



BUDGET APPROVAL POLICY

CONCORDIA STUDENTS' ASSOCIATION

Concordia University College of Alberta

Edmonton, Alberta

February 2014

POLICY

This policy sets expectations for the CSA's annual budget approval process.

EXPECTATIONS

1. The President shall deliver copies of a proposed operating budget to each General Councilor no later than the last business day of September.
 - 1.1. In the case of a delay the President must notify each General Councilor by the last business day in September of the delay and the expected date of delivery of the budget.
2. The Vice President of Finance shall make a presentation regarding the budget to the General Council at the first council meeting following the delivery of the proposed operating budget.
 - 2.1. Executive Members should be prepared to answer any budget related questions related to their budget submission.
3. General Council shall vote only to approve or reject the operating budget in its entirety at the meeting following the presentation by the Vice President of Finance.
4. In the event that the operating budget is rejected, Council will, by a motion, delegate one non-Executive Councilor who will provide written feedback to the Executive Council through the President regarding the rejected operating budget.
 - 4.1. This written feedback will contain, at minimum:
 - 4.1.1. A concise summary of the concerns of the General Council.

Budget Approval Policy

- 4.1.2. Specific areas where the operating budget could be improved.

- 4.2. This feedback shall be received by the Executive Council no later than one week following the rejection of an operating budget.

5. In the event that the budget is rejected, the Executive Council will present to General Council, in a timely manner, a revised budget that reflects General Councils' feedback.

6. The General Council shall debate each proposed operating budget under the same conditions outlined above.

7. Should an operating budget not be approved prior to the end of the current fiscal year, the Executive Council shall continue to operate the Association based with a provisional budget equal to the previous fiscal year's operating budget.

8. The Executive Council shall take action to keep expenditures in line with decreased revenues when operating with a provisional budget.

9. The Chair shall not entertain any motion that would table, amend, or otherwise delay a vote to approve or reject the operating budget.