

Budget Information: Core Funding

Core funding supports the smooth functioning of your departmental student union. It can be spent at the discretion of your DSU on anything you wish (food at meetings, donations, printing costs, T-shirts, socials, etc) provided you approve the expense at a proper meeting. In most cases, core funding is not sufficient to support large events or long-term projects, and that's why SFSS Grant Funding exists.

The Minutes-for-Money Program...

- o Email all meeting minutes to organiser@sfss.ca as soon as possible
- o Email organiser@sfss.ca a list of all current executive members (including Forum reps) and their email addresses as soon as possible. Your constitution will say which executive members are also signing authorities.

...Then the Organiser Activates Your Core Funding

- o Once the minutes are received, we know you're active and the Organiser automatically "activates" the union core funding. Records are kept in the SFSS General Office (MBC 2250), and you can check the account balance there.
- o The Organiser will also update signing authorities and email lists.
- o All expenditures must be approved at a union meeting.

When spending your core budget, include WHO, WHAT, and HOW MUCH in your minutes. For example: "Jane Lee will be reimbursed up to \$50 for election related expenses."

How To Be Reimbursed

- o Minutes: print a copy of the meeting minutes where the spending was approved. Encourage your secretary to record budget decisions similar to, "Jane Smith will be reimbursed up to \$50 for election related expenses."
- o Attach original receipts: have two members with signing authority sign the back of receipts
- o Fill in a Cheque Requisition form: available in the SFSS General Office
- o Drop it off: come to the SFSS General Office and put the cheque requisition, with stapled minutes and receipts in the Organiser's mailbox.

