



SAIT Students' Association Policies and Procedures

FINANCE

1. Bank and Investments Accounts
2. Budgeting
3. Capital Assets
4. Cheque Issuance
5. Credit Cards
6. Deposit
7. Donations
8. Floats
9. Inventory Transfers
10. Payroll
11. Petty Cash
12. Safes
13. Restricted SA Building Fund
14. Summer Working Capital Fund
15. Contingency Fund
16. Students' Legislative Council Honoraria
17. Travel and Hospitality Expense
18. BOD Campus Life Fund
19. SAITSA Student Programming Fund
20. BOD Programming Fund



SAIT Students' Association Policies and Procedures

Subject	Policy #	Approved by	Approval Date
Bank and Investment Accounts	Fin-1	SEC	January 20, 2015
		SLC	January 26, 2015
		Revision Date	January 15, 2015
		Revision Number	1.5

Policy

The Sait Students' Association (SAITSA) shall maintain and invest funds through a recognized and insured financial institution or an investment brokerage firm.

Procedure

1. Opening and closing of accounts
 - a. The President, General Manager, and Controller will be responsible for opening and maintaining SAITSA's banking and investment accounts.
 - b. The SEC must approve the opening of any bank or investment account.
 - c. All bank and investment accounts must be opened under the name Sait Students' Association.
 - d. SAITSA may deem any bank or investment account obsolete and close that account, upon approval from the SEC.

2. Established accounts
 - a. Current SAITSA bank accounts include the following:
 - i. General Fund- *ATB Financial*
 - ii. Health and Dental Fund - *ATB Financial*
 - iii. General Fund (Visas) - *Royal Bank*
 - iv. Capital Asset Fund - *ATB Financial*
 - b. Current SAITSA investment accounts include:
 - i. Short Term:
 1. Health and Dental Plan Fund - *BMO Nesbitt Burns*
 2. Summer Working Capital Fund - *BMO Nesbitt Burns*
 3. Capital Asset Fund - *BMO Nesbitt Burns*
 4. Contingency Fund- *BMO Nesbitt Burns*
 - ii. Long Term:
 1. Restricted Students' Association Building Fund - *BMO Nesbitt Burns*



SAIT Students' Association Policies and Procedures

3. The primary objective of investments held by SAITSA is to generate interest income and preserve capital. SAITSA is willing to forgo long-term return potential in order to achieve this objective. SAITSA will select investments that are risk-adverse and that can tolerate moderate losses through difficult phases in a market cycle.
4. Interest and capital gains and/or losses earned through SAITSA's investment accounts shall be distributed back to the appropriate accounting fund, based on the specific amount that each fund has allocated to a particular investment.
5. Signing Authorities
 - a. Cheques issued from any bank account require two signatures from the following signing authorities:
 - i. General Manager
 - ii. President
 - b. In their absence, the following individuals may sign cheques:
 - i. VP External
 - ii. VP Academic
 - iii. VP Student Life
 - c. When signing cheques for SAITSA Seconds, any available SAITSA employee with signing authority, as outlined in *procedures 5a and 5b*, may sign to ensure cheques are delivered in a timely manner.
6. The designated handling authorities for investment accounts are:
 - a. General Manager
 - b. President
 - c. Controller



SAIT Students' Association Policies and Procedures

Subject	Policy #	Approved by	Approval Date
Budget	Fin-2	SEC	January 20, 2015
		SLC	January 26, 2015
		Revision Date	January 15, 2015
		Revision Number	1.5

Policy

The SAIT Students' Association (SAITSA) recognizes the need to outline an annual budgeting process.

Procedure

1. In February, the Controller shall distribute budget packages to all department managers and the SEC.
2. In July, October and February, the General Manager shall obtain the Student Fee Listing from SAIT Polytechnic.
3. The President, General Manager and Controller shall determine the allocation of student fee revenue to SAITSA budget lines.
4. The President, General Manager and Controller shall meet with all department managers in March to outline departmental budgets.
5. The interim budget shall be prepared by the Controller in April, for review by the President, General Manager and Controller.
6. The Controller will present the interim budget to the SEC for approval in April.
7. The Controller will present the interim budget to the Finance Board for review in April.
8. The Controller will present the interim budget to the SLC for approval in April.
9. The final budget will be presented to the SEC for approval by September 15, and to the Finance Board for review and SLC for approval by October 31.
10. Deficits at the end of a fiscal year may be reconciled through the Contingency Fund, upon approval from the SEC.



SAIT Students' Association Policies and Procedures

Subject	Policy #	Approved by	Approval Date
Capital Assets	Fin-3	SEC	January 20, 2015
		SLC	January 26, 2015
		Revision Date	January 15, 2015
		Revision Number	1.5

Policy

The SAIT Students' Association (SAITSA) recognizes that the purpose of the Capital Asset Fund is to finance renovations, capital asset purchases, and leasehold improvements as deemed necessary by the SEC and/or SLC.

Definition

Capital Asset: any purchase over \$1,000, be it property or goods, intended to last longer than one year.

Leasehold Improvement: a capital asset that is a major repair, overhaul, addition, improvement or replacement to an existing space leased by SAITSA (e.g. renovations, complete repainting of rooms, etc.).

Procedure

1. The minimum limit to qualify for a capital asset or leasehold improvement is \$1,000.
2. All capital asset request forms must be submitted by a student executive or department manager to the General Manager, for consideration by the SEC.
3. The President and General Manager may collectively approve capital asset requests up to and including \$4,000 (excluding GST).
4. All capital asset requests ranging from \$4,001 to \$20,000 (excluding GST) must be submitted to the SEC for approval.
5. All capital asset requests ranging from \$20,001 to \$60,000 (excluding GST) must be submitted to the Finance Board for approval.
6. All capital asset requests over \$60,001 (excluding GST) must be submitted to the SLC for approval.



SAIT Students' Association Policies and Procedures

7. The General Manager, in consultation with the Controller and appropriate department manager, may determine if a capital asset is no longer required. The capital asset may be transferred to another SAITSA department, sold, or disposed of.
8. Any proceeds generated from the sale of a capital asset must be returned to the Capital Asset Fund.
9. The Controller shall maintain a complete inventory of all capital assets.
10. A minimum balance of \$25,000 shall remain in the Capital Asset Fund bank or investment account, unless there is an SLC vote to supersede the minimum required balance.
11. Once per semester, the President will present for review an updated list of all approved capital assets for the current fiscal year to the SEC and SLC.
12. Capital assets are considered fully depreciated as follows:
 - a. Computers (hardware and software): over two years
 - b. Electronics and food equipment: over four years
 - c. Office furniture and fixtures: over seven years
 - d. Leasehold Improvements: over fourteen years



SAIT Students' Association Policies and Procedures

Subject	Policy #	Approved by	Approval Date
Cheque Issuance	Fin-4	SEC	January 20, 2015
		SLC	January 26, 2015
		Revision Date	January 15, 2015
		Revision Number	1.5

Policy

The SAIT Students' Association (SAITSA) recognizes the need to issue and control SAITSA cheques.

Procedure

1. Only the SEC, department managers, the General Manager and coordinators may submit a cheque request form.
2. The cheque request form must include supporting documentation (e.g., receipt).
3. All cheque requests must be approved by the President (or by the VP External in the absence of the President), and verified by the Controller (or the General Manager in the absence of the Controller) before being submitted to the Accounting Assistant.
4. All invoices need to be coded, authorized, and signed by a Student Executive, department manager, coordinator, or the General Manager.
5. The Accounting Assistant is responsible for the issuance of cheques through the General Fund on a weekly basis.
6. The Controller is to verify the availability of funds and approve the payment listings for each cheque run.
7. With respect to SAITSA clubs, a separate cheque request form must be completed by a club executive, and submitted to the Club Coordinator for verification. The Club Coordinator must then submit the cheque request to the Controller for approval.



SAIT Students' Association Policies and Procedures

Subject	Policy #	Approved by	Approval Date
Corporate Credit Cards	Fin-5	SEC	January 20, 2015
		SLC	January 26, 2015
		Revision Date	January 15, 2015
		Revision Number	1.5

Policy

The SAIT Students' Association (SAITSA) recognizes the need to provide SAITSA Student Executives and certain staff members with a corporate credit card to cover any necessary business expenses.

Procedure

1. Corporate credit cards are issued to SAITSA Executives, the General Manager, department managers and coordinators (if applicable).
2. Abuse of the corporate credit card will not be tolerated. Corporate credit cards may be revoked by the General Manager with respect to staff, or by the SEC with respect to the General Manager and the SEC.
3. To be eligible for a corporate credit card, an individual must:
 - a. Be a Student Executive, department manager, coordinator, or the General Manager. In the case of a coordinator, eligibility must be approved by the General Manager.
 - b. Have regularly occurring business expenses that cannot be covered using petty cash.
 - c. Have conference expenses (i.e., conference fees, flights, hotel, taxis, etc.).
4. Corporate credit card holders will include the following:

a. President	Card limit of \$1,500
b. VP External	Card limit of \$1,500
c. VP Academic	Card limit of \$1,500
d. VP Student Life	Card limit of \$1,500
e. Office Manager	Card limit of \$4,000
f. General Manager	Card limit of \$24,000
g. Food and Beverage Manager	Card limit of \$1,500
h. Events and Programming Manager	Card limit of \$1,500
i. Publications Manager	Card limit of \$1,000
j. Operations Manager	Card limit of \$1,000
k. Resource Centre Manager	Card limit of \$1,000
l. Controller	Card limit of \$1,000
m. Marketing and Communications Manager	Card limit of \$1,000
n. Marketing and Graphic Design Coordinator	Card limit of \$1,000



SAIT Students' Association Policies and Procedures

o. Governance and Advocacy Manager

Card limit of \$1,000

5. Each cardholder must sign a credit card agreement, to be submitted to the General Manager.
6. Each cardholder will be responsible for submitting receipts for all purchases to the Accounting Assistant.
7. Each receipt must include the account code, description of the expense, and a signature from the card holder.
8. In the event that the cardholder is not the individual responsible for the coded budget line, the receipt must also include a signature from the appropriate department manager.
9. The Accounting Assistant will notify a cardholder of any missing receipts and provide a copy of the card statement. The cardholder has five (5) business days from the date of this notification to turn in the receipts.
10. Staff who are attending a conference or on vacation will be given five days upon their return to submit any missing receipts.
11. Failure to provide these missing receipts will result in the charge(s) being recorded as a personal expense.
12. The Accounting Assistant will prepare the monthly credit card statement and submit it to the President (or the VP External in the absence of the President) for approval.
13. Outgoing SEC must return their corporate credit cards to the Controller, and receipts to the Accounting Assistant, by April 30.



SAIT Students' Association Policies and Procedures

Subject	Policy #	Approved by	Approval Date
Deposits	Fin-6	SEC	January 20, 2015
		SLC	January 26, 2015
		Revision Date	January 15, 2015
		Revision Number	1.5

Policy

The SAIT Students' Association (SAITSA) recognizes the need for structure and clarity in the deposit process.

Definition

Deposit: The deposit of funds, acquired as a result of sales from the previous business day, into the designated bank account.

Procedure

1. At the discretion of department managers, deposits must be made as follows:
 - a. Gateway Restaurant and Bar
 - i. Daily deposits
 - ii. Special event deposits
 - b. Operations
 - i. Daily deposits
 - c. Resource Centre
 - i. Weekly deposits
 - ii. Club deposits
 - d. Accounting office
 - i. Weekly deposits include, but are not limited to the following :
 1. Publications
 2. Keg and bottle deposits
 3. Health and Dental Plan
 4. Student fees
 5. Revenue from billed invoices
2. Deposit slips shall be numbered and tracked on a Revenue Sheet from the corresponding department.



SAIT Students' Association Policies and Procedures

3. The department manager (or designate) must sign all deposits and have them verified by the Accounting Assistant. All deposits must be made with at least two staff members present.



SAIT Students' Association Policies and Procedures

Subject	Policy #	Approved by	Approval Date
Donations	Fin-7	SEC	January 20, 2015
		SLC	January 26, 2015
		Revision Date	January 15, 2015
		Revision Number	1.5

Policy

The SAIT Students' Association (SAITSA) recognizes the need to annually donate funds to charitable or not-for-profit organizations and/or causes that SAITSA deems worthy.

Procedure

1. All donation recommendations will be forwarded to the President, who will present the information to the SEC for approval.
2. The SEC may decide to donate money on an emergency basis to a certain cause throughout the year.



SAIT Students' Association Policies and Procedures

Subject	Policy #	Approved by	Approval Date
Floats	Fin-8	SEC	January 20, 2015
		SLC	January 26, 2015
		Revision Date	January 15, 2015
		Revision Number	1.5

Policy

The SAIT Students' Association (SAITSA) recognizes the need to maintain floats in safes at certain SAITSA operations.

Procedure

1. The Station Market will maintain a \$600 float.
2. The Station Express will maintain a \$600 float.
3. SAITSA Seconds will maintain a \$200 float.
4. The Gateway Restaurant and Bar will maintain a \$12,000 float.
5. The Odyssey Coffeehouse will maintain a \$3,000 float.
6. The SAITSA Resource Centre will maintain a \$300 float.
7. Department managers are responsible for the maintenance of their department's respective floats.
8. Any discrepancy will be reimbursed from the department's budget.
9. The Accounting Technician and the Operations Manager will perform annual audits of the SAITSA Operations department floats.
10. The Accounting Technician and the Food and Beverage Manager will perform annual audits of the Gateway and Odyssey floats.



SAIT Students' Association Policies and Procedures

Subject	Policy #	Approved by	Approval Date
Inventory Transfers	Fin-9	SEC	January 20, 2015
		SLC	January 26, 2015
		Revision Date	January 15, 2015
		Revision Number	1.5

Policy

The SAIT Students' Association (SAITSA) recognizes the need to transfer assets and supplies within SAITSA departments, and to have mechanisms in place to track such transfers.

Procedure

1. The affected department manager(s) or a member of the SEC is required to submit an internal transfer form to the Controller.
2. The Controller shall record the transfer of assets in the general ledger.



SAIT Students' Association Policies and Procedures

Subject	Policy #	Approved by	Approval Date
Payroll	Fin-10	SEC	January 20, 2015
		SLC	January 26, 2015
		Revision Date	January 15, 2015
		Revision Number	1.5

Policy

The SAIT Students' Association (SAITSA) recognizes the need for a consistent and secure payroll system.

Procedure

1. The payroll is to be administered semi-monthly by the Controller through *Ceridian Canada Ltd.*
2. In the event that the Controller is not available to administer payroll, the General Manager will act as the payroll administrator.
3. New hire forms, timesheets, and payroll deduction forms are to be submitted to the controller no later than six days prior to the next payday.
4. Paycheques will be distributed by department managers.
5. Paycheques will not be released to third parties without written authorization from the employee.
6. All unclaimed paycheques will be secured by the Office Manager.
7. Any paycheques left unclaimed for more than four weeks will be mailed to the employee's most current address on file.
8. All personnel payroll information will be secured by the Controller.



SAIT Students' Association Policies and Procedures

Subject	Policy #	Approved by	Approval Date
Petty Cash	Fin-11	SEC	January 20, 2015
		SLC	January 26, 2015
		Revision Date	January 15, 2015
		Revision Number	1.5

Policy

The Sait Students' Association (SAITSA) recognizes the need to maintain petty cash funds.

Procedure

1. The Controller shall maintain a petty cash fund of \$300 for the SAITSA Main Office.
2. The Food and Beverage Manager shall maintain a petty cash fund of \$1,500.
3. The Resource Centre Manager shall maintain a petty cash fund of \$300.
4. The Controller may, at any time, perform an audit of any petty cash fund.
5. At least once per month, department managers must submit the petty cash reconciliation form to the President for approval, then the Accounting Assistant for verification.



SAIT Students' Association Policies and Procedures

Subject	Policy #	Approved by	Approval Date
Safes	Fin-12	SEC	January 20, 2015
		SLC	January 26, 2015
		Revision Date	January 15, 2015
		Revision Number	1.5

Policy

The SAIT Students' Association (SAITSA) recognizes the need for certain departments to maintain a safe for the storage of funds and other items.

Procedure

1. Departments with safes are as follows:
 - a. SAITSA Accounting Department (2)
 - b. Food & Beverage Department
 - c. Operations Department
 - d. SAITSA Resource Centre
2. A log of the combinations for all SAITSA safes will be kept by the General Manager and secured in an electronic file.
3. Combinations may be changed as needed, at the discretion of the department manager and the General Manager.



SAIT Students' Association Policies and Procedures

Subject	Policy #	Approved by	Approval Date
Restricted SA Building Fund	Fin-13	SEC	January 20, 2015
		SLC	January 26, 2015
		Revision Date	January 15, 2015
		Revision Number	1.5

Policy

The SAIT Students' Association (SAITSA) recognizes the need to collect and allocate money to the Restricted Students' Association Building Fund for future investment in a students' association building, in accordance with *SAITSA Bylaw 23: Student Fees*.

Procedure

1. The President, General Manager and Controller may decide to allocate funds to the Restricted Students' Association Building Fund, in addition to the mandatory contribution outlined in *SAITSA Bylaw 23: Student Fees*.
2. Monies within the Restricted Students' Association Building Fund cannot be used for any other purpose.
3. Any expenditures and/or transfers from this fund must be approved by way of a general student referendum, pursuant to *SAITSA Bylaw 23.5* and in accordance with *SAITSA Bylaw 24: Referenda*.



SAIT Students' Association Policies and Procedures

Subject	Policy #	Approved by	Approval Date
Summer Working Capital Fund	Fin-14	SEC	January 20, 2015
		SLC	January 26, 2015
		Revision Date	January 15, 2015
		Revision Number	1.5

Policy

The Sait Students' Association (SAITSA) recognizes the need to facilitate cash flow through the Summer Working Capital Fund during the Sait Polytechnic Spring/Summer Term.

Procedure

1. The Summer Working Capital Fund will be maintained in a bank or investment account that is separate from all other SAITSA accounts.
2. Funds from the previous fiscal year that are allocated to the Summer Working Capital Fund may only be used after May 1 of each new fiscal year.
3. If this fund is not used in its entirety, the surplus may be directed to other SAITSA funds for investment, upon approval from the President and General Manager.



SAIT Students' Association Policies and Procedures

Subject	Policy #	Approved by	Approval Date
Contingency Fund	Fin-15	SEC	January 20, 2015
		SLC	January 26, 2015
		Revision Date	January 15, 2015
		Revision Number	1.5

Policy

The SAIT Students' Association (SAITSA) recognizes the need to maintain a Contingency Fund, which shall be used to stabilize adequate cash flow for unforeseen circumstances in business cycles.

Procedure

1. The Contingency Fund must not exceed a balance of \$500,000.
2. The SEC must approve any expenditure or transfer from this fund.
3. Should the balance of the Contingency Fund be in excess of \$500,000, the surplus will be transferred to the Capital Asset Fund.



SAIT Students' Association Policies and Procedures

Subject	Policy #	Approved by	Approval Date
Students' Legislative Council (SLC) Honoraria	Fin-16	SEC	N/A
		SLC	January 26, 2015
		Revision Date	January 15, 2015
		Revision Number	1.5

Policy

The SAIT Students' Association (SAITSA) recognizes the need for honoraria to be paid to members of the Students' Legislative Council (SLC).

Procedure

1. Students' Legislative Council members entitled to an honorarium include:
 - a. Councillors (14)
 - b. SLC Chair
 - c. Board of Governors Representative
 - d. SLC Alumni Representative
 - e. Neutral Chair
2. Honoraria will be paid for both regular and special meetings.
3. Honoraria will not be paid for committee meetings or SLC retreats.
4. Councillors, the Board of Governors Representative, and the SLC Alumni Representative will receive \$30 per SLC meeting.
5. The Neutral Chair will receive \$125 per SLC meeting.
6. The SLC Chair will receive \$50 per SLC meeting.
7. The Office Manager will keep a list of attendees for each meeting, and will submit a cheque request form for each councillor in August, December, and April.
8. The Office Manager will notify the SLC when cheques are available for pick up.
9. No SLC member will receive an honorarium when excused or absent from a meeting.
10. SLC members who attend meetings via remote access will be eligible for an honorarium.
11. Any councillor expelled from a meeting will forfeit their honorarium, pursuant to *SAITSA Bylaw 3.5*
12. SLC members must attend a full meeting to receive an honorarium.
13. Executives are not eligible for the honoraria.
14. Any eligible SLC member can choose to donate their honoraria to a charity selected by the SLC at the first council meeting of the year.



SAIT Students' Association Policies and Procedures

15. Any changes to the honorarium amount must be approved by the Finance Board.
16. Any changes to the honorarium will be implemented in the following fiscal year.



SAIT Students' Association Policies and Procedures

Subject	Policy #	Approved by	Approval Date
Travel and Hospitality Expense	Fin-17	SEC	January 20, 2015
		SLC	January 26, 2015
		Revision Date	January 15, 2015
		Revision Number	1.5

Policy

The SAIT Students' Association (SAITSA) recognizes the need for certain employees to attend conferences that offer professional development opportunities, and to reimburse these employees for reasonable expenses incurred as a result of approved conferences.

Definition:

Employee: Individuals and organizations eligible for reimbursement under this policy will be referred to as "employees." This includes, but is not limited to, SAITSA Executives, department managers, coordinators and any other SAITSA staff member required to travel on SAITSA business.

Reasonable: For the purposes of this policy, "reasonable" will refer to the most economical and practical option (e.g., method of travel), at the discretion of the appropriate body (the SEC in the case of the SEC or General Manager, and the General Manager in the case of SAITSA employees).

Procedure

General

1. Conference request forms must be submitted for review to the appropriate body (the General Manager in the case of SAITSA staff, or the President in the case of the SEC and General Manager) at least one month prior to the beginning of the conference.
2. All conference requests must be approved by the SEC.
3. All conferences must be budgeted for prior to the approval of the final budget.
4. Employees are responsible for making their own travel arrangements.
5. Employees are responsible for arranging the most reasonable option at the time of booking.
6. Transportation, accommodation, and any other travel or hospitality expense should be made using a corporate credit card, or through direct invoicing.
7. In the event that an employee has used a personal credit card for expenses, he or she must submit a receipt and fill out a cheque request form (as per Fin-4) for reimbursement.



SAIT Students' Association Policies and Procedures

Air Transportation

1. Air travel should be via the most reasonable route.
2. An invoice and itinerary of airline tickets must be attached to the corporate credit card statement (or submitted with a cheque request form when a personal credit card has been used).
3. Employees are responsible for all additional costs incurred for stopovers not related to SAITSA business.
4. When personal travel is combined with business travel, arrangements must be approved by the appropriate body (the SEC in the case of the SEC or General Manager, and the General Manager in the case of SAITSA employees) prior to booking travel. Employees will only be covered for the business portion of the trip.

Accommodation

5. SAITSA will cover the cost of accommodation for approved business travel.
6. The standard for accommodation is a single room with private bath in a business-class hotel.
7. Employees are required to provide a detailed statement of room charges when submitting their corporate credit card statement (or receipts for reimbursement).
Unacceptable charges include, but are not limited to, the following:
 - a. In-room movies
 - b. Mini bar
 - c. Room service
 - d. Telephone
 - e. Laundry/dry cleaning
8. If a partner accompanies an employee, only the most economical room rate for a single occupant may be claimed. Any excess room charges to accommodate the partner will be considered a personal expense.

Meals and Incidentals

9. Employees travelling for approved SAITSA business will be provided a per diem in lieu of meal costs.
10. Per diem amounts may only be claimed when adequate meals are not provided by the conference or event.
11. A fixed daily per diem for incidentals will be provided for employees when



SAIT Students' Association Policies and Procedures

attending conferences.

12. Individual per diems will be based on the current rate set by the National Joint Council's Travel Directive. The current per diem rates are:

- a. Breakfast \$15.75/day
- b. Lunch \$16.35/day
- c. Dinner \$42.20/day
- d. Incidentals \$17.30/day

Hospitality

- 13. Reasonable costs of meals and hospitality for business purposes (including meeting with current and potential service providers, prospective employees, industry contacts, or for the occasional staff meeting or event), are allowed through approved discretionary funds.
- 14. Only those employees with an assigned discretionary fund may expense meals and hospitality.
- 15. Discretionary funds may be revoked in the case of misuse. In the case of the SEC and General Manager, the SEC may revoke privileges; in the case of SAITSA employees, the General Manager may revoke privileges.
- 16. Any hospitality expense exceeding an Executive or employee's annual discretionary fund will be deemed personal.
- 17. Employees are required to provide clear documentation outlining the business purpose for any hospitality expense, including names of individuals and/or groups involved.

Allowable Miscellaneous Expenses

- 18. For rental and personal vehicle usage please refer to policy *Admin-7: Vehicle Usage*.
- 19. Reasonable bus and taxi fares required for business travel will be covered by SAITSA.
- 20. Conference fees, as outlined in the approved conference request, will be covered by SAITSA.
- 21. Reasonable Parking fees and tolls incurred while on SAITSA business will be covered by SAITSA.



SAIT Students' Association Policies and Procedures

Subject	Policy #	Approved by:	Approval Date
BOD Campus Life Fund	Fin-18	EC	October 29, 2015
		BOD	August 31, 2015
		Revision Date	
		Revision Number	1.6

Introduction/Preamble

Each year, the Board of Directors (BOD) of the SAIT Students' Association (SAITSA) receives designated funds, known as the BOD Campus Life Fund. These funds are to be distributed to various SAITSA related initiatives, which are designed to improve campus life and student welfare.

Purpose/Policy Intent

The purpose of this policy is to outline the programs that will be funded by the BOD Campus Life Fund, and how the monies shall be divided among these programs.

Scope

This policy applies to all SAITSA staff and representatives who may be responsible for the allocation and distribution of the BOD Campus Life Fund.

Policy

1. All monies received for the BOD Campus Life Fund shall be applied to the next fiscal year.
2. \$10,550 shall be directed to the SAITSA Awards outlined in AWARDS-14, Policy 1.
3. The remainder of the BOD Campus Life Fund shall be divided as follows:
 - a. Twenty-five (25) percent shall be directed to the SAITSA Student Programming Fund, for distribution as outlined in FINANCE-19.
 - b. Fifteen (15) percent shall be directed to the BOD Programming Fund, for distribution as outlined in FINANCE-20.
 - c. Forty (40) percent shall be directed to SAITSA Financial Need Bursaries, as outlined in AWARDS-15.
 - d. Ten (10) percent shall be directed to the BOD to use for Welcome Week programming. Six (6) percent shall be used for Fall Welcome Week and four (4) percent for Winter Welcome Week.



SAIT Students' Association Policies and Procedures

- e. Ten (10) percent shall be directed to the following year as a contingency fund, to allow for variances in the BOD Campus Life Fund from year to year.

Procedure

1. Each year, the Executive Director and President shall divide the monies in the BOD Campus Life Fund as directed by the above policy.
2. The BOD Welcome Week programming fund will be designated to the Campus Life Committee. Reports detailing the expenses and outcomes of the events are to be submitted by the Campus Life Committee chair to the BOD at the end of each semester.



SAIT Students' Association Policies and Procedures

Subject	Policy #	Approved by	Approval Date
SAITSA Student Programming Fund	Fin-19	EC	October 29, 2015
		BOD	August 31, 2015
		Revision Date	
		Revision Number	1.6

Introduction/Preamble

As outlined in FINANCE-18, twenty-five (25) percent of the remaining BOD Campus Life Fund shall be directed to the SAITSA Student Programming Fund.

Purpose/Policy Intent

The purpose of this policy is to outline the criteria of the SAITSA Student Programming Fund.

Scope

This policy applies to all SAITSA staff and representatives, including the BOD, who may be responsible for the allocation and distribution of the BOD Campus Life Fund and SAITSA Student Programming Fund.

Policy

1. The SAITSA Student Programming Fund shall be open to students wishing to submit applications for various campus life improvement initiatives. This may include, but is not limited to:
 - a. Student activities
 - b. Improvements to SAIT Campus
 - c. Academic projects that will benefit the general student body
2. The Campus Life Committee (or designate) shall be responsible for overseeing the distribution of the Student Programming Fund.
3. The Campus Life Committee shall accept applications from the SAITSA membership twice per academic year.
4. The Campus Life Committee shall distribute forty (40) percent of the SAITSA Student Programming Fund in the fall semester.
5. The Campus Life Committee shall distribute sixty (60) percent of the SAITSA Student Programming Fund in the winter semester.



SAIT Students' Association Policies and Procedures

6. Should the Campus Life Committee not receive enough eligible applications for full distribution of the fund, any remaining monies shall be carried forth to the SAITSA Student Programming Fund for the following fiscal year.
7. At the discretion of the Campus Life Committee (or designate), all successful applicants will be responsible for returning funds if:
 - a. The project is under budget
 - b. The project is incomplete or not completed on time
 - c. The project varies greatly from what was outlined in the application

Procedure

1. Each fiscal year, the Executive Director and President shall designate twenty-five (25) percent of the remaining BOD Campus Life Fund to the SAITSA Student Programming Fund, as per FINANCE-18, Policy 3(a).
2. VP Student Life and SAITSA Marketing and Communications department shall be responsible for determining application opening and closing dates, and for marketing the SAITSA Student Programming Fund to SAITSA's membership.
3. The Campus Life Committee shall hold a meeting to select the successful applicants no more than two weeks after the application deadline.
4. The Executive Director (as a resource person) shall attend the Campus Life Committee meetings related to the selection process for the Student Programming Fund.
5. The Campus Life Committee Chair (or designate) shall provide a report to the BOD no more than two weeks after the selection meeting. The report shall include copies of each successful application, and a detailed description explaining why each application was selected.
6. Applications for funding must clearly demonstrate a description of the project, a timeline for completion, a project budget, and how SAIT students will benefit from the outcome.
7. The VP Student Life will be responsible for ensuring successful applicants receive awarded funds.
8. The VP Student Life will be responsible for ensuring SAITSA has the appropriate information necessary to adhere to FINANCE-19, Policy 7.



SAIT Students' Association Policies and Procedures

Subject	Policy #	Approved by	Approval Date
BOD Programming Fund	Fin-20	EC	October 29, 2015
		BOD	August 31, 2015
		Revision Date	
		Revision Number	1.6

Introduction/Preamble

As outlined in FINANCE-18, fifteen (15) percent of the remaining BOD Campus Life Fund shall be directed to the BOD Programming Fund.

Purpose/Policy Intent

The purpose of this policy is to outline the criteria for the BOD Programming Fund.

Scope

This policy applies to all SAITSA staff and representatives, including the BOD, who may be responsible for the allocation and distribution of the BOD Campus Life Fund and the BOD Programming Fund.

Policy

1. The BOD Programming Fund shall be open to all BOD committees who wish to apply for project funding.
2. All projects must benefit the SAITSA membership.
3. The BOD Programming Fund Committee shall be responsible for overseeing the distribution of the BOD Programming Fund.
4. The BOD Programming Fund Committee shall distribute forty (40) percent of the BOD Programming Fund in the Fall Semester.
5. The BOD Programming Fund Committee shall distribute sixty (60) percent of the BOD Programming Fund in the Winter Semester.
6. Should the BOD Programming Fund Committee not receive enough eligible applications for full distribution of the fund, any remaining monies shall be carried forth to the BOD Programming Fund for the following fiscal year.
7. The BOD Programming Fund Committee shall consist of:
 - a. Two (2) EC members



SAIT Students' Association Policies and Procedures

- b. One (1) BOD Director from each current BOD committee. Each Director may only represent one committee.
 - c. The Executive Director (ex-officio), as a resource person.
8. At the discretion of the BOD Programming Fund Committee (or designate), all successful applicants will be responsible for returning funds if:
 - a. The project is under budget.
 - b. The project is incomplete or not completed on time.
 - c. The project varies greatly from what was outlined in the application.

Procedure

1. Each fiscal year, the Executive Director and President shall designate fifteen (15) percent of the remaining BOD Campus Life Fund to the BOD Programming Fund, as per FINANCE-18, Policy 3(b).
2. The BOD shall strike a BOD Programming Fund Committee at the first full BOD meeting. This committee shall meet after the application closing date to determine the successful applicants for the BOD Programming Fund.
3. The BOD Programming Fund Committee shall accept applications for funding from the BOD Committees once per semester, and shall be responsible for determining and communicating all deadlines to the BOD.
4. The BOD Programming Fund Committee shall hold a meeting to select the successful applicants no more than two weeks after the application deadline.
5. The BOD Programming Fund Committee Chair (or designate) shall provide a report to the BOD no more than two weeks after the selection meeting. The report shall include copies of each successful application, and a detailed description explaining why each application was selected.
6. Applications for funding must clearly state a description of the project, a timeline for completion, a project budget, and how SAIT students will benefit from the outcome.
7. The VP Student Life will be responsible for ensuring successful applicants receive awarded funds.
8. The VP Student Life will be responsible for ensuring SAITSA has the appropriate information necessary to adhere to Policy Finance-20, Policy 8.



SAIT Students' Association Policies and Procedures

Rev.	Date	Description	Sections	Author/ Editor	Approval
1.6	05/24/2016	New policies added.	Fin-18: BOD Campus Life Fund Fin-19: SAITSA Student Programming Fund Fin-20: BOD Programming Fund	RP	BOD & EC