

## **SAMU Operating Budget**

### **Rationale**

Expectations on the approval of a proposed budget, together with what steps are taken should it be rejected, aid in the timely approval of each fiscal year's budget. Additional expectations direct the management of the approved budget throughout the fiscal year.

### **Definitions**

A **Budget Reallocation** is the process of moving funds from one approved budget line to another within the same SAMU department.

The **proposed budget** is the operational budget compiled and brought forward by SAMU Operations to the Finance Committee for review and recommendation.

An **unbudgeted** expenditure is any expenditure from a budget line that would cause that departmental budget to exceed the amount originally approved by Students' Council. An unbudgeted expenditure can only occur when a budget reallocation cannot be executed.

### **Expectations**

#### **Budget Approval**

- 1** The Finance Committee delivers the proposed budget for the next fiscal year to Students' Council no later than 60 days prior to the end of the current fiscal year.
- 2** The Finance Committee Chair makes a presentation on the proposed budget to Students' Council during the meeting at which the proposed budget is to be discussed.
- 3** Following the presentation, Students' Council votes either to approve or reject the proposed budget in its entirety.
- 4** If Students' Council rejects the proposed budget a Councilor is delegated by formal motion to provide a written report to the Finance Committee on the rejected budget. This report must contain a concise summary of Students' Council's concerns with the rejected budget and recommendations on how it should be improved. It must be submitted to the Finance Committee no later than one week following the rejection of the proposed budget.
- 5** If a budget is not approved before the end of the current fiscal year, SAMU operates on a provisional budget equal to the budget of the previous fiscal year until a budget for the current fiscal year is approved.
- 6** A deficit budget may only be approved if the Contingency Reserve Fund can cover the shortfall.

## **Budget Reallocations**

### **7 Budget reallocations require approval.**

**7.1** Excluding Department 12 Governance, budget reallocations of up to \$37,500 may be approved by the General Manager:

**7.2** Budget reallocations that the General Manager is unable to approve, valued at up to \$75,000 may be approved by Executive Committee via formal motion and a simple majority voting in favour.

**7.3** Budget reallocations within Department 12 Governance, valued up to \$75,000 may be approved by Executive Committee via formal motion and at least 75% of the members voting in favour.

**7.4** All other budget reallocations require formal approval from Students' Council.

### **8 All budget reallocations approved by the General Manager or the Executive Committee will be reported to the Audit Committee at their next scheduled meeting.**

## **Unbudgeted Expenditures**

### **9 Unbudgeted expenditures require approval.**

**9.1** Excluding Department 12 Governance, unbudgeted expenditures may be approved by the General Manager if at least one of the following conditions apply:

**9.1.1** For a budget line valued at \$10,000 or less, the unbudgeted expenditure does not exceed 10% of the budgeted amount approved by Students' Council.

**9.1.2** For a budget line valued at more than \$10,000 the unbudgeted expenditure does not exceed 5% of the budgeted amount approved by Students' Council.

**9.2** Unbudgeted expenditures within Department 12 Governance and Leadership, or those that the General Manager is unable to approve, valued at up to \$10,000 may be approved by Executive Committee via formal motion and a simple majority voting in favour.

**9.3** An unbudgeted expenditure cannot be approved by Executive Committee or the General Manager if the expenditure would cause the SAMU Operating Budget to exceed the actual revenues.

**9.4** All other unbudgeted expenditures require formal approval from Students' Council.



### **Departmental Budget Lines**

**10** Executive Committee may approve, via formal motion, the creation of a new budget line within a departmental budget upon a recommendation from the Finance Department.

**11** Newly created budget lines must be reported to the Finance Committee.

## Fact Sheet

**Approvals:**

First Approval – February 5, 2014

Last Approval – April 16, 2025

**Date of Last Review:** April 16, 2025

**Related Documents and Forms:****Source and Updates:**

February 5<sup>th</sup>, 2014: *Budget Approval* approved by Students' Council Motion 2014-02-05-6.1.  
Source material drawn from *Policy 38 – Budget Approval*.

April 16, 2025: *SAMU Operating Budget* policy approved by Students' Council motion 2025-04-16-7.1 on the recommendation of the Governance Committee. Updates include: defining when a deficit budget may be approved, and addition of the Budget Reallocations, Unbudgeted Expenditures, and Departmental Budget Lines sections – source material from taken from the Approval Authority Procedure.