

# THE BUDGET ACT

Revised March 2016



## Article I: Purpose

1. To assist the Treasurer in the Budget Process and Procedure.
2. To outline the Budget Process for all Northern students and staff.

## Article II: Responsibilities of the Treasurer and the Executive

1. The Treasurer shall:
  - 1.1. Create the Budget Document and update it throughout the year to reflect all SAC-related financial activity (*Article III*)
  - 1.2. Chair a minimum of two Senate Budget Meetings in the school year (*Article IV*)
  - 1.3. Determine, with the Student Council, appropriate funding for clubs and associations (*Article IX*)
  - 1.4. Oversee and approve club and association expenses, even after funding has been granted (*Article XI, sections 6-7*)
  - 1.5. Perform two formal audits of club and association spending in the school year (*Article XII*)
2. The Executive shall distribute a copy of the Budget Document as well as a letter detailing the duties of the Class Representative in regards to the budget as outlined in *Article V, section 1*.

## Article III: Budget Document

1. The Budget Document shall consist of the following, **in order of priority** (*subsections 1-6*):
  - 1.1. Set Yearly Expenses:
    - 1.1.1. Can be changed biannually, depending on funds available,
    - 1.1.2. Are to be deducted prior to funds being allowed to be allocated to other Student Council budget lines.
    - 1.1.3. Set Yearly Expenses consist of the following (*sub-subsections 1-4*):
      - 1.1.3.1. Enesses – Yearbook
      - 1.1.3.2. Student Fee Refunds
      - 1.1.3.3. Scholarships
      - 1.1.3.4. Agendas
  - 1.2. Association Expenditures (**as outlined in Article VI**)
  - 1.3. Club Expenditures (**as outlined in Article VIII**), including a list of all sanctioned clubs and their:
    - 1.3.1. Club President(s)
    - 1.3.2. Staff Advisor(s)
    - 1.3.3. Funding requests
    - 1.3.4. Approved funding amount (recommended by the Treasurer on the advice of the council and the staff advisor.)
    - 1.3.5. Fundraising Loans (as outlined in Article X)
    - 1.3.6. Revenue and Expenditures of the Student Council (SAC) Operating Budget
    - 1.3.7. SAC Charity Funds (as outlined in *Article XIV*)

## Article IV: Senate Budget Meetings

1. The Budget Meetings are to be chaired by the Treasurer.
2. A minimum of two budget meetings must be held each academic year, one before the thirty-first (31<sup>st</sup>) of October, the second no later than the tenth (10<sup>th</sup>) of March.
3. Quorum at budget meetings shall consist of no fewer than fifteen (15) voting members, one staff advisor, and the entire Executive Council.
4. The Dates of the budget meetings are at the discretion of the Executive Council.
5. After the Senate ratifies the budget, the Treasurer must distribute the Budget Document to each class representative no later than three (3) school days before the next House of Representatives meeting.

## Article V: House of Representatives Budget Meetings

1. Each class representative, upon receiving the Budget, must discuss the contents of the Budget, make the Budget available for respective homeforms to see, and take down any concerns to bring to the next House of Representatives meeting.
2. For the Budget to pass, the following requirements must be met:
  - 2.1. A minimum of fifty percent (50%) plus one (1) majority is in favor of it;
  - 2.2. At least one vote is received in favor of it from each grade.
3. The Budget must pass as a single item in the House of Representatives.

## Article VI: Association List

1. A list of NSS School Associations will be assembled prior to the first Budget Meeting of the school year.
2. Any club that petitions for and obtains association status shall be added to the above list.

## Article VII: Association Status and Funding

1. Association status is granted on the following basis:
  - 1.1. The club has been active at school for more than five (5) years, and
  - 1.2. A three-quarters (75%) majority approval is granted by the Senate and the House of Representatives.
2. SAC fund eligibility is not limited for Associations.
3. All Associations must complete a yearly club charter.
4. All Associations requesting SAC funds must submit, with their funding request, a detailed and thorough yearly Budget outlining how funds will be used. **The Association Budget must include the information outlined in, and will be considered according to, Article IX Section 1.1-1.4.**
5. Association status can be revoked with a three-quarters (75%) majority vote from the Senate and the House of Representatives.

## Article VIII: Club Funding

1. Maximum total funding for a club with full eligibility is eight-hundred dollars (\$800) for the entire school year.
2. A club which has never before received Student Council funding is only allowed a maximum of three-hundred dollars (\$300) of funds for their first time in the Budget.
3. Money allocated must seek to aid in the realization of a club's goals.
4. Whenever possible, SAC funds and student fee-purchased items or services must benefit the entire school, by holding open meetings, events, etc., and making the purchased items available for all students.
5. Monies are allocated considering the total number of students who will benefit and the **nature of the benefit to each student**.

## Article IX: Appropriate Amount and Use of SAC Funds

1. To determine an appropriate amount of funding for a club or association, the Treasurer and the Student Council shall look for and consider the following information in all submitted funding requests and club/association Budget outlines:
  - 1.1. Detailed, thorough outlines of expenses, amounts to be spent, and dates to be spent,
  - 1.2. Efforts to obtain money from other sources (e.g. fundraising activities, Parent Council, NSS Foundation),
  - 1.3. The proposed use of funds, and the nature of the benefit and number of students who would benefit in proportion to the amount to be spent,
  - 1.4. Substantial proof of past and planned expenses, including proof of current costs that are relevant and directly applicable to the current academic year (e.g. recent price quotes, invoices, and receipts).
    - 1.4.1. If current costs are not available, proof of costs based on previous years (e.g. spreadsheets and receipts from last year's activities) will be accepted.
    - 1.4.2. If past costs are not available, proof of costs without substantial evidence (e.g. rough estimates) will be accepted.
2. Field Trips do not qualify as a valid expense to be subsidized by the Student Council.
3. Funding will not be provided for curriculum-related expenses that should be covered by their respective departments within the school.

## Article X: Finances

1. No funds will be distributed without a Budget approved by the NSS School Treasurer, the SAC Staff Advisor, and the entire Student Council, including the Senate and House of Representatives..
2. All aspects of the SAC Budget shall be made available to the student body throughout the school year.
3. The Senate and the House of Representatives shall be made aware of all Student Council accounts formed by the Executive.
4. The Student Council shall not use student-granted funds to make charitable donations.
5. For ease of operation, all Student Council expenditures shall be ratified by the SAC Staff Advisor.

6. All cheques or monies given to clubs must be through a funding request form, signed off by:
  - 6.1. the Student Council Staff Advisor
  - 6.2. the SAC Treasurer
  - 6.3. the Club/Association President
  - 6.4. and the Club's Staff Advisor
7. No member of the Student Council, Club/Association member, or Staff Advisor may spend Student Council funds without prior approval by the SAC Treasurer and SAC Staff Advisor.
8. Spending of Student Council funds without approval from the SAC Treasurer and SAC Staff Advisor will be considered irresponsible behavior, and will be punished in accordance with *Article XVI, Section 17 in the Constitution*.
9. Completed Budget and Audits must contain the date and the signature of the Staff Advisor(s) and Treasurer on the title page.

#### Article XI: Auditing Process

1. The Treasurer must perform at least two Audits of all Club and Association spending: the first between the two Budget Meetings, and the second before the end of the academic year.
  - 1.1. For the purpose of auditing, all clubs/associations that have spent SAC funds must provide a report that includes the following:
    - 1.1.1. Fully disclosure and proof of all expenses using SAC funds, including receipts, invoices, and other methods for the Treasurer to identify and verify the legitimacy of expenses.
    - 1.1.2. An explanation of how these expenses have benefited the school.
  - 1.2. It is the job of the Treasurer and the SAC Executive to enforce the audit by informing Clubs/Associations with adequate time to submit information before the deadline.
  - 1.3. Clubs/Associations must provide an accurate, truthful, verifiable, and complete account of their use of SAC funds, by the deadline, as agreed on by the Executive.
  - 1.4. Any Club/Association that, without good reason, fails to provide adequate information for an audit, or fails to provide information by the audit deadline, will risk having their SAC funds revoked for the rest of the school year, only to be restored by, at the Student Council's discretion:
    - 1.4.1. Submitting and passing the Audit, (and/or, if deemed to be necessary by the Executive;)
    - 1.4.2. An appeal to the Senate with a majority (50% plus one) vote.
2. The results of this auditing process must be put forward to the Senate and House of Representatives.
3. Clubs that request and receive funding in the first Budget Meeting **as explicitly intended for the first half of the year** will have their funds relinquished to the Student Council if not used, and may re-request funds in the second Budget Meeting.
4. A club or association which through auditing the Treasurer learns to be irresponsible or dishonest with its funds will forfeit:
  - The right to receive funding for the remainder of the school year
  - And the right to receive funding for the following school year pending an appeal to the next school year's Senate, to be approved by a majority (50% plus one) vote

## Article XII: Student Activity Fee

1. The Student Activity Fee shall be a mandatory payment for the entire student body, payable at the beginning of the school year at registration.
2. Only the current Principal or Vice Principals can exempt a student from the Student Activity Fee. If a student fails to provide a waiver, the SAC executive will meet to discuss case specifics.
3. The incoming and outgoing executive shall agree upon the amount of the Student Activity Fee after consultation with both the House of Representatives and the Senate.
4. The amount determined by the SAC shall be proposed to and consulted upon with the administration.
5. For the purpose of legislation in the Senate and the House of Representatives, a fee change shall be treated as an amendment.

## Appendix I: Principal Authors

NSS CRC 2002

Jason Freedman (Chair, President Northern Student Council)

Max B. Rubin (Deputy Chair, TDSB Super Council Senator)

Jonathan Goldsbie (Deputy Chair, Epigram Senator)

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Dale R. Callender – (Student Council Staff advisor)

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## Appendix II: Revisions

Revised and Amended in 2004 By:

Gavin Nowlan (President – Student Council)

Dale R. Callender (SAC Advisor)

Revised and Amended in 2005 By:

Northern Student Council Executive

Dale R. Callender – Student Council Staff advisor

Sudeshna Dutta – Student Council Staff advisor

Revised and Amended in 2009 By:

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Sam Zivot – 2008-2009 SAC Treasurer

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Revised and Amended in 2010 By:

Casey Li – 2009-2010 SAC Treasurer

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Andrew Wong – 2010-2011 SAC Speaker

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Revised and Amended in 2016 By:

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Kat Kusic - 2015-2016 SAC Vice-President

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