

MOTION REGARDING SUSPENDING THE IRS OF FINANCE 2026-01-20

Submitted for: 2026-01-20

Submitted to: SSMU Board of Directors

Document no.:

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VP Finance

**Current
Status:**

- ☐ FOR APPROVAL
- ☐ APPROVED
- ☐ POSTPONED
- ☐ COMMITTED
- ☐ NOT APPROVED

Seconded by: FirstName LastName
Position

Issue

Due to staffing constraints, it has become logistically impossible to fulfil the two-step allocation structure mandate in the IRs of Finance-05 arts. 1.1 - 1.3. The Vice-President Finance is asking for a suspension of the rules to allow for a one-step process instead.

(25-50 words)

Background and Rationale

Due to the late start of the VP Finance and the current vacancy in the Funding commissioner position, the Finance team has encountered difficulties fulfilling the requirements of Section 5 arts 1.1 - 1.3. Under these provisions, the Funding Committee allocates 50% of the approved funding up front. The group or applicant then produces a report, after which the other 50% is released. Assessment of the report is to be done by the Funding Commissioner.

Currently, the Funding Commissioner position is vacant, so the VP Finance has been covering those duties as well as his own. However, it is quite burdensome to follow this two-step process without the Funding Commissioner and could result in unacceptable delays for those applying for this funding.

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The proposal is to suspend the rules and allow the VP Finance to authorize the up front payment of 100% of the funding requests approved by the Funding Committee until such time as the Finance team staffing situation is resolved.

Alignment with Mission

This change would allow students to receive their funding faster and create more efficiency.

Consultations Completed

Consulted with the Policy and Advocacy Coordinator and the Internal Counsel & Corporate Secretary.

☒ I have read and completed the requirements outlined in the Consultation Policy.

(A minimum of two consultations, with at least one Executive Officer and the Policy and Advocacy Coordinator)

Risk Factors and Resource Implications

While there is a risk that there will be significant discrepancies between the funding applied for and what was actually spent. However, this tends to be somewhat rare in reality. Further, the risk of an excessively long time for reimbursement is much larger and has the potential to cause greater harm to students who may have to wait to be reimbursed.

Impact of Decision and Next Steps

If approved, Section 5 arts 1.1-1.3 of the IRs of Finance will be suspended until the Board reinstates them or the IRs of Finance are updated, whichever comes first.

Motion or Resolution for Approval

Be it resolved that Section 5 articles 1.1, 1.2 and 1.3 of the IRs of Finance be suspended to allow for 100% Funding Committee allocations to be paid out up front.

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Results of the
Vote

- ☐ In favour ()
 - ☐ Opposed ()
 - ☐ Abstain ()
-

Appendix A : Relevant Appendix

Wording of Section 5 articles 1.1 - 1.3:

1.1. Allocation by Installment Funding shall be allocated on an installment basis if the application exceeds 5% of the total fund allocatable by the Funding Committee for the given Fiscal Year, as determined by the Vice-President (Finance) and Funding Commissioner, and must conform to the following guidelines:

- a. Fifty percent (50%) of approved funding will be allocated upon approval of the funding application. In the event that a group or applicant requires more than fifty percent (50%) of the approved funding up front, the group or applicant must provide a written explanation in their application outlining their need. The Funding Committee may grant such a request by a Simple Majority vote
- b. Up to fifty percent (50%) of approved funding will be allocated upon submission of the applicant's Post-Funding Report.
- c. The deadline for reimbursement will be set jointly by the Vice-President (Finance) and the Funding Commissioner. Failure to submit any requested documents will forfeit the funding.
- d. The Funding Committee may make exceptions to any of the above on a case-by-case basis.

Funding shall not be allocated on an installment basis if the application is for less than 5% of the total fund allocatable by the Funding Committee for the given Fiscal Year, as determined by the Vice-President (Finance) and Funding Commissioner.

- a. The Funding Committee may make exceptions to the above guideline on a case-by-case basis.

1.2. Post-Funding Reports All Funding Applications are subject to submitting a Post-Funding Report. The Post-Funding Reports shall include:

- a. a report describing the details of the Initiative for which funding was received;
- b. a statement of the actual revenues and expenses of the Initiative;
- c. all receipts and other relevant documentation required in order to verify revenues and expenses from the Initiative;
- d. a description of any discrepancies between the proposed budget, included with the application for which funding was allocated, and the actual revenues and expenses;
- e. evidence of publicity guidelines being followed, e.g.: social media posts; f. other information as requested by the Funding Committee;

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1.2.1. In September of each year, the Funding Committee will set a deadline for all Post-Funding Reports, based on the date the Initiative is completed. This deadline cannot be less than one week after the funded initiative has ended.

1.2.2. If a funding recipient fails to submit a Post-Funding Report by the established deadline, any future funding applications from the recipient will be postponed for Funding Committee consideration until the Post-Funding Report is received. At the Funding Committee's discretion, the new funding applications can be postponed to the end of the funding period.

1.3. Assessment of Funding Commissioner The Funding Committee shall be responsible for the assessment and disbursement of the remaining fifty percent (50%), based on the Post-Funding Report received and may at their discretion refuse to allocate any part of the remaining fifty percent (50%).