



SFSS Finance  
Policies

Simon Fraser Student Society

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**simon fraser**

**student society**

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# INTRODUCTION

# POLICIES



## FP-1: STUDENT SOCIETY FEES

<p><i>POLICY TYPE: FINANCE POLICIES</i></p> <p><i>POLICY TITLE: STUDENT SOCIETY FEES</i></p> <p><i>POLICY REFERENCE NUMBER: FP-1</i></p>		
<p>Adopted: April 23, 2021</p> <p>Next Scheduled Revision: April 2022</p> <p>Previous Revisions</p>		
Position	Signature	Date
President		

### Policy

1.1 The establishment and collection of Student Society Fees is conducted in a manner consistent with the Requirements contained in the *University Act*, Section 27.1, and the Regulations of the Act.

### Definitions

1.2 “Capital Fee” means a Student Society Fee collected for capital expenditures.

1.3 “Prescribed Fee” means a Student Society Fee collected from all students registered in undergraduate courses at SFU, including non-members of the Society.

1.4 "Program or Service Fee" is a prescribed Student Society Fee or a Student Society Fee for a prescribed program or service, which may include:

- (a) the operating expenditures of a student society,
- (b) support by a student society for students, student activities, or student organizations,
- (c) support by a student society for individuals other than students, non-student activities, or non-student organizations,
- (d) financial assistance from a student society to individuals or organizations,
- (e) cultural, educational, political, recreational and social activities and events,
- (f) health care benefit plans,

- (g) dental care benefit plans,
- (h) transportation programs,
- (i) advocacy activities,
- (j) the provision of goods, and
- (h) the provision of services.

1.5 “Part-Time Member” means an undergraduate student at Simon Fraser University taking three (3) or fewer course hours per semester.

1.6 “Full-Time Member” means an undergraduate student at Simon Fraser University other than a Part-Time Member.

1.7 “Student Society Fee” is a fee collected by the University on behalf of the Society as provided for in *University Act*, Section 27.1.

#### 1.8 Schedule – 2018-2019

- (a) The following table provides a list of the Student Society Fees to be collected each semester on its behalf by Simon Fraser University for the 2021-22 academic year.

Student Society Fee Name	Fee Type	Fee Category	Full-Time	Part-Time	Note
			Student Fee	Student Fee	
Simon Fraser Student Society Membership Fee	Prescribed Fee	Program or Service Fee	\$ 42.74	\$ 21.38	
Student Society Building Fund/Capital Levy	Prescribed Fee	Capital Fee	\$ 5.00	\$ 2.50	
SFSS Food Bank Program	Prescribed Fee	Program or Service Fee	\$ 0.25	\$ 0.13	
Build SFU Levy (Effective until December 31, 2021)	Prescribed Fee	Capital Fee	\$ 80.00	\$ 40.00	1
Build SFU Levy (Effective as of January 1, 2022)	Prescribed Fee	Capital Fee	\$ 90.00	\$45.00	1
Simon Fraser Public Interest Research Group	Prescribed Fee	Program or Service Fee	\$ 3.00	\$ 1.50	
Peak Publication Society	Prescribed Fee	Program or Service Fee	\$ 4.90	\$ 2.45	
CJSF – Campus Community Radio Society	Prescribed Fee	Program or Service Fee	\$ 3.75	\$ 1.88	
Student Refugee – WUSC	Prescribed Fee	Program or Service Fee	\$ 5.00	\$2.50	
First Nations Student Association	Prescribed Fee	Program or Service Fee	\$ 0.75	\$ 0.38	
Universal Transit Pass	Prescribed Fee	Program or Service Fee	\$ 173.40	\$ 173.40	2
Accessibility Fund	Prescribed Fee	Program or Service Fee	\$ 0.75	\$ 0.38	

Embark Sustainability Society	Prescribed Fee	Program or Service Fee	\$ 3.50	\$ 1.75	
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(b) The following table provides a list of the Student Society Fees to be collected once per calendar year on its behalf by Simon Fraser University for the 2021-22 academic year:

Student Society Fee Name	Fee Type	Fee Category	Full-Time Student Fee	Part-Time Student Fee	Note
Health Plan (for students beginning in Fall 2021)	Prescribed Fee	Program or Service Fee	\$ 86.18	\$ 86.18	3
Dental Plan (for students beginning in Fall 2021)	Prescribed Fee	Program or Service Fee	\$ 168.18	\$ 168.18	3
Health Plan (for students beginning in Spring 2022)	Prescribed Fee	Program or Service Fee	\$ 57.46	\$ 57.46	3
Dental Plan (for students beginning in Spring 2022)	Prescribed Fee	Program or Service Fee	\$ 112.12	\$ 112.12	3
Health Plan (for students beginning in Summer 2022)	Prescribed Fee	Program or Service Fee	See Note	See Note	3
Dental Plan (for students beginning in Summer 2022)	Prescribed Fee	Program or Service Fee	See Note	See Note	3

## Notes

1.9 Note 1: Build SFU Levy approved via student referendum in March 2012 as follows:

(a) Effective January 1, 2018: \$50.00 for full time and \$25.00 for part time.

(b) The levy will increase by \$10.00 for full time and \$5.00 for part time on January 1 of each following year until 2022, at which point it will be capped and adjusted annually for inflation according to the Canadian Consumer Price Index (CPI).

1.10 Note 2: Undergraduate Student Health and Dental Plan

(a) Students will only be assessed Health Plan and Dental Plan fees once per calendar year according to the first term attended.

(b) Students beginning in Summer term may enroll themselves during the term's Change-of-Coverage Period through the health plan provider.

1.11 Note 3: Students will only be assessed Health Plan and Dental Plan fees once per calendar year according to the first term attended. Students beginning in Summer term may enroll themselves during the term's Change-of-Coverage Period through the health plan provider.

## Exemptions

1.12 Canadian citizens and permanent residents aged 60 years of age or more are exempt from all Student Society Fees.

1.13 Visiting students enrolled in the Foreign Exchange Program (FEP), who pay their fees through their home institution are exempt from all Student Society Fees.

1.14 The following undergraduate segments are not charged the Health and Dental Plan Student Society Fees unless they register themselves directly with the "I Have A Plan" Administration Office:

- (a) students beginning their academic year in May.
- (b) students registered exclusively in Distance Education or programs based outside the Lower Mainland,
- (c) students enrolled in the Professional Development Program (PDP) who were registered as off-campus are not automatically covered,

1.15 The following undergraduate segments are not eligible for the Health and Dental Plan, and are not charged the Health and Dental Student Society Fees:

- (a) students registered in Continuing Education,
- (b) student registered in non-credit programs,
- (c) students studying on exchange or Co-op who are paying fees to their home institution, and
- (d) auditing students.

**Process**

1.16 Each year, on April 1, the Finance Department will submit to the University Board of Governors, care of Student Financial Director:

- (a) an annual notice listing the Student Society Fees to be collected from members of the Society and non-members who are taking undergraduate courses at the University,
- (b) a note stating that the requirement to make available to its members annual audited financial statements and a report on those financial statements by an auditor who meets the requirements of section 112 of the Societies Act has been met, and

- (c) a note stating any changes to the listed Student Society Fees since the last notice.
- 1.17 Each semester, the University will submit a student count and Student Society Fees breakdown chart to the Society.
- 1.18 As the Society receives fees from the University they shall be apportioned among the Society and affiliate organizations for which fees are collected.
- 1.19 The Finance and Administrative Services Committee shall review a report from the University once a semester that indicates:
- (a) the total value of the Student Activity Fee that was collected, and
  - (b) the number of students, broken down by category and by part- and full-time status who are exempt from paying the Student Activity Fee or who are only charged half the fee and this document will automatically reflected on the end of that review.



## FP-2 PAYMENT OF STUDENT SOCIETY FEES BY NON-STUDENT MEMBERS

<i>POLICY TYPE: FINANCE POLICIES</i>		
<i>POLICY TITLE: PAYMENT OF STUDENT SOCIETY FEES BY NON-STUDENT MEMBERS</i>		
<i>POLICY REFERENCE NUMBER: FP-2</i>		
Adopted: April 23, 2021 Next Scheduled Revision: April 2022 Previous Revisions		
Position	Signature	Date
President		

### Policy

2.1 In order to maintain their good standing, a member not currently registered in any undergraduate courses at SFU must pay their SFSS Membership Fee.

### Standards

2.2 A person who is not registered in an undergraduate course at SFU in the current semester is a member if, and only if, they were registered in an undergraduate course in the semester immediately preceding the current semester.

2.3 Only a member not registered in an undergraduate course at SFU may pay their SFSS Membership Fees to the Society directly.

2.4 Payment of the SFSS Membership Fees by members not currently registered in an undergraduate course only ensures their good standing. It is not a sufficient condition to affect their status as members or their status as active members.

### Supports

- Councillors
- Members

### Process

2.5 Where a person wishes to pay the SFSS Membership Fee to the Society directly, they will:

- (a) present themselves to the Campaigns, Research, and Policy Coordinator (CRPC) to determine their status as members,

- (b) where the person is deemed to be a member, the CRPC will complete and sign a Confirmation of Member Status Form, and provide that form to the General Office for processing, and
- (c) upon receiving the Confirmation of Member Status Form, the General Office will:
  - (i) receive payment for the Part-Time SFSS Membership Fee, the value of which is listed in FP-1: Student Society Fees,
  - (ii) indicate on the receipt the date, time, and that the payment was received for the Part-Time SFSS Membership Fee,
  - (iii) the staff processing the payment will write their name and sign the receipt, make a copy of the Confirmation of Member Status Form and receipt for the member, and
  - (iv) provide the original copies of the Confirmation of Member Status Form and receipt to the CRPC for filing.

2.6 A feedback form will be made available to all requesters using the Payment of Student Society Fee by Non-Students service.



### FP-3: REIMBURSEMENT OF STUDENT SOCIETY FEES

<i>POLICY TYPE: FINANCE POLICIES</i>		
<i>POLICY TITLE: REIMBURSEMENT OF STUDENT SOCIETY FEES</i>		
<i>POLICY REFERENCE NUMBER: FP-3</i>		
Adopted: April 23, 2021 Next Scheduled Revision: April 2022 Previous Revisions		
Position	Signature	Date
President		

**Policy**

3.1 The collection and reimbursement of Student Society Fees is a process administered by Simon Fraser University on behalf of, and in a manner consistent with, the requirements of the *University Act*.

3.2 Only in exceptional circumstances will the Society reimburse and/or advocate for the reimbursement of Student Society Fees.

**Standards**

3.3 The SFSS does not administer the reimbursement process or reimbursement standards for the following Student Society Fees that are remitted to affiliate organizations:

- (a) Simon Fraser Public Interest Research Group
- (b) Embark Sustainability Society
- (c) CJSF - Campus Community Radio Society
- (d) Peak Publication Society

3.4 The SFSS does not administer the reimbursement process or standards for the following Student Society Fees remitted to externally administered programs and services:

- (a) Student Refugee - WUSC (SFU)
- (b) Health Plan (Student Care)

- (c) Dental Plan (Student Care)
- (d) Universal Transit Pass (TransLink)

3.5 The SFSS may administer a reimbursement process and standards for the following Student Society Fees in specific and exceptional circumstances:

- (a) SFSS Membership Fee
- (b) SFSS Food Bank Program
- (c) Accessibility Fund
- (d) First Nations Student Association
- (e) Build SFU Levy
- (f) Student Society Building Fund / Capital Levy

3.6 Members are only eligible to the SFSS administered reimbursement process under the following exceptional circumstances:

- (a) the member has provided all documentation requested by Society staff to them to verify their eligibility,
- (b) the member has provided Society staff with explicit, written consent to receive from the University any and all information necessary to the verification of the reimbursement application,
- (c) the member has provided Society staff with explicit, written consent to advocate on their behalf for the reimbursement of all their fees paid at the time of registration to the University,
- (d) all University fees, such as tuition, have been reimbursed by the University,
- (e) Student Society Fees have not been reimbursed by the University,
- (f) the member is no longer registered in any undergraduate courses for the semester in question, and
- (g) the member has submitted the request for reimbursement prior to the end of the semester for which reimbursement is sought.

**Supports**

- Members

**Process**

3.7 Where a person seeks to access the SFSS administered reimbursement process, they will:

- (a) present themselves or be directed to the Research, and Policy Coordinator (RPC) to:
  - (i) determine their status as members,
  - (ii) complete and sign any requisite forms authorizing the Society to access the member's information from the University,
  - (iii) complete and sign any requisite forms authorizing the Society to advocate on behalf of the member to the University for the reimbursement of their Student Society Fees,
  - (iv) complete and sign a Reimbursement Request Form, and
  - (v) submit all relevant supporting documentation to their application.

3.8 The RPC will:

- (a) review all the relevant documents,
- (b) make requests for additional information from the University where necessary,
- (c) make copies and file all documents associated to the application,
- (d) submit copies of the documentation along with a recommendation to the Administrative Services Department Liaison, and
- (e) provide the member with the contact information for accessing non-Society administered reimbursement processes.

3.9 The Operations Organizer will:

- (a) consult with the President where necessary,
- (b) make a determination regarding the reimbursement request,

- (c) make a recommendation to the President that they advocate on behalf of the member for the University administered reimbursement of the members' Student Society Fees,
  - (d) submit copies of that determination to the RPC and Finance Coordinators, and
  - (e) submit or delegate the submission of a cheque requisition for the reimbursement of the applicable Student Society Fees to the Finance Office.
- 3.10 The President will:
- (a) where necessary, advocate to the University for the reimbursement of the members' Student Society Fees.
- 3.11 The Finance Coordinators will:
- (a) process any reimbursements submitted by cheque requisition by the Operations Organizer.
- 3.12 A feedback form will be made available to all requesters using the Reimbursement of Student Society Fees service.



## FP-4: \*UNDER REVIEW\* SOCIETY BUDGET

<i>POLICY TYPE: FINANCE POLICIES</i>		
<i>POLICY TITLE: SOCIETY BUDGET</i>		
<i>POLICY REFERENCE NUMBER: FP-4</i>		
<i>Adopted: April 23, 2021</i> <i>Next Scheduled Revision: April 2022</i> <i>Previous Revisions</i>		
Position	Signature	Date
President		

### Policy

4.1 Council shall, on the recommendation of the VP Finance & Services and the Executive Committee, approve an annual budget for the Society each spring semester preceding the commencement of the new fiscal year.

- (a) The Executive Committee shall review the Society’s annual budget six (6) months into each fiscal year, taking into account the actual revenues and expenditures to date, and make recommendations to Council as necessary.
- (b) Council shall ensure that the annual budget of the Society, to the best of its ability, reasonably and accurately reflects the projected levels of revenues and expenditures in all areas and departments of the Society for the new fiscal year in a consolidated and comprehensive manner.
- (c) The annual operating budget of the Society shall maintain six months worth of estimated annual operating expenditures in an internally restricted bank account.

4.2 Department and area coordinators and/or managers shall be responsible for monitoring their departments’ or areas’ budgets monthly and by semester.

- (a) No expenditures in excess of amounts budgeted shall be permitted without the specific authorization of the Finance and Administrative Services Committee (FASC). This action shall be reported to Council.
- (b) Projected Expenditures for an event or campaign of the Society must not exceed the amount remaining in the relevant line item(s).

### **Definitions**

4.2 'Fiscal year' is defined as the year starting May 1<sup>st</sup> of any calendar year, and ending on April 30<sup>th</sup> of the next calendar year.

### **Standards**

4.3 The Society's Finance Department shall maintain and prepare monthly statements of revenues and expenditures for each internal department and area no later than the 15th day of the following month. Department and area coordinators and/or managers shall review and regularly monitor such statements.

### **Schedule**

4.4 November: Departmental, Council, and Council committee budget preparation.

4.5 January: Consolidation of departmental , Council, and Council committee budgets, submission of non-departmental budgetary items, and preparation of draft budget.

4.6 January: Executive Committee review and submission of 1st draft budget to Council for comment and then make revisions based on those comments.

4.7 February: Executive Committee reviews and sends a 2nd draft budget to be posted to membership on the Society website, a printed copy at the Council offices, and circulate on social media or other methods of sharing the info deemed appropriate, for comment and then makes revisions based on those comments.

4.8 March: Final Executive Committee review and submission of the 3rd draft budget to Council for approval.

4.9 April: Council review and approval of annual budget.

### **Process**

#### *Departmental budget preparation*

4.10 Internal budgets for all departments and areas of the Society shall be, at a minimum, broken down by semester, except that internal budgets for commercial service departments shall be broken down by month.

Every November, departmental coordinators shall:

(a) receive a workable copy of their departmental budget, and review the departmental budget accounts to ensure their areas of responsibility fit reasonably within those categories with the Operations Organizer,

(b) review their year-to-date departmental budgets to assess whether budgetary allocations are adequate to existing and ongoing programs, noting any trends in the increased or decreased use of those programs,

- (c) determine any new programs or projects projected for the coming fiscal year and develop a proposed annual budget for any such new project or program,
- (d) determine any needs for new or renewed equipment, and
- (e) submit a draft budget to the VP Finance & Services and Finance Coordinators by December 1<sup>st</sup>.

*Departmental budget review*

4.11 During the first two weeks of every January, the VP Finance & Services shall:

- (a) consolidate all draft budgets submissions,
- (b) review each and consult with their authoring departmental coordinators where necessary,
- (c) supply draft budget allocation for non-departmental accounts,
- (d) develop a brief summary of any notable changes or additions to the budget, and
- (d) submit a consolidated draft to the Finance Coordinators for preparation.

*Submission of draft budget to the Executive Committee*

4.12 The Finance Department shall:

- (a) review the information submitted to it alongside the VP Finance & Services, providing recommendations where necessary,
- (b) develop a consolidated draft Society budget, and
- (c) submit that draft to the Executive Committee.

4.13 The Executive Committee shall:

- (a) review the draft budget, directing any questions to the Finance Coordinators, department coordinators and other Council committee chairs,
- (b) request any changes to the budget, and
- (c) submit the 1<sup>st</sup> draft budget and make a presentation to Council for comment then revise the budget based on those comments,

(d) submit a 2nd draft to membership via society website, social media and other means of communication, for comment and revises based on feedback, and

(e) submit a final draft budget and make a presentation to the Board

*Submission of draft budget to Council*

4.14 The Executive Committee will submit and present a draft Society budget to Council for review.

4.15 Council shall:

(a) review the draft budget directing any questions to the Executive Committee, as well as the VP Finance & Services,

(b) request any final changes to the budget where required, and

(c) approve the final draft of the annual budget.



## FP-5: RESTRICTED ACCOUNT TRANSFERS

<i>POLICY TYPE: FINANCE POLICIES</i>		
<i>POLICY TITLE: RESTRICTED ACCOUNT TRANSFERS</i>		
<i>POLICY REFERENCE NUMBER: FP-5</i>		
Adopted: April 23, 2021 Next Scheduled Revision: April 2022 Previous Revisions		
Position	Signature	Date
President		

### Policy

5.1 The Executive Committee must approve any transfers between restricted accounts, excepting the SFSS Operating Account and the SFSS Payroll Account.

### Standards

5.2 The record of decision (i.e. minutes) for the Council approval of the transfer must be attached to the journal entry ledger.

### Process

5.3 The Finance Coordinators will perform transfers between restricted accounts online, record the journal entry in the accounting system, and do so in a manner consistent with the standards listed in this policy.



## FP-6: CHEQUE REQUISITIONS

<p><i>POLICY TYPE: FINANCE POLICIES</i></p> <p><i>POLICY TITLE: CHEQUE REQUISITIONS</i></p> <p><i>POLICY REFERENCE NUMBER: FP-6</i></p>		
<p>Adopted: April 23, 2021</p> <p>Next Scheduled Revision: April 2022</p> <p>Previous Revisions</p>		
Position	Signature	Date
President		

### Policy

6.1 All Society expenses shall be administered by the Finance Department according to the cheque requisition process.

### Definitions

6.2 The terms 'Cheque Requisition' means the formal manner of requesting the processing of a payment by the Society.

### Supports

- Councillors
- Staff
- Members

### Standards

6.3 A cheque requisition, submitted along with all required supporting documentation satisfactory to the Society's auditor, must be supplied to the Finance Department before the Finance Department issues any payment.

- (a) Expense claims must be supported by an original invoice/receipt on company letterhead itemizing the purchase.

6.4 Check requisitions submitted to the Finance Department for processing must be signed by:

- (a) the VP Finance & Services, where submitted by Council or a Council committee,

- (b) a coordinator of the departmental budget area, where submitted by staff and where the value of the requisition is below \$1,500, or
  - (c) a coordinator of the departmental budget area and the Operations Organizer where submitted by staff and where the value of the requisition \$1,500 or more.
- 6.5 Unbudgeted check requisitions must be approved by Council.
- 6.6 Budgeted check requisition must be approved by two signing authorities.
- (a) Where the payment is less than \$20,000, the payment may be approved by any two signing officers.
  - (b) Where the payment is equal to or greater than \$20,000, may payment must be approved by two signing officers, one of which must be a director of the Society.

**Process**

- 6.7 The Finance Department will:
- (a) ensure that any cheque requisition is completed correctly, and includes all required supporting documentation,
  - (b) process the check requisition, and
  - (c) return any incomplete or incorrect cheque requisitions to their authors, noting any errors that need to be corrected for processing.
- 6.8. A feedback form will be made available to anyone using the Cheque Requisition Process.



**FP-7: CREDIT CARD PURCHASES (UNDER REVIEW)**

<p><i>POLICY TYPE: FINANCE POLICIES</i></p> <p><i>POLICY TITLE: PAYMENT OF STUDENT SOCIETY FEES BY NON-STUDENT MEMBERS</i></p> <p><i>POLICY REFERENCE NUMBER: FP-2</i></p>		
<p>Adopted: April 23, 2021</p> <p>Next Scheduled Revision: April 2022</p> <p>Previous Revisions</p>		
Position	Signature	Date
President		

**Policy**

7.1 Only those jointly authorized by the Council President and Administrative Services Department liaison will be permitted to carry corporate credit cards in their name.

**Supports**

- Directors
- Staff

**Approval Thresholds**

7.2 Departmental expenses less than \$1,500 will be authorized or not by departmental coordinators.

7.3 Departmental expenses between \$1,500 and \$3,000 will be authorized or not by the Administrative Services Department liaison.

7.4 Departmental expenses over \$3,000 and less than \$5,000 will be authorized or not by the Executive Committee. Any expenses \$5,000 or higher shall be authorized or not by Council.

**Standards**

7.5 Anyone in whose name a corporate credit card has been issued is responsible for all charges on that credit card.

7.6 Only budgeted expenses that may not be purchased on invoice may be purchased using the company credit card.

7.7 Credit card purchase requests will be administered on a weekly basis by the Finance Department.

**Process**

7.8 Anyone wishing to make a credit card purchase will:

- (a) complete a Cheque Requisition Form detailing:
  - (i) the expense,
  - (ii) a description and price listing for the item,
  - (iii) a link to the online ordering page where applicable, and
  - (iv) any required records of decisions necessary to demonstrating that the expense has been duly approved,
- (b) present that Cheque Requisition Form and attached information to the Finance Department for review,

7.9 The Financial Department will process requests for credit card purchases on a weekly basis.

7.10 A feedback form will be made available to anyone using the Credit Card Purchase Process.



## FP-9: ELECTRONIC FUND TRANSFERS

<i>POLICY TYPE: FINANCE POLICIES</i>		
<i>POLICY TITLE: ELECTRONIC FUND TRANSFERS</i>		
<i>POLICY REFERENCE NUMBER: FP-9</i>		
Adopted: April 23, 2021 Next Scheduled Revision: April 2022 Previous Revisions		
Position	Signature	Date
President		

### Policy

9.1 An Electronic Fund Transfer (EFT) is a mode of payment administered by the Finance Department.

### Supports

- Councillors
- Staff

### Standards

9.2 EFTs may only be used for the following payments:

- (a) Society payroll,
- (b) Build SFU disbursements,
- (c) RRSP contributions,
- (d) government remittances, and
- (e) business to business payments.

9.3 Unbudgeted payments by EFT must be approved by Council.

9.4 Budgeted payments by EFT must be approved by two signing authorities.

- (a) Where the payment is less than \$20,000, the payment may be approved by any two signing officers.

- (b) Where the payment is equal to or greater than \$20,000, payment must be approved by two signing officers, one of which must be an SFSS Executive Officer.

**Process**

9.5 Finance Coordinators are responsible for the processing of EFTs in a manner consistent with these standards.



## FP-10: INVOICE PAYMENTS

<p><i>POLICY TYPE: FINANCE POLICIES</i>  <i>POLICY TITLE: INVOICE PAYMENTS</i>  <i>POLICY REFERENCE NUMBER: FP-10</i></p> <p style="text-align: right;"><i>Adopted: April 23, 2021</i>  <i>Next Scheduled Revision: April 2022</i>  <i>Previous Revisions</i></p>		
Position	Signature	Date
President		

### Policy

10.1 Invoice payments shall be administered by the Finance Department.

### Supports

- Councillors
- Staff

### Approval Thresholds

10.2 Departmental expenses less than \$1,500 will be authorized or not by departmental coordinators.

10.3 Departmental expenses between \$1,500 and \$3,000 will be authorized or not by the Administrative Services Department liaison.

10.4 Departmental expenses over \$3,000 will be authorized or not by the Board of Directors.

### Process

10.5 Anyone wishing to make a purchase on invoice will:

- (a) complete a Cheque Requisition Form detailing the expense, and attach a description and price listing for the item,
- (b) present that Cheque Requisition Form and attached information to the financial coordinators for review,

- (c) where the form meets the standards of the Finance Department, the Finance Department will approve the purchase holding the Cheque Requisition Form as a record of the approved purchase providing a signed copy to the requester, and
  - (d) when the invoice is received, a Finance Coordinator will process the invoice payment and attach the invoice to the Cheque Requisition Form.
- 10.6 A feedback form will be made available to anyone using the Invoice Payment Process.



## FP-11: ACCESSIBILITY FUND

<p><i>POLICY TYPE: FINANCE POLICIES</i></p> <p><i>POLICY TITLE: ACCESSIBILITY FUND</i></p> <p><i>POLICY REFERENCE NUMBER: FP-11</i></p>		
<p>Adopted: April 23, 2021</p> <p>Next Scheduled Revision: April 2022</p> <p>Previous Revisions</p>		
Position	Signature	Date
President		

### Policy

11.1 The Accessibility Fund is established to help the Society increase the accessibility of, and remove barriers to, Society or other campus related activities for students with disabilities.

- (a) The VP Finance & Services shall be responsible for ensuring that the fund is meeting the needs of students with disabilities to the greatest extent.

### Definitions

11.2 “Activities” shall include, but not be limited to:

- (a) Simon Fraser Student Society elections
- (b) the production and distribution of printed materials
- (c) departmental student union meetings and events
- (d) club meetings and events
- (e) meetings of the society, and
- (f) events of the Society.

11.3 Furthermore, “Activities” may include events related to student life, where barriers exist that prevent them from participating.

### Process

11.3 Proposals for accessing the Accessibility Fund are submitted in writing to the Chair of Accessibility Committee (AC) using the Accessibility Fund Grant Request Form.

- (a) Departmental coordinators may submit a proposal to the Chair of AC on behalf of student groups.

11.4 Proposals must include a budget and a link between the proposed budget and the purpose of the Accessibility Fund.

11.5 Where a proposal is accepted, the proponent must submit a report on the use of the funds and the impact on the membership of the SFSS.

- (a) A template will be provided to all proponents for required proposals and reports.



## FP-12: SPACE EXPANSION FUND

<i>POLICY TYPE: FINANCE POLICIES</i>		
<i>POLICY TITLE: SPACE EXPANSION FUND</i>		
<i>POLICY REFERENCE NUMBER: FP-12</i>		
Adopted: April 23, 2021 Next Scheduled Revision: April 2022 Previous Revisions		
Position	Signature	Date
President		

### Policy

12.1 The Space Expansion Fund is established to provide for the renovation, repair, maintenance, and creation of Society space on campus.

- (a) The Space Expansion Fund Levy is non-refundable.
- (b) The levy shall be collected within the same restrictions as the Student Activity Fee.

12.2 The Space Expansion Fund may only be spent on the renovation, operating expenditures, repair, maintenance, and creation of student space on campus under the jurisdiction of the Simon Fraser Student Society.

### Process

12.3 Proposals for accessing the Space Expansion Fund are submitted in writing to the Chair of Council using the Grant Request Form.

- (a) Departmental coordinators may submit a proposal to the Chair of Council on behalf of student groups.

12.4 Proposals must include a budget and a link between the proposed budget and the purpose of the Space Expansion Fund.

12.5 Where a proposal is accepted, the proponent must submit a report on the use of the funds and the impact on the membership of the SFSS.

- (a) A template will be provided to all proponents for required proposals and reports.



## FP-13: HEALTH AND DENTAL PLAN RESERVE FUND

<i>POLICY TYPE: FINANCE POLICY</i> <i>POLICY TITLE: HEALTH AND DENTAL PLAN RESERVE FUND</i> <i>POLICY REFERENCE NUMBER: FP-13</i>		
<i>Adopted: March 26, 2021</i> <i>Next Scheduled Revision: April 2022</i> <i>Previous Revisions</i>		
Position	Signature	Date
President		

### *Policy*

13.1 The Health and Dental Plan Reserve Fund was established in order to ensure that the Society has the resources necessary should the cost of the Health and Dental Plan exceed the Student Society Fee established. This Fund is also accessible to members requiring a psycho-educational assessment through an extra-contractual arrangement between the Society and the insurer (the Society's health and dental plan provider) that utilizes the Health Plan Reserve Fund to allow students to be reimbursed for psycho-educational assessments (PEAs).

### *Definitions*

**Psycho-educational assessment:** These assessments involve psychological testing to analyse a person's mental processes that underlie their educational performance. A Psycho-educational assessment can help students in need identify areas of strength and weakness in their learning profile and obtain a deeper understanding of their educational abilities, as well as assisting with any academic accommodations they may wish to request through SFU's Centre for Accessible Learning. Psycho-educational assessments may cover learning assessments for Specific Learning Disorders, and assessments for other conditions such as ADHD.

**Health Plan insurer:** Pacific Blue Cross is the Health Plan insurer for the Society.

*Standards*

13.2 The Society will work to maintain the fund at \$500,000.

13.3 To request and receive academic accommodations through SFU's Centre for Accessible Learning (CAL), a PEA may be required for students. Academic accommodations are used to provide support to students encountering academic barriers. Students that do not request academic accommodations through CAL but would still like to undergo a PEA may also do so, regardless of diagnosis.

13.4 In order to receive reimbursement for a PEA, the following qualifications must be met:

- (a) Students who receive or are approved for student loans may qualify for [provincial funding](#), which covers 75% of the cost of a PEA up to \$1,700. If students do not qualify for provincial funding, the SFSS Health Plan will reimburse up to 80% of the cost, to a maximum of \$3,000 annually (including the \$500 Health Plan psychology benefits). This benefit is only available to members (SFU undergraduate students) directly enrolled in the Plan, and not available to dependents that may be covered under the Plan. For SFSS coverage, both positive and negative diagnoses are covered. Provincial funding, however, only covers if a positive diagnosis is identified. Members who qualify and are approved for provincial funding but still have an outstanding balance may apply for additional funding through the SFSS with necessary documentation.

13.5 The Society will implement an annual \$50,000 reserve commitment cap for PEA reimbursements that may be re-evaluated should it be reached in any given policy year.

*Process*

13.6 Proposals for accessing the Health and Dental Plan Reserve Fund for reasons other than a PEA reimbursement are to be submitted in writing to the SFSS Vice-President Finance.

13.7 Members seeking a PEA may contact CAL to review histories and reports which may suggest the presence of a specific learning disability and thus the need for confirmatory testing. CAL does not specifically provide referrals but may recommend a first screening be conducted before a PEA. If a screening or PEA is required, students can choose to see either a registered psychologist in a private practice OR have the testing conducted by a certified school psychologist within their employment role. Payment for these services is done upfront. For members that have already undergone testing, please see [Documentation Guidelines for Students with Disabilities](#), available from CAL, for a list of required documentation.

13.8 To receive reimbursement for a first screening and/or PEA, the following steps

must be taken:

- (a) Members must submit their first screening and/or PEA claim under the psychology benefit of their SFSS Health Plan first, even if they have already exhausted the maximum psychology benefit amount for the policy year. Members must include:
  - i. A completed Health Claim Form, and
    - ii. A final receipt which includes the practitioner's name and licensing information as well as a breakdown in the number of hours required to complete the assessment.
- (b) Once the claim has been processed and paid (or denied) under the member's individual psychology benefit, the student will receive an Explanation of Benefits from the Health Plan insurer.
- (c) Members shall then submit their claim to Studentcare for review and processing the extra-contractual benefit. Up to \$500 shall be reimbursed to the member as part of their regular Health & Dental Plan psychology benefit, unless the member has already claimed the maximum of this benefit, in which case 80% of the cost up to \$2,500 will be covered by the Health & Dental Plan Fund. The member must provide the following:
  - i. A completed Health Claim Form,
  - ii. A photocopy of the member's detailed receipt from the registered psychologist who rendered the services. The receipt must include a breakdown of the number of hours required to complete the Psycho-Educational Assessment, and
  - iii. A photocopy of the member's 'Explanation of Benefits' received from the Health Plan insurer following the member's submission under their individual coverage.
- (d) Members may only claim reimbursement for PEAs conducted in the current fiscal year (September 1<sup>st</sup> to August 31<sup>st</sup>). Requests for reimbursement may be submitted

up to 90 days after the end of the fiscal year. Claimants must be members of the SFSS upon undergoing a PEA.

13.9 All claims for reimbursement of a PEA through the Health & Dental Plan Reserve Fund will be reviewed and approved on a case-by-case basis by the Society and the Health Plan insurer, in accordance with applicable privacy legislation and policies. In order to disperse funds from the Health & Dental Reserve Fund for the purpose of reimbursing students for PEAs, the following steps must be taken:

- (a) Studentcare is responsible for completing the Extra-Contractual Cost-Plus Claim Form (without any personal information included to maintain the highest privacy standards), indicating the cost to the SFSS Operations Organizer and SFSS Finance Coordinator for review,
- (b) A signing officer of the Society shall sign off on the form and return to Studentcare along with a cheque payable to the Health Plan Insurer (PBC) within 7 business days. Note that the Health Plan Insurer charges 10% administrative fees for processing Extra-Contractual claims (plus applicable taxes),
- (c) Studentcare submits the claim package to the Health Plan Insurer on the member's behalf, and the Health Plan Insurer will pay the member's claim at the eligible amount.
- (d) Should a claim be denied, any requests for information shall be directed to the SFSS Accessibility Assistant ([accessibility@sfss.ca](mailto:accessibility@sfss.ca)).



**FP-14: BUILD SFU FUND**

<p><i>POLICY TYPE: FINANCE POLICIES</i>  <i>POLICY TITLE: BUILD SFU FUND</i>  <i>POLICY REFERENCE NUMBER: FP-14</i></p> <p style="text-align: right;"> <a href="#">Adopted: April 23, 2021</a>  <a href="#">Next Scheduled Revision: April 2022</a>  <a href="#">Previous Revisions</a> </p>		
Position	Signature	Date
Council President		

**Policy**

14.1 The Build SFU Fund is established for the construction, maintenance, and utility costs for the Student Union Building located on the Burnaby campus.

**Process**

14.2 The Build SFU Fund is administered according to the Fund Management Agreement, dated January 1, 2014.

14.3 The Build SFU Fund is comprised of the Student Society Fee - Build SFU Levy, which is held in trust by Simon Fraser University in the Build SFU Account.

14.4 The fund is collected each semester by the University and deposited directly into the Build SFU Account, excepting up to six percent (6%) of the collected Student Society Fee that makes up the Fund, which is provided to SFU Financial Aid and Awards to be distributed to undergraduate students in financial need.

14.5 The disbursement of funds from the Build SFU Fund requires the signature of one authorized representative from the Society and one authorized representative from the University.



**FP-15: \*UNDER REVIEW\* SPECIAL FUNDING REQUEST POLICY**

<p><i>POLICY TYPE: COUNCIL POLICY</i></p> <p><i>POLICY TITLE: SPECIAL FUNDING REQUEST POLICY</i></p> <p><i>POLICY REFERENCE NUMBER: FP-15</i></p> <p style="text-align: right;"><i>Adopted: April 23, 2021</i></p> <p style="text-align: right;"><i>Next Scheduled Revision: April 2022</i></p> <p style="text-align: right;"><i>Previous Revisions</i></p>		
Position	Signature	Date
President		

**Purpose**

For members or a group of members of the SFSS who are not part of a recognized SFSS club, student union, or constituency group but wish to request funding for an event, project, or initiative that would involve and benefit the SFSS membership.

**Restrictions**

All use of the funding must be in compliance with SFSS policies.

17.1 Special Funding Requests for advocacy-related events will be presented to the chair of the University and Academic Affairs Committee, or the External and Community Affairs committee.

17.2 This policy does not apply to funding requests from working groups of the University and Academic Affairs Committee, or the External and Community Affairs committee.

17.3 Donations from the University and Academic Affairs Committee, or the External and Community Affairs committee shall be limited to a maximum of \$200.

17.4 All other requests for special event funding will be presented to the chair of the Finance and Administrative Services Committee for a recommendation to Council. The Finance and Administrative Services Committee shall advise and recommend to Council the appropriate line item for the special funding request, including the unrestricted surplus.

17.5 All requests for constituency groups, department student unions or faculty student unions grant funding must be made through the Student Union Department. If the MSC - Student Unions & Groups believes that funding from a Council is recommended, they may refer the request to Council to top up that student union/constituency group grant funding as per this special funding request policy from a Council line item.

17.6 All requests for clubs grant funding must be made through the Clubs Department. If the MSC - Clubs Coordinator believes that funding from a Council is recommended, they may refer the request to Council to top up that club grant funding as per this special funding request policy from a Council line item.

17.7 Total projected expenditures for the funding request must not exceed the amount remaining in the relevant line item(s).

17.8 A representative of the applicant(s) must be available to attend all relevant meetings.

17.9 Groups may seek funding from only one of the following:

- (a) Council,
- (b) a Council Committee,
- (c) Out on Campus, or
- (d) The Women's Centre.

17.10 This policy does not impede Council or Committee from working with student groups on an event, initiative or campaign on an event as collaborating partners.