



Budgeting

CONCORDIA STUDENTS' ASSOCIATION

CONCORDIA UNIVERSITY of EDMONTON

EDMONTON, ALBERTA

February 2016

Policy: Travel Advances

Category: Finances

Date Approved: February 21, 2016 Date Reviewed: February 2016 Date Rescinded:

POLICY

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

EXPECTATIONS

- 1) In February, the Executive Director shall distribute budget packages to all departments, Executives and any other related parties.
- 2) In October, and February the Executive Director shall obtain the Student Fee Listing from Concordia University of Edmonton
- 3) The President, Executive Director and VP Finance shall determine the allocation of student fee revenue to CSA budget lines.
 - a) Alternative revenue sources shall also be accounted for and allocated appropriately where able.
- 4) The President, Executive Director, and VP Finance shall present the interim budget to Budget Steering Committee for first reading in March.
 - a) The second reading of the interim budget will commence during April with the help of incoming elected Executives at the Budget Steering Committee.
- 5) The interim budget will then be presented by the President, Executive Director and VP Finance to General Council for Final Approval and ratification in April.
- 6) Any deficits at the end of a fiscal year may be reconciled through the Contingency fund**, upon approval from the General Council.

