



Notice of Motion Regarding the Amendment of the Funding By-Laws Book II

Whereas, the activity of the Funding Committee is guided and limited by by-laws as detailed in Book 5 of the Finance and Operations Portfolio By-Law Book;

Whereas, the Funding Coordinator and the VP (Finance and Operations) experience difficulty enforcing accountability and accurate funding allocation for applicants which results in over funding;

Whereas, installment-based funding will create a financial incentive for applicants to submit receipts for incurred expenses, increase accountability, and will prevent over-funding;

Be it resolved, that the Finance and Operations Portfolio By-Law Book 5 be amended to include installment-based funding as outlined below:

1.1 Funding will be allocated on an installment basis conforming to the following guidelines:

1.1.1 40% of approved funding will be allocated upon approval of the funding application

1.1.2 Up to 60% will be allocated upon submission of the applicant's relevant receipts to the Funding Coordinator

1.1.3 If it is determined by the Funding Coordinator that less than 100% of the approved funding amount has been expended, the Funding Coordinator will only issue a cheque up to the actual expenses incurred.

1.1.4 The deadline for reimbursement will be set jointly by the VP (Finance and Operations) and the Funding Coordinator near the end of each semester. Failure to submit the requested documents will forfeit the funding.

1.1.4.1 Exceptions can be made on a case-by-case basis by the Funding Committee.

1.2 In the event a group or applicant requires more than 40% of the approved funding up front, the group or applicant must provide a written explanation in their application explaining their necessity. The merit of this need will be determined by a majority vote at Funding Committee.

1.3 The Funding Coordinator will be responsible for the assessment and disbursement of the remaining amount of approved funding for each group or applicant based on the submission of their expenses; he or she will communicate this information to both the VP (Finance & Operations) and the Comptroller.



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Office of the Speaker
Bureau de Président du Conseil

Moved By:
VP Bradley (Finance and Operations)
VP Fong (Clubs and Services)
VP Moustaqim-Barettee (External Affairs)

APPROVED