



Discretionary Fund Policy

Policy owner: General Manager
Audience: Executive Committee
Approved: Board of Directors Meeting - August 11, 2020
Last Reviewed: August 13, 2019
Review Schedule: July 2021

1. Introduction

This Policy is designed to guarantee accountable and professional management and expenditure of Discretionary Funds. Mismanagement of these funds could lead to significant financial and reputational harm to the organization. This policy applies to all members of the Students' Unions who are allotted Discretionary Funds.

2. Definitions

Closely Associated Person – See "Conflict of Interest and Conflict of Commitment Policy"

3. Policy

3.1. Eligible Expenses

In general expenses covered by the Discretionary Fund are the following;

- Training Manuals & Books relating to the work of the individual
- Professional Development Courses and Workshops (excluding university classes)
- Office furniture and equipment that wouldn't otherwise be covered, relating to work
- Sustainable transportation expenses (ex:bus passes, bike equipment, etc.)
- Professional apparel and cleaning of apparel (ex:dry-cleaning)
- Other expenses related to the individual's professional obligations, subject to the approval of the Board of Directors

Funds in the discretionary fund are intended only for the individual they are allocated to. The Discretionary Fund may not be used to cover the expenses of other individuals, especially Closely Associated Persons. Expenses claimed to the Discretionary Fund should respect the guidelines of the Conflict of Interest and Conflict of Commitment Policy and the member should not put themselves into a situation where a Conflict could be perceived. Individuals with Discretionary Funds should endeavour to be thrifty when using the Discretionary Fund.

3.2. Ineligible Expenses

Certain expenses are not permissible under any circumstance;

- Tuition fees
- Cash bonuses or advances
- Direct and Indirect Political Contributions (ex: purchase of tickets to an event where proceeds go to a political party)
- Donations to other organizations
- Gifts of any value
- Alcohol
- Other expenses that are not related to the individual's professional obligations to the University of Regina Students' Union

URSU will not reimburse any expenses that fall into the above categories. Additionally, the Board of Directors may declare certain other expenses ineligible at the time of reporting by a majority vote of the Board of Directors. If the individual has already received payment for the expense that is deemed ineligible the member will be expected to repay the organization at the earliest possible opportunity. Failure to do so could lead to consequences as laid out in the Consequences for Non-Compliance section of this policy.

Expenses beyond the amount laid out in the Executive Discretionary Fund line of the Budget shall not be authorized under any circumstances.

3.3. Disclosure

Members who have access to a Discretionary Fund shall report any expenses reimbursed by their Discretionary Fund at the next Board of Directors Meeting. Elected members shall also report an accounting of year to date Discretionary Fund expenses at the Annual General Meeting.

3.4. Roles and Responsibilities

Board of Directors

Members of the Board of Directors are responsible for;

- ensuring that this policy is updated as necessary to prevent unforeseen abuse of the Discretionary Fund
- ensuring that the Discretionary Fund Policy is otherwise followed

General Manager

The General Manager (GM) is responsible for;

- preapproving any request for an expenditure under this policy
- ensuring that claimed Discretionary Fund expenses are eligible according to the criteria laid out in this policy
- ensuring that claims reports have been properly filled out and filed
- ensuring that reimbursement happens in a timely manner

- ensuring that expenses claimed respect this policy

URSU Members with Discretionary Funds

URSU Members who have access to Discretionary Funds are responsible for;

- complying with this policy
- ensuring that they do not overspend or attempt to overspend their discretionary fund
- report any expenditures made under this policy at the next regularly scheduled Board meeting
- reimbursing URSU in full for any purchases made under this policy if such purchase was made within 30 days of an Executive leaving the employ of URSU for whatever reason prior to the termination of their term.

4. Consequences for Noncompliance

Failure comply with this policy could result in disciplinary action including;

- non-payment of expenses claimed
- garnishment of wages to ensure re-payment of disbursed funds
- removal of discretionary fund access
- termination of the member's position with the URSU (as described in Article III & VIII of the URSU Constitution)
- further legal action as determined by URSU

5. Processes

5.1. Expense Claims Procedure

All claims shall follow the following procedure:

- The claimant shall fill out a Discretionary Fund Claim Form
- The claimant shall submit the form to the General Manager
- The General Manager shall consider and either decline or approve the request. If the claim is approved only then can the claimant proceed with the purchase.
- After purchase, the claimant must then submit receipts in evidence of the purchase.
- The GM will forward the claim with receipts to the Accounting Department for processing (either reimbursement to claimant or for reconciliation of a corporate credit card was used)
- The Accounting Department will issue reimbursement by way of either a cheque or direct deposit if applicable.

If the General Manager feels the form is incomplete, inaccurate or improperly filled out, they may request that the claimant re-submits the form or defer reimbursement pending the approval of the Board of Directors.

If the General Manager declines a Discretionary Fund purchase request, the claimant can appeal that decision to the Board of Directors.

The claimant shall present an accounting of expenses at the next Board of Directors meeting. If the claimant is unavailable or otherwise fails to report the expense the General Manager shall report the expense.

6. Related Information

Discretionary Fund Claim Form; Appendix 1

URSU Constitution, Bylaws and Policy: <http://ursu.ca/governance/constitution-bylaws-and-policy>