

VUSAC Budgeting Guidelines

The following comprises some of the most important things to keep in mind when budgeting. Please note that this document is not representative of the entirety of VUSAC's policies. We encourage you to read through the Budget Steering Policy in full.

1. Budget requests should account for all expected revenue and all expected expenses within that Budgeting Term. Even if an expense/revenue was listed on your fall budget, if the actual receipt is dated after the fall term ends, the item must be re-budgeted for the winter.
2. Line items expending on alcohol, cannabis, or other controlled substances will not be considered.
3. Line items requesting funds for direct charity contributions will not be considered.
4. Spending on events whose proceeds go to charity (i.e. fundraising) is still permitted.
5. Line items submitted with no justification will not be considered.
6. Please list all expected non-VUSAC sourced funding (count this as revenue).
7. Be detailed. Detailed descriptions and justifications for expense and revenue estimates can reduce eventual back-and-forth communication and mitigate the chances of misinterpretation by the Budget Steering Committee and Council.
8. Do not budget for basic printing expenses. VUSAC provides printing free of charge for council, levy, and club-related functions (e.g. posters, flyers, etc.).
9. Submit early. Budget requests submitted in advance of the deadline may receive more favorable consideration due to a greater availability of unallocated funds at that time.
10. Student groups should aim to budget for—and expend—all the revenue they earn in any given year (excluding charitable fundraisers). Regular or exceptionally large surpluses are a sign that you are profit-generating, which is not permissible for student groups receiving student fees.
 - a. All revenue collected by a club must be sent directly to VUSAC and should not be used directly by said club. This revenue will be distributed back to the club through the regular reimbursement process based on their ratified budget. Exceptions to this rule may be made on a case by case basis.

Important Contacts

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If you have any questions or concerns about how to complete a budget request, please contact one of the individuals above!