



University of Alberta Students' Union
Faculty & Campus Association
Financial Reporting Form
For the fiscal year ending in 2013

Faculty: _____

Organization: _____

Date: _____

Instructions

1. This financial reporting form is due within six (6) months of your fiscal year end or by October 31 of the current academic year, whichever is later.
2. Financial reporting forms and attached documents should be submitted to the Students' Union Student Governance Advisor in hard copy. Documents can be submitted in person or via campus mail to 2-900 SUB or via email to sga@su.ualberta.ca.
3. Please follow the instructions for each section carefully. Not all FAs have to fill out all sections but **all FAs and CAs must fill out at least Sections I & V**. The Students' Union Audit Committee will not accept incomplete forms.
4. Please be advised that you may be contacted by the Students' Union Audit Committee with additional questions. You may also be asked to attend an Audit Committee meeting.
5. Please provide answers that are truthful and accurate to the best of your knowledge.
6. Please **do not staple** your forms.

*Questions about this form can be directed to sga@su.ualberta.ca.
Further information about FA reporting requirements is available in SU Bylaw 8200 and SU Operating Policy 5.19. FAs are also expected to be familiar with their responsibilities under other SU and University rules, including but not limited to SU Bylaw 5600, SU Bylaw 8100, and the Code of Student Behaviour.*

Section I

*To be filled out by **all** FAs and CAs*

1. Please provide the following information for your Vice President Finance/Treasurer.

Name: _____

Title: _____

Email: _____

Phone Number: _____

2. Please provide the title of all positions that are expected to handle money on behalf of your organization as part of their routine responsibilities. Please attach additional pages if necessary.

Initial: _____

3. Please provide the following information for the individual(s) and/or firm that audited or reviewed your financial statements for the fiscal year ending in 2013.

Name(s): _____

Title(s): _____

Firm (if applicable): _____

Email: _____

Phone Number: _____

Mailing Address: _____

How did you find your auditor or reviewer, and what is their relationship to your organization?

4. When is your organization's fiscal year end date?

5. Please provide a brief summary of your organization's process for preparing its annual budget and excerpts or a list of references to your relevant bylaws and procedures. You may append additional pages if necessary.

6. Please provide a brief summary that describes how funds, especially cash, are handled by your organization after they are collected, including but not limited to information such as:

- Minimum and maximum cash amounts on hand
- Where it is kept and how it is safeguarded until deposited into a bank
- How often a deposit is made
- Whether or not you have a debit card, and what the card can be used for

7. Please provide a brief summary that describes the processes involved in making an expenditure, including but not limited to information such as:
- How the expenditure is initiated and approved
 - What kind of pre-approval is required
 - What kind of reporting, such as receipts or approval/claim forms, is required
 - Who signs the cheques
 - Other forms of payment or reimbursement, if any

8. Where are financial documents stored, and how many years are kept? How often and what kind of backup copy is kept of computer records?

9. List any controls that are in place to prevent someone from taking money for themselves.

10. Which software program(s) do you use to maintain your financial records?

10. a. How often does your organization update its balance sheet?

- ☐ At least once per month
- ☐ At least once every four months
- ☐ Twice a year
- ☐ Once a year

11. Does your organization currently administer a Faculty Association Membership Fee (FAMF) or Campus Association Transfer Payment (CATP)?

☐ Yes. Please fill out Section II.

☐ No.

12. Does your organization currently administer a Faculty Association Special Fee (FASF)?

☐ Yes. Please fill out Section III.

☐ No.

13. Does your organization currently administer a Faculty Membership Fee (FMF)?

☐ Yes. Please fill out Section IV.

☐ No.

14. Is your organization in good financial condition?

15. Additional information to be submitted in hard copy:

☐ Audited/reviewed statements of your organization's operations and finances for the fiscal year ending in 2013 that are signed by the individual who conducted the audit/review. This should include that fiscal year's budget, with actual revenues and expenses.

Please note that the requirements of SU bylaw respecting financial reviews are as follows:

"I. Associations that collect a Faculty Association Fee or a Campus Association Transfer Payment must submit a review of the previous fiscal year's financial statements, completed by a qualified accountant or accounting firm.

II. All other Associations must submit a review of the previous fiscal year's financial statements completed by an external, qualified, and impartial individual or group"

☐ A report discussing/comparing the previous year's budget versus actual expenditures.

☐ Evidence that audited/reviewed statements of your organization's operations and finances for the fiscal year ending in 2013 were presented to your membership (e.g. AGM minutes).

☐ A projected budget for your organization for the current fiscal year, including projected revenues and expenses.

Section II

To be filled out only by FAs and CAs that collect a FAMF or CATP (FAs that answered "Yes" to Question 5 in Section I)

16. Do you collect:

☐ A FAMF?

a) If so, when is your FAMF due to expire? _____

☐ A CATP?

a) If so, when is your CATP due to be re-negotiated?

17. Does your organization have any contracts with the Students' Union?

☐ Yes. Please provide evidence of compliance with those contracts.

☐ No, our organization does not have any contracts with the SU at the time of filing.

Signature of President or equivalent: _____

18. Is your organization compliant with Students' Union bylaw at the time of this filing?

☐ Yes.

☐ No. Please explain: (you may append additional sheets if necessary)

19. Please submit the following in hard copy:

☐ A copy of meeting minutes approving the audited financial statements from the previous fiscal year signed by the person who chaired the meeting and/or the President of your organization for the current year.

☐ A copy of meeting minutes approving the budget for the current fiscal year, signed by the person who chaired the meeting and/or the President of your organization for the current year.

☐ Any other information requested by the Audit Committee of the Students' Union.

20. If your organization collects a FAMF, please submit the following in hard copy:

☐ A copy of the bylaw(s) that govern the FAMF.

Section III

To be filled out only by FAs and CAs that collect an FASF (FAs that answered "Yes" to Question 6 in Section I)

21. When is your FASF due to expire? _____

22. Does your organization have any contracts with the Students' Union?

☐ Yes. Please provide evidence of compliance with those contracts.

☐ No, our organization does not have any contracts with the SU at the time of filing.

Signature of President or equivalent: _____

23. Is your organization compliant with Students' Union bylaw at the time of this filing?

☐ Yes.

☐ No. Please explain: (you may append additional sheets if necessary)

24. Please submit the following in hard copy:

☐ A budget specific to the FASF that illustrates how funds received from the Students' Union reserve will be spent in the current fiscal year.

☐ A copy of meeting minutes approving the budget for the current fiscal year, signed by the person who chaired the meeting and/or the President of your organization for the current year.

☐ A copy of the bylaw that governs the FASF.

☐ Any other information requested by the Audit Committee of the Students' Union.

Section IV

To be filled out only by FAs and CAs that collect an FMF (FAs that answered "Yes" to Question 7 in Section I)

25. What steps is your organization taking to investigate alternatives to FMF funding? You may append additional pages if necessary.

26. Does your organization recommend the termination of the FMF in this reporting period?

- ☐ Yes. Please attach a copy of meeting minutes approving the recommendation, signed by the person who chaired the meeting and/or the President of your organization for the current year.
- ☐ No.

27. Please submit the following:

- ☐ A budget specific to the FMF that illustrates how funds will be spent in the current fiscal year.
- ☐ A copy of meeting minutes of the Faculty Student Fund Committee approving the budget for the current fiscal year, signed by the person who chaired the meeting and/or the President of your organization for the current year.
- ☐ A copy of the bylaw that governs the FMF.
- ☐ Any other information requested by the Audit Committee of the Students' Union.

Section V

To be filled out by all Faculty Associations and Campus Associations.

By signing below, I declare that the information enclosed is, to the best of my knowledge, complete and correct.

President:

Vice-President Finance/Treasurer:

Signed:

Signed:

Printed:

Printed:

Date:

Date:

FOR OFFICE USE

Received By: _____ *[name, position]*

Signed: _____

Date submitted to Audit Committee: _____