may result in a loss of funding.

In the case of the formation of a new club during the course of the academic year, a budget proposal must be submitted to the LSS Vice President of Finance and the LSS Vice President of Clubs if that new club wishes to request funding. Visit the LSS website (“Sports and Clubs” tab) for more information regarding new clubs. Be aware that funds for new clubs will be made available on a discretionary basis based on the limitations of the approved LSS budget.

## Budget Request Review

All budget requests are reviewed by the LSS Finance Committee. This Committee consists of the President, Vice President of Finance, Vice President of Clubs, Vice President of Wellness, the Finance Directors and two members at large who are not club executive members. This group will meet approximately one week after budget submissions have been made to review budget requests and develop the LSS Proposed Budget.

## Ongoing Financial Processes for Clubs

After the LSS Budget has been approved, your club is able to spend their allocated funds on the activities outlined in the club's Budget Request and in accordance with LSS and AMS policies. The instructions below explain how to spend and deposit funds for your club.

**Note: clubs are expected to keep track of their own finances.** You should keep a record of what your club spends and deposits so that you are aware of your club's current balance of funds. Clubs will not be reimbursed for expenses exceeding the amount that the club has available.

### Reimbursements

#### For amounts less than \$250

1. Club members or executives may expend the amount and seek reimbursement after payment. Note that the reimbursement process requires a UBC student number, so the person paying must be a current student in order to seek reimbursement.
2. Keep your receipts! You must be able to show what you bought and prove that you were the person who paid. When submitting your reimbursement request, you must submit the original itemized receipt in addition to the credit/debit receipt if applicable. Anything other than an itemized receipt will not be reimbursed. An invoice is not an itemized receipt. If you have lost your receipt, you must contact the Vice President of Finance.
3. Complete the Club Reimbursement Form available on the LSS website at <http://allardlss.com/student-affairs/sports-and-clubs/running-your-club>.
4. Reimbursements take about 1-2 weeks to be fulfilled. If you haven't received a reimbursement, or heard an update, please contact the Vice President of Finance by email.

### Invoice Payments

#### For amounts exceeding \$250

1. Clubs should request an invoice AND the direct deposit information (ie. a void cheque) from the vendor and submit the invoice to the Vice President of Finance (sometimes this information is on the invoice itself). Once approved, the amount will be paid to the vendor directly from the LSS.
  - a. Invoices must include: the nature of the goods and/or services supplied, cost breakdown, and calculation of applicable taxes.
  - b. Invoices should list the billed party as:

**UBC Law Students' Society c/o AMS of UBC Vancouver.**

**Contact: [student name], [club name]**

**3500 - 6133 University Blvd.**

**Vancouver BC, V6T 1Z1**

2. If the payment is for an event that also has a related contract, the contract must be signed by the AMS before we can process the payment. Please follow the Event Contract process outlined in the Event Procedures section of this package. After doing so, submit the signed contract in addition to the invoice when requesting payment.
3. Submit the invoice (and contract if applicable) along with an explanation of what it's for to the Vice President of Finance by email ([finance@ubclss.com](mailto:finance@ubclss.com)). If the vendor has requested a particular method of payment (EFT, cash, cheque, etc.) please indicate that when submitting the invoice for payment, otherwise, a payment will be electronically transferred to the vendor. There is a fee for issuing and mailing physical cheques that will come out of your club's budget. Invoices cannot be paid through e-Transfer.
4. After submitting the invoice to the Vice President of Finance, you will receive a confirmation email when the invoice has been submitted for payment. After you receive the confirmation email, the vendor will receive the payment pursuant to the table on page 13.

### Reimbursement Information Table

Method of Reimbursement/Payment	Processing Time
E-Transfer (default for reimbursements)	1-2 weeks after submitting a form response.
Cash (only available for \$200 or less) (please don't do this, please)	Available for pickup 1-2 business days after confirmation email
Cheque (only available for more than \$200) (please don't do this, please)	3-4 business days after the confirmation email. Cheques will be mailed to the payee if a Canadian address was provided, otherwise the payee must pick it up. We cannot anticipate how long it will take to be received by mail or to be processed by the recipient.
EFT and Wire Transfer	Varies based on financial institution - this method is the default method for invoice payments.
<p><b>Instructions for Pickup</b></p> <p>E-transfers, mailed cheques, and EFT/Wire Transfers require no further action from the club member after they have received the confirmation email.</p> <p>Reimbursements by cash or cheque (not mailed) must be picked up from the cashier's desk in the AMS Administration Office after the applicable processing time. The office is open from 12:00 pm to 4:30 pm, Monday to Friday at the following address:</p> <p><b>NEST 3500 (third floor of the Nest)</b></p> <p><b>6133 University Blvd, Vancouver, BC, V6T 1Z1</b></p> <p>Only the person to whom the cash disbursement or cheque is payable can pick it up. They will be required to show ID, meaning that another club member cannot pick up payment on behalf of someone else without prior coordination with the Vice President of Finance.</p>	

## Deposits

### How do I make a deposit for my club?

1. Collect the funds, verify that the amount is correct, and note the deposit amount in your club's financial tracking.
2. Complete the Club Deposit Form (available on the LSS website at <http://allardlss.com/student-affairs/sports-and-clubs/running-your-club>). Put this form in an envelope or secure container along with the cash/cheque(s) for deposit.
3. Email the Vice President of Finance at [finance@ubclss.com](mailto:finance@ubclss.com) to arrange a time to deliver the funds to the LSS office. The Vice President of Finance will meet you to receive the deposit. **Do not leave funds unsecure or unattended at any time.**
4. You will receive a confirmation email from the Vice President of Finance after the funds have been deposited.
5. **Note:** clubs are expected to keep track of their own finances. You should keep a record of all club funds that are collected and deposited.

## Event Procedures

It is important to understand that the LSS is a constituency of the AMS, meaning that all events held by clubs within our constituency must comply with AMS event and insurance requirements.

### Event Insurance and Waivers

If your club is hosting a special event, there is a specific protocol to ensure that you meet our insurance requirements. This applies regardless of whether the event is held on or off-campus.

**Clubs MUST communicate with the Vice President of Finance and cc Vice President of Clubs for all special events, as a failure to fulfill the insurance requirements could result in serious liability for both the club and the LSS.**

If your club is hosting a special event, please communicate with the Vice President of Finance to determine whether special event waivers will be required. Send an email to the Vice President of Finance and cc Vice President of Clubs containing the following information:

- Name of the club(s) that are hosting the event.
- Description of the event including date and location.
- Description of who will be attending the event. Specify whether attendees will be LSS members only, or if it will be open to the general public. If it is open to the public, specify whether minors will be permitted to attend.
- Whether the event will include alcohol
  - Note: If your event includes alcohol you may be required to obtain a copy of our Special Occasions License (SOL) and/or proof of insurance. Requests for these documents must be made at least 3 weeks before the event, so please communicate with the Vice President of Finance well in advance to ensure you meet the requirements.

### Event Contracts

**DO NOT SIGN ANY CONTRACTS YOURSELF.** Follow the instructions in the Contract Rules section of the LSS Finance Rules in this package for instructions on how to get an event contract signed.

### Independent Contract Agreements

An Independent Contract Agreement (“ICA”) is a written contract between your club and another person for a specific service or project such as doing a presentation, facilitating a workshop, designing a logo, etc. **If your club will be hiring someone to speak at an event or otherwise provide some kind of service, you must ensure that an ICA has been completed.**

## Directions for an ICA:

1. Contact the Vice President of Finance by email to request an ICA template.
2. Fill in the ICA template with the appropriate information for your club/event, then send it to the contractor for signature.
3. After you get the signed copy back from the contractor, send it to the Vice President of Finance for AMS approval. The approval process can take up to three weeks, so you must submit it well in advance of any event or payment deadlines.
4. If the ICA is approved, the Vice President of Finance will send the signed contract back to you. Payment requests cannot be processed unless a valid ICA has been signed by the AMS.
5. If you require payment for the contractor, you must submit an invoice along with the signed ICA to the Vice President of Finance. When paying independent contractors, the funds must come directly from the LSS account. This means that you must submit an invoice rather than a reimbursement request. **We are unable to reimburse club members who use personal funds to pay independent contractors.**
  - See the “Reimbursements” section of this package and follow the instructions listed in the “For amounts exceeding \$250” sub-section for instructions on submitting invoices for payment.

## Cash Floats for Events

For any events where your club will be selling something, you will probably require a float. You can request an event float by emailing the Vice President of Finance at least one week before the event. When requesting a float, please indicate whether you require any of the following:

- Specific rolls of coins
- Cash box
- Tickets

When you receive the float, you must count it to ensure that it is the proper amount. **You must keep the float secure at all times and the club will be held responsible for any funds that are lost.** When you're finished with the float, count the funds to ensure it is all accounted for and then contact the Vice President of Finance to return the float.

## Event Conduct and Accessibility

Per the LSS Clubs and Teams Policy, all clubs are required to uphold the LSS Statement of Values as found under “Governance” on the LSS website and the LSS Social & Club Event Accessibility Initiative Policy, which is a basic standard for accessibility laid out by the LSS.

If the LSS Social & Club Event Accessibility Initiative Policy or LSS Statement of Values is

deemed to have been violated the clubs may be subject to punishments as laid out in the LSS Dispute Resolution Policy.

## Frequently Asked Questions

### **How can I contact the Vice President of Clubs?**

You can contact the Vice President of Clubs at [clubs@ubclss.com](mailto:clubs@ubclss.com).

### **How can I contact the Vice President of Finance?**

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

### **Where is the LSS Office?**

The LSS Office is located on the 2<sup>nd</sup> floor of Allard in Room 246. Please do not leave cash or cheques in the office or mail slot without prior authorization from the Vice President of Finance.

### **It is a new requirement for Clubs to assist with an LSS 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.

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

By the due date for your Club Budget Request, your club will also sign up for 1-2 events using the Google Doc sent out by the Vice President of Clubs or will have communicated to the Vice President Social and cc the Vice President of Clubs to volunteer for future LSS events.

Clubs asking for less than \$500 will sign up or communicate their interest to volunteer for one event and clubs asking for more than \$500 will sign up or communicate their interest to volunteer for two events. If clubs receive funding that unexpectedly puts them above or below the \$500 mark, then its duties will be adjusted accordingly.

### **What duties will my club have at the event?**

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

### **How many members does my club need to send to an event?**

This is up to you and may vary based on the number of Social Council members that will be present at the event. To help you with making this decision, please bear in mind that in previous

years there were about 8-10 Social Council members responsible for an event.

Since your club will not be running the event independently, you should work with the Social Council to determine the needs for the event including the number of volunteers. If a social event suffers as a result of a club not sending enough people, that will be taken into consideration by the next year's Finance Committee when allocating funding.

### **What if my club doesn't help with an LSS event?**

If your club is unable to assist with the event you signed up for, you must make arrangements to have another club take your place. Clubs that fail to fulfill their required event duties will be penalized by having \$50 deducted from their approved budget for the current year. If the club's budget is already exhausted, the club will be required to pay the penalty by cheque to the LSS. If a club does not show any interest to volunteer for future LSS events prior to the Club Budget Request due date, then its approved budget will be adjusted accordingly. Penalty is at the discretion of the LSS Vice President of Clubs.

### **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. Reimbursements and pre-payments cannot be processed during this period. 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?**

Please refer to the Finance Committee Regulation and the Budget Scorecard for a detailed rubric for funding determination. Finance Committee members are required to abstain from any votes in which they have an interest. Budget decisions from the Finance Committee must be unanimous and recorded, and records of votes and abstentions are kept for the school year and are available upon request to any interested member of the student body. Budget Scorecards are also kept and can be requested if any interested member wishes to see the comments made by the Finance Committee.

Please reach out to the Vice President of Clubs and/or the Vice President of Finance if you have any questions about the materials in this package. If you are unsure of matters involving payment, billing, contracts or other matters, please seek clarity from the appropriate LSS Executive before taking further action. We want to ensure a fulfilling student experience, and we will try to be accommodating and creative to ensure the success of clubs and their mandates.