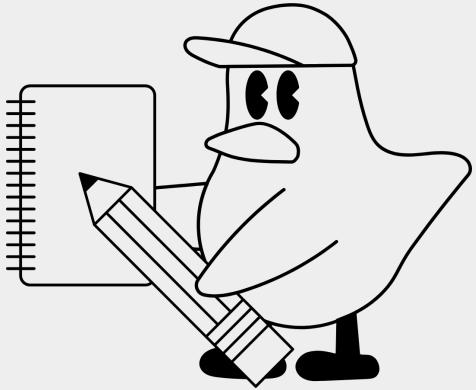
# Services 101

## 2026-2027



Association étudiante de l'Université McGill
Students' Society of McGill University

Fall 2026

# A. Services

## Services

A SSMU Service is a student-run group, officially recognized and managed by the Students' Society of McGill University (SSMU)

**What is the purpose of a service?**

- "Organizations which extend the Society's provision of services to members of the Society"
- In addition, offers resources and support, referral, awareness, education or advocacy services

**Who do services provide for?**

- All services MUST be open to ALL members of the SSMU and PGSS

## Benefits to being a SSMU Service

- Operations space
- Funding
- Insurance coverage
- SSMU email addresses
- SSMU domain for your website
- Website support
- Mailboxes
- Room booking privileges
- Canva Pro access

**What constitutes a service?**

- Departments of SSMU (internal for accounting purposes)
- Therefore, services exist legally as part of SSMU (when dealing with contracts, etc.)

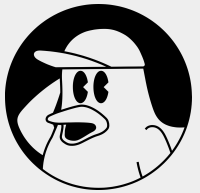
# B. Services Requirements

**To maintain status, you must do the following**

1. Submit Student Group information Form (SGIF);
2. Adhere to the Services constitution, SSMU policies, IRs, and McGill policies
3. Attend workshop(s)

5. Submit an Event Declaration Form

6. Follow financial procedures



# 1. Student Group information Form (SGIF)

Fill out the Student Group Information Form at beginning of the year, and when any information of the SGIF information changes.

📌 **Important:** If you don't submit the SGIF by the accordingly , your group will be marked INACTIVE and lose access to SSMU benefits and resources.

Information to submit:

- Executive team members' contact info
- Your service constitution
- (Need a refresh? Use this constitution template)
- Social media links
- A short group description (this will appear on the SSMU website and other platforms)

# 2. Services Workshops

(2) Executives from each Service must attend the following workshops:

**Services**
- Services 101

**Clubs + Services**
- Event Planning

**Equity & Gendered and Sexual Violence Policy (GSVP) training**

This training helps create safer and more inclusive environment.

# 3. Adhere to policies

| Service | SSMU | McGill |
|---|---|---|
| Your Service Constitution<br><br>**Services Constitution Guide** | • The Service Resources **portal**<br>• **Internal Regulations of Student Groups**<br>• **Events Section**<br>• **Contracts & Agreements Checklist.**<br>• **Internal Regulations of Finance** | Naming Conventions:<br><br>All SSMU Services must use the word **“Students”** when using **“McGill”** in their name.<br><br>If you choose to have **“McGill”** in your group name, please email the Vice-President (Clubs and Services) at **studentlife@ssmu.ca** to coordinate approval. |

# 4. Submit an Event Declaration Form

All SSMU Services may be eligible for **insurance coverage,** but declaring your events is essential to ensure your activities are covered.

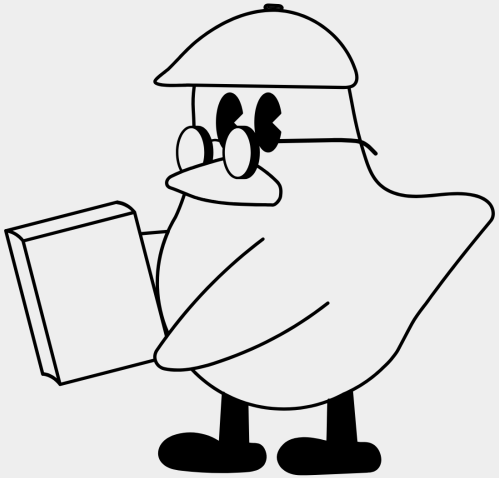
- Declare all Service events using the **External Events & Activities Declaration Form**
- **(20) business days** prior to the commencement and advertisement of any service events or activities
- This form is necessary for declaring on-campus, off-campus, and online events.

Events held in the **University Centre or Gerts do not require submission** of this form.

More information in the Event training

# 4. Follow financial procedures

- Services must conduct all financial business through the SSMU under the supervision of the VP Finance and VP Clubs & Services.



# C. Important considerations

### Human Resources

Services may not recruit, select, or engage employees or contractors. Any hiring for roles in services must be completed by the SSMU Human Resources Department **hr@ssmu.ca.**

### Contracts & Agreements

All SSMU Services are part of the Society and **have no independent legal status**. As such, they cannot enter into legally binding contracts or engage in activities that would pose a risk or liability to the SSMU.

# D. Annual Executive Transition

Ensure a smooth turnover for the following year.

**Outgoing Executives**

- Archive the Constitution and any updates to the Constitution.
- Create a group (Service) exit report
- Create a database of online credentials (passwords, usernames, etc.).
- Outline any additional information that future executives may find helpful (activities, calendars, etc.).
- Ensure that all outstanding invoices, bills, and subscriptions have been paid in full.

**Note:** It is recommended that you archive all of your files in your student group's Google Drive in order to keep all executive records and important documentation/information for future years.

# E. Services Committee

The SC is responsible for reviewing every accredited Service of the Society each year to ensure the definition and mandatory characteristics of a Service as outlined in the Internal Regulations is being met:

- Adherence of the Service to the SSMU Constitution, the Internal Regulations, the accreditation criteria, and the Service's constitution
- The provision of services provided by the Service
- The financial management of the Service
- The long-term sustainability of the Service
- Complaints lodged against the Service

- Outline any additional information that future executives may find helpful (activities, calendars, etc.).
- Ensure that all outstanding invoices, bills, and subscriptions have been paid in full.

# F. Governance

**Who are you represented by (on the Legislative Council)?**

VP Clubs & Services and the Services Representative

**What does governance do for services?**

- Both granting and revoking service status
- Passing/approving service fee proposals and increases
- The Service Review Committee (a committee of legislative council) reviews every SSMU service annually
- The SRC also reviews constitutional amendments submitted by services

*Therefore, any constitutional amendments must be submitted and approved by this committee before they can come into effect!

Governance Documents available **HERE**.

Feel free to reach out to studentlife@ssmu.ca with any governance questions!

# F. Restrictions

- Services must conduct all financial business through the SSMU under the supervision of the VP Finance and VP Student Life.
- Services must conduct all administrative business through the SSMU email
- Services may not hire staff. All staff hiring must be done by the HR department with the approval of the Executive Committee.
- Services may not sign any contractual agreements; they must go through the VP Student Life
- Individual members may not be remunerated for their involvement unless they are employed by a service; non-monetary volunteer appreciation shall be limited to $50 per person per semester.
- Alcohol may only be purchased within reasonable limit and must be approved by the VP Student Life before purchase or request for reimbursement.

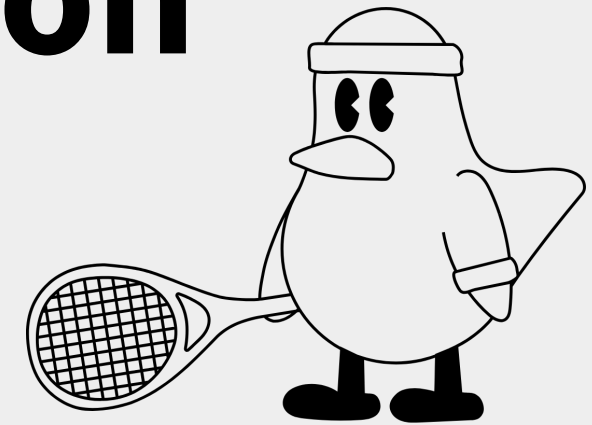
# F. Sanctions

| Sanction | Applicable actions |
| --- | --- |
| **Suspension of All Resources**<br>Suspension of all resources includes the suspension of the service bank account, access to funding, room booking privileges, and contract authorization, excluding staff salaries. | ● Violation of SSMU or McGill rules and regulations, or the Service's constitution.<br>● Outdated or incomplete Student Group Information.<br>● Failure to attend/complete workshops.<br>● Signing contracts or agreements without SSMU approval.<br>● Unauthorized purchase of cannabis or alcohol. |
| **Suspension of Booking Privileges**<br>Suspension of booking privileges includes the suspension of all discounts and prioritization of room bookings in SSMU and when using SSMU to book space on campus. | ● Misuse of booking privileges.<br>● Failure to provide event information to SSMU. |

# F. Sanctions

| Sanction | Applicable actions |
|---|---|
| **Suspension of Financial Resources**<br>Suspension of financial services includes suspension of bank account access, bank tokens, credit cards, cheques and access to SSMU funding, excluding staff salaries. | ● Incidents of unsatisfactory audit.<br>● Misuse of funds.<br>● Overdraft during the financial year.<br>● Non-payment. |
| **Suspension of Status**<br>May be prompted by multiple or continuous service requirement infractions. | ● Failure to attend/complete workshops.<br>● Multiple sanctions. |
| **Revocation of Status**<br>May be prompted by multiple or continuous service requirement infractions. | ● Multiple sanctions. |

# Promotion



# A. Promotion

These are some ideas to promote your Services, activities and events.

**Activities Night Registration**

Activities Night is an excellent opportunity for Student Groups to showcase what they do and engage with students interested in joining their group.

**Social Media**

Send Instagram posts to **@ssmustudentlife** for promo!

**Postering**

- Postering at the University Centre
- You can submit 2 posters to Kiosks of the University Centre.
- More location on campus available **here**

**Tabling at the University Centre**

- Services: 4hr per week
- Some buildings offer tabling for students, more information **here**

# H. Promotion

**CANVA**

- Each Service will use a CANVA login. One account per service. The request to joining was sent to your @ssmu.ca email.
- Feel free to contact the SSMU Communications Department for any questions about accessing CANVA Pro **commsmanager@ssmu.ca**
- **CANVA Guide**

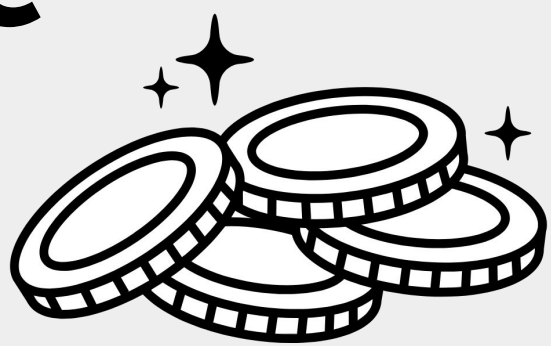
**Website support**

SSMU is here to support!

1. Assistance in building a site (hosted on the SSMU server) with a subdomain if they wish
2. Modification to an existing website.

Fill up the **Student Group Website Request Form.**

# Finance



# A . “Bank Accounts”

- Services do not have their own bank accounts.
- Instead, all SSMU money is grouped together, and yours is designated, flagged, and tracked as a separate entity within the larger account

**What does this mean for you?**

- You can’t log in to see your account info
- You can’t send Interac  E-Transfers
- SSMU pays off your service credit card for you

**If you need to see your account info:**

Ask Karen (studentgroupfinance@ssmu.ca)

# B . Signing Officers

- Signing officers authorize payments from Service funds.
- One signing officer will add their signature to each Cheque Request form submitted to accounting.
- All services must have 2 signing officers, usually the President and VP Finance.

- Signing officers must fill out this **form** when exec makes their transitions (due by June 15 or September 15), and anytime the signing officers change
  - Send the completed form to **studentgroupfinance@ssmu.ca**
  - With the form, provide scans/pictures of two pieces of government issue id.

# C. Budgets

- SSMU's fiscal year is from **June 1st until May 31st**.
- Each service must complete an annual operating budget and review it with the VP Clubs and Services and VP Finance each semester.
- Preliminary budgets should include projected fee levy amounts for the next two semesters, and all projected expenses.
- Finalized budgets should include actual fee levy amounts for the first semester, and projected fee levy amounts for the second semester.
- Previous year's surpluses/deficits roll over into the new year.

If you would like to set up a budget review at any point, please contact

Studentgroupfinance@ssmu.ca

**OR**

Studentlife@ssmu.ca

# C. Budgets

What to include in your budget?

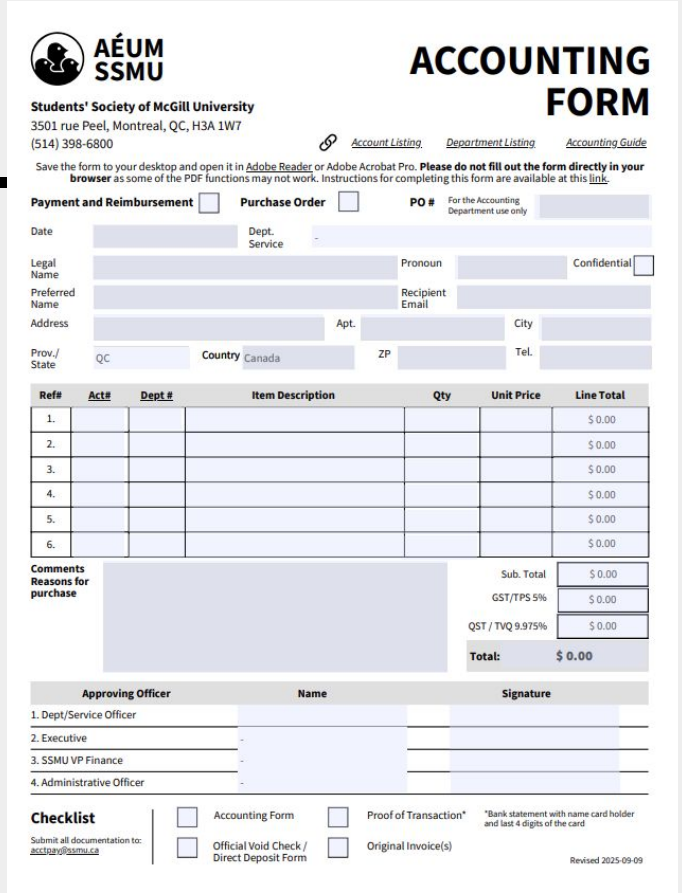
| Revenues | Expenses |
| --- | --- |
| • Fee Levy Revenue<br>• Any rollover/surplus from the previous year | All projected expenses associated with your service such as:<br>• Event expenses (venue rental, catering if have big events)<br>• Operating expenses (car rentals, equipment)<br>• Salaries of staff (communicate with hr@ssmu.ca as needed) |

# D. Reimbursement

**Step 1 -** Complete **Accounting Form**

- Include the Company's legal name, address and tax registration numbers.
- Use the **SSMU Account Listing** or **SSMU Department Listing** to identify where your purchase will fall according to your budget. If you have questions, contact the Clubs & Services Finance Coordinator at studentgroupfinance@ssmu.ca
- Cheque Requests cannot be submitted and signed by the same person.

  Example: the VP Finance of Service A cannot submit and sign their cheque request; another executive member must submit the cheque request for them.



AÉUM SSMU

**ACCOUNTING FORM**

Students' Society of McGill University
3501 rue Peel, Montreal, QC, H3A 1W7
(514) 398-6800

Account Listing | Department Listing | Accounting Guide

Save the form to your desktop and open it in Adobe Reader or Adobe Acrobat Pro. **Please do not fill out the form directly in your browser** as some of the PDF functions may not work. Instructions for completing this form are available at this link.

**Payment and Reimbursement** ☐ **Purchase Order** ☐ **PO #** For the Accounting Department use only

Date | Dept. Service

Legal Name | Pronoun | Confidential ☐

Preferred Name | Recipient Email

Address | Apt. | City

Prov./ State: QC | Country: Canada | ZP | Tel.

| Ref# | Act# | Dept # | Item Description | Qty | Unit Price | Line Total |
|---|---|---|---|---|---|---|
| 1. | | | | | | $ 0.00 |
| 2. | | | | | | $ 0.00 |
| 3. | | | | | | $ 0.00 |
| 4. | | | | | | $ 0.00 |
| 5. | | | | | | $ 0.00 |
| 6. | | | | | | $ 0.00 |

**Comments Reasons for purchase**

Sub. Total $ 0.00
GST/TPS 5% $ 0.00
QST / TVQ 9.975% $ 0.00
**Total: $ 0.00**

| Approving Officer | Name | Signature |
|---|---|---|
| 1. Dept/Service Officer | | |
| 2. Executive | | |
| 3. SSMU VP Finance | | |
| 4. Administrative Officer | | |

**Checklist**

Submit all documentation to: acctpay@ssmu.ca

☐ Accounting Form ☐ Proof of Transaction* *Bank statement with name card holder and last 4 digits of the card
☐ Official Void Check / Direct Deposit Form ☐ Original Invoice(s)

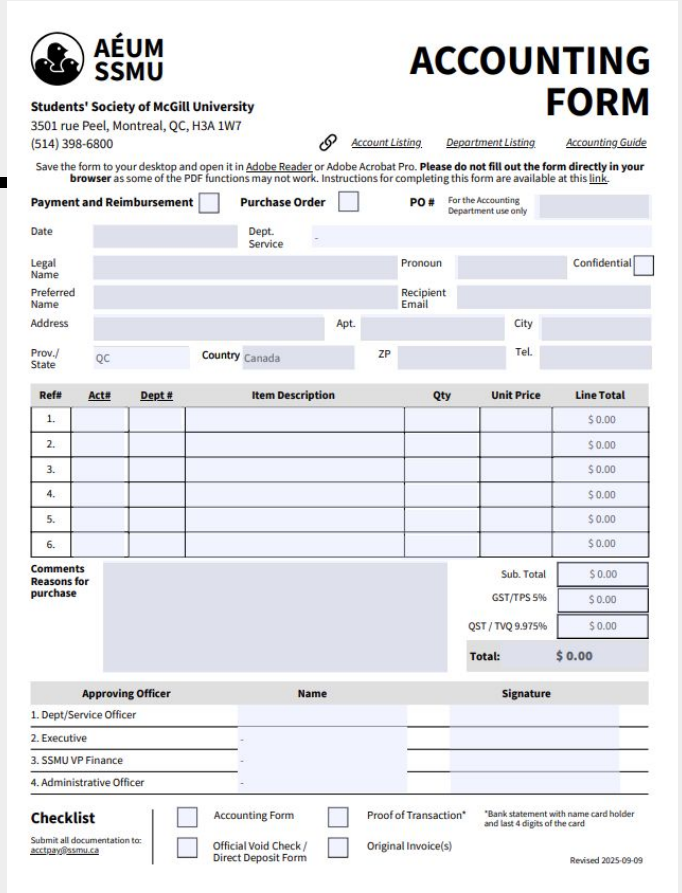
Revised 2025-09-09

# D. Reimbursement

**Step 1 -** Complete **Accounting Form**

Payment to an individual

- Make sure to write the payment recipient's **SIN** on the form for tax purposes if you are purchasing from an individual.
- The recipient is **legally allowed to refuse to provide their SIN**. In such a case, you must attach proof that the SIN was requested (email, message, etc.) and proof that the individual refused to provide their SIN.



AÉUM SSMU

**ACCOUNTING FORM**

**Students' Society of McGill University**
3501 rue Peel, Montreal, QC, H3A 1W7
(514) 398-6800

Account Listing | Department Listing | Accounting Guide

Save the form to your desktop and open it in Adobe Reader or Adobe Acrobat Pro. **Please do not fill out the form directly in your browser** as some of the PDF functions may not work. Instructions for completing this form are available at this link.

**Payment and Reimbursement** ☐ **Purchase Order** ☐ **PO #** For the Accounting Department use only

Date | Dept. Service

Legal Name | Pronoun | Confidential ☐

Preferred Name | Recipient Email

Address | Apt. | City

Prov./ State QC | Country Canada | ZP | Tel.

| Ref# | Act# | Dept # | Item Description | Qty | Unit Price | Line Total |
|---|---|---|---|---|---|---|
| 1. | | | | | | $ 0.00 |
| 2. | | | | | | $ 0.00 |
| 3. | | | | | | $ 0.00 |
| 4. | | | | | | $ 0.00 |
| 5. | | | | | | $ 0.00 |
| 6. | | | | | | $ 0.00 |

**Comments Reasons for purchase**

Sub. Total $ 0.00
GST/TPS 5% $ 0.00
QST / TVQ 9.975% $ 0.00
**Total: $ 0.00**

| Approving Officer | Name | Signature |
|---|---|---|
| 1. Dept/Service Officer | | |
| 2. Executive | | |
| 3. SSMU VP Finance | | |
| 4. Administrative Officer | | |

**Checklist**

Submit all documentation to: acctpay@ssmu.ca

☐ Accounting Form ☐ Proof of Transaction* *Bank statement with name card holder and last 4 digits of the card
☐ Official Void Check / Direct Deposit Form ☐ Original Invoice(s)

Revised 2025-09-09

# D. Reimbursement

### Step 2 - Itemized Receipt

- Photos of receipts are acceptable if they are legible and clear.
- The invoice must be payable by the **Students' Society of McGill University**, no matter what group SSMU is making the payment on behalf of.
- The **GST/TPS & QST/TVQ** number of the supplier should appear on invoices when the company collects sales taxes.
- If items being purchased are in USD, convert to CAD on the form

### Step 3 - Proof of Bank Transaction

- If they did not pay in cash, they must submit a screenshot of their bank statement or transaction history accompanying the Accounting Form. This screenshot must include the transaction price and their name. All other information may be redacted.
- If your bank documentation does not include your name, you must also submit a picture of your credit card with your name and the last four digits of your card number visible.

# D. Reimbursement

### Step 4 - Direct Deposit Information

Required:

- Transit Number
- Institution Number
- Account Number

These can be provided via one of the following:

- Void cheque
- Direct deposit form

### Step 5 - Submission

- Combine all docs into one pdf and then send to **studentgroupfinance@ssmu.ca**

Approx. time to process a request with proper documentation is ten **(10) working days.**

# D. Reimbursement

**Special cases**

- **Volunteer Limits:** If you have a hard limit for how much your volunteers can be reimbursed for a meal or an uber etc., and a volunteer has gone over that amount, you must ignore the taxes listed on the receipt, and calculate the taxes based on the hard limit that you'll be reimbursing ($25, $15, $30 etc)
    - Use a reverse HST calculator to figure this out: https://www.calculconversion.com/reverse-sales-tax-calculator-hst-gst.html
    - Ensure you've selected the right tax rate for Quebec
- **Signing officer is being reimbursed:** If this is the case, the form MUST be signed by the other service signing officer
- **Paying an individual for a service:** This is not considered a reimbursement, and so it requires both an invoice and the person's SIN or proof they have declined to provide their SIN.

# D. Test Your Knowledge - What is Missing?

☒ Cheque Request ☐ Purchase Order ☐ Petty Cash

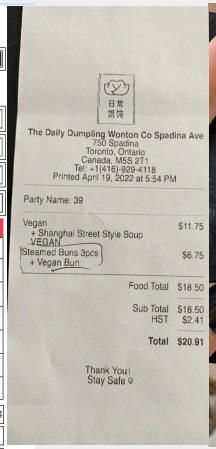
| | | | |
|---|---|---|---|
| DATE | 4/26/22 | DEPT./SERVICE | 4015 VP Finance (Admin) |
| LEGAL NAME | Alessandra McGowan | ☐ CONFIDENTIAL | |
| PREFERRED NAME | | | |
| ADDRESS | 1 oriole rd | APT. | 102 |
| CITY | Toronto | PROV./STATE | ON-Ontario |
| POST/ZIP CODE | M4V2E7 | | |
| COUNTRY | Canada | RECIPIENT EMAIL | fundcom@ssmu.ca |
| TEL. | | | |

| REF# | Act# | Dept# | DESCRIPTION | QTY | UNIT PRICE | LINE TOTAL |
|---|---|---|---|---|---|---|
| 1. | 4015 | 6111 | dinner for final fundcom meeting | 1 | 21.64 | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |
| 6. | | | | | | |
| 7. | | | | | | |

| | |
|---|---|
| COMMENTS/ REASONS FOR PURCHASE | |
| SUB/SOUS-TOTAL | 21.64 |
| GST/TPS | $2.41 |
| QST/TVQ | $0.00 |
| TOTAL | 24.05 $0.00 |

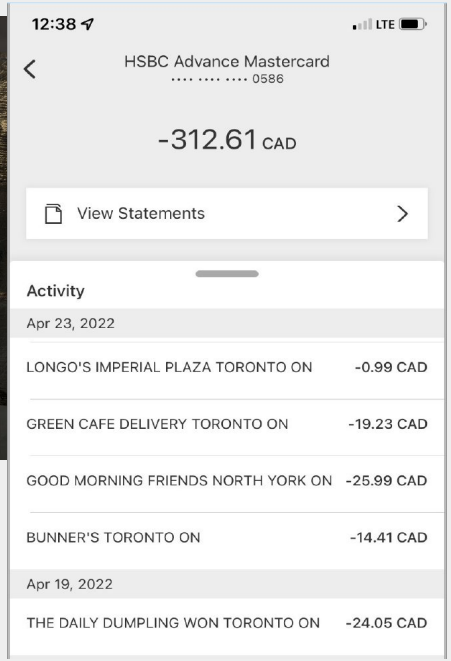
*Approved form and original invoices must be sent to the Students' Society of McGill University*
*3600 McTavish St., Suite 1200, Montréal, QC, H3A 0G3 | (514) 398-1760, acctpay@ssmu.ca*

| APPROVING OFFICER | NAME (PLEASE PRINT) | SIGNATURE |
|---|---|---|
| 1. DEPT/SERVICE OFFICER | | |
| 2. EXECUTIVE | | |
| 3. SSMU VP FINANCE | Eric Sader | Eric Sader |
| 4. ADMINISTRATIVE OFFICER | Desmond Rodrigues | |









# D. Test Your Knowledge - What is Missing?

☒ Cheque Request ☐ Purchase Order ☐ Petty Cash

| | | | |
|---|---|---|---|
| DATE | 4/26/22 | DEPT./SERVICE | 4015 VP Finance (Admin) |
| LEGAL NAME | Alessandra McGowan | ☐ CONFIDENTIAL | |
| PREFERRED NAME | | | |
| ADDRESS | 1 oriole rd | APT. | 102 |
| CITY | Toronto | PROV./STATE | ON-Ontario |
| POST/ZIP CODE | M4V2E7 | | |
| COUNTRY | Canada | RECIPIENT EMAIL | fundcom@ssmu.ca |
| TEL. | | | |

| REF# | Act# | Dept # | DESCRIPTION | QTY | UNIT PRICE | LINE TOTAL |
|---|---|---|---|---|---|---|
| 1. | 4015 | 6111 | dinner for final fundcom meeting | 1 | 21.64 | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |
| 6. | | | | | | |
| 7. | | | | | | |

COMMENTS/ REASONS FOR PURCHASE

| | |
|---|---|
| SUB/SOUS-TOTAL | 21.64 |
| GST/TPS | $2.41 |
| QST/TVQ | $0.00 |
| TOTAL | 24.05 $0.00 |

*Approved form and original invoices must be sent to the Students' Society of McGill University*
*3600 McTavish St., Suite 1200, Montréal, QC, H3A 0G3 | (514) 398-1760, acctpay@ssmu.ca*

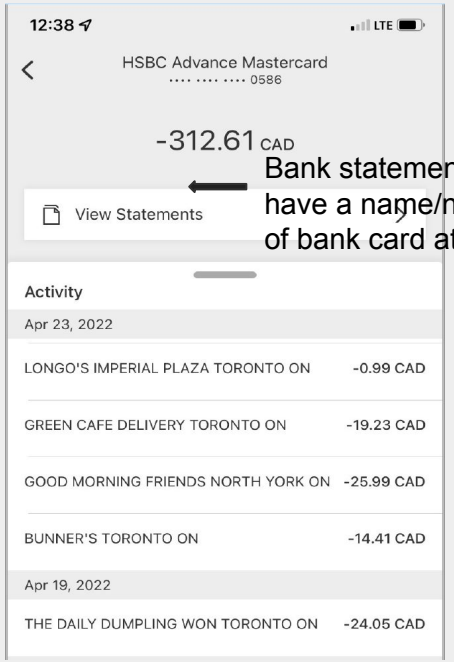
| APPROVING OFFICER | NAME (PLEASE PRINT) | SIGNATURE |
|---|---|---|
| 1. DEPT/SERVICE OFFICER | | |
| 2. EXECUTIVE | | |
| 3. SSMU VP FINANCE | Eric Sader | Eric Sader |
| 4. ADMINISTRATIVE OFFICER | Desmond Rodrigues | |

Missing a signature from a signing officer





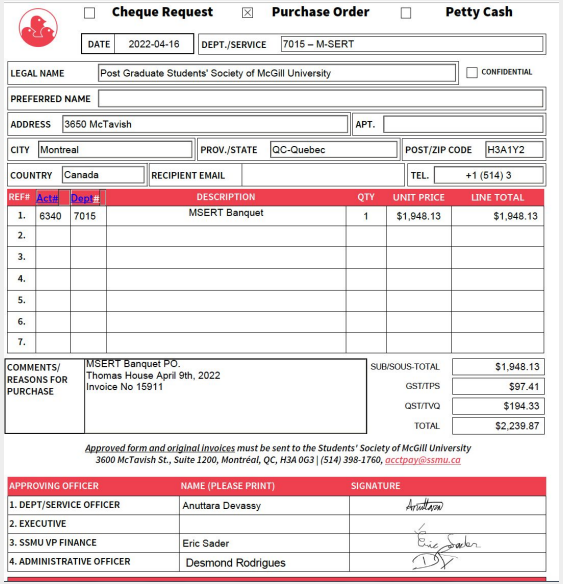





Bank statement doesn't have a name/no picture of bank card attached

No direct deposit info

# D. Test Your Knowledge - What is Missing?



☐ Cheque Request ☒ Purchase Order ☐ Petty Cash

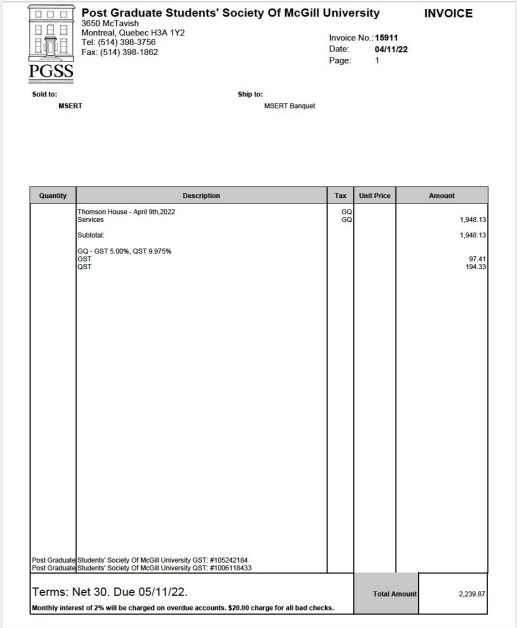
| | | | |
|---|---|---|---|
| DATE | 2022-04-16 | DEPT./SERVICE | 7015 – M-SERT |
| LEGAL NAME | Post Graduate Students' Society of McGill University | ☐ CONFIDENTIAL | |
| PREFERRED NAME | | | |
| ADDRESS | 3650 McTavish | APT. | |
| CITY | Montreal | PROV./STATE | QC-Quebec |
| POST/ZIP CODE | H3A1Y2 | | |
| COUNTRY | Canada | RECIPIENT EMAIL | |
| TEL. | +1 (514) 3 | | |

| REF# | Act# | Dept # | DESCRIPTION | QTY | UNIT PRICE | LINE TOTAL |
|---|---|---|---|---|---|---|
| 1. | 6340 | 7015 | MSERT Banquet | 1 | $1,948.13 | $1,948.13 |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |
| 6. | | | | | | |
| 7. | | | | | | |

| | | |
|---|---|---|
| COMMENTS/ REASONS FOR PURCHASE | MSERT Banquet PO.<br>Thomas House April 9th, 2022<br>Invoice No 15911 | SUB/SOUS-TOTAL $1,948.13<br>GST/TPS $97.41<br>QST/TVQ $194.33<br>TOTAL $2,239.87 |

*Approved form and original invoices must be sent to the Students' Society of McGill University*
*3600 McTavish St., Suite 1200, Montréal, QC, H3A 0G3 | (514) 398-1760, acctpay@ssmu.ca*

| APPROVING OFFICER | NAME (PLEASE PRINT) | SIGNATURE |
|---|---|---|
| 1. DEPT/SERVICE OFFICER | Anuttara Devassy | |
| 2. EXECUTIVE | | |
| 3. SSMU VP FINANCE | Eric Sader | |
| 4. ADMINISTRATIVE OFFICER | Desmond Rodrigues | |



**Post Graduate Students' Society Of McGill University** **INVOICE**
3650 McTavish
Montreal, Quebec H3A 1Y2
Tel: (514) 398-3756
Fax: (514) 398-1862

Invoice No.: **15911**
Date: **04/11/22**
Page: 1

PGSS

**Sold to:** MSERT

**Ship to:** MSERT Banquet

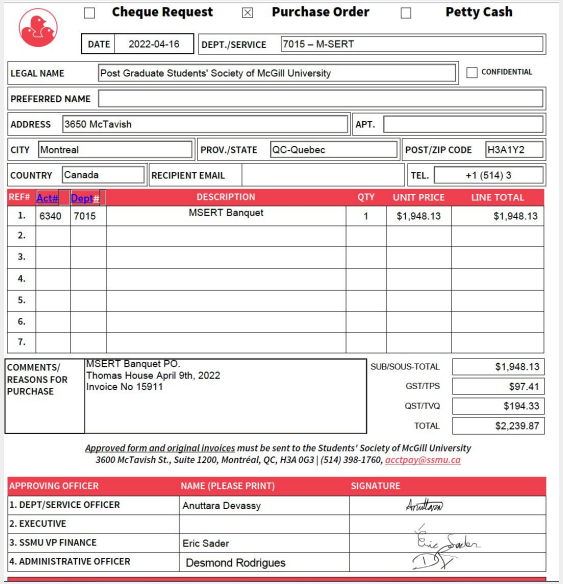
| Quantity | Description | Tax | Unit Price | Amount |
|---|---|---|---|---|
| | Thomson House - April 9th,2022 | GQ | | |
| | Services | GQ | | 1,948.13 |
| | Subtotal: | | | 1,948.13 |
| | GQ - GST 5.00%, QST 9.975% | | | |
| | GST | | | 97.41 |
| | QST | | | 194.33 |

Post Graduate Students' Society Of McGill University GST: #105242184
Post Graduate Students' Society Of McGill University QST: #1006118433

Terms: Net 30. Due 05/11/22. **Total Amount** 2,239.87

**Monthly interest of 2% will be charged on overdue accounts. $20.00 charge for all bad checks.**

# D. Test Your Knowledge - What is Missing?



☐ Cheque Request ☒ Purchase Order ☐ Petty Cash

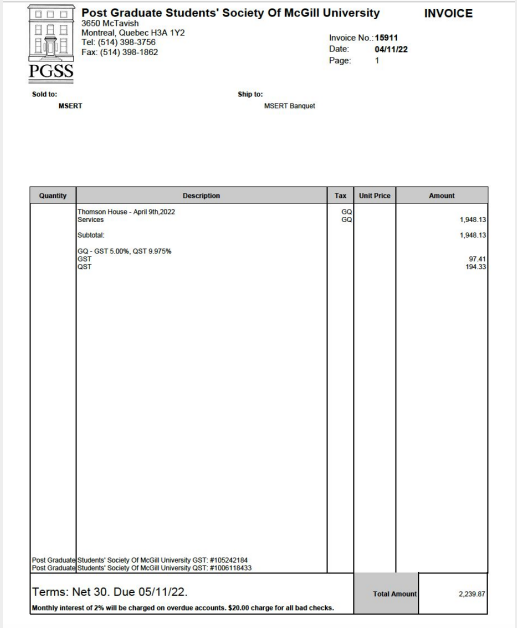
| | | | |
|---|---|---|---|
| DATE | 2022-04-16 | DEPT./SERVICE | 7015 – M-SERT |
| LEGAL NAME | Post Graduate Students' Society of McGill University | ☐ CONFIDENTIAL | |
| PREFERRED NAME | | | |
| ADDRESS | 3650 McTavish | APT. | |
| CITY | Montreal | PROV./STATE | QC-Quebec |
| POST/ZIP CODE | H3A1Y2 | | |
| COUNTRY | Canada | RECIPIENT EMAIL | |
| TEL. | +1 (514) 3 | | |

| REF# | Act# | Dept # | DESCRIPTION | QTY | UNIT PRICE | LINE TOTAL |
|---|---|---|---|---|---|---|
| 1. | 6340 | 7015 | MSERT Banquet | 1 | $1,948.13 | $1,948.13 |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |
| 6. | | | | | | |
| 7. | | | | | | |

| | | |
|---|---|---|
| COMMENTS/ REASONS FOR PURCHASE | MSERT Banquet PO. Thomas House April 9th, 2022 Invoice No 15911 | SUB/SOUS-TOTAL $1,948.13 |
| | | GST/TPS $97.41 |
| | | QST/TVQ $194.33 |
| | | TOTAL $2,239.87 |

*Approved form and original invoices must be sent to the Students' Society of McGill University*
*3600 McTavish St., Suite 1200, Montréal, QC, H3A 0G3 | (514) 398-1760, acctpay@ssmu.ca*

| APPROVING OFFICER | NAME (PLEASE PRINT) | SIGNATURE |
|---|---|---|
| 1. DEPT/SERVICE OFFICER | Anuttara Devassy | |
| 2. EXECUTIVE | | |
| 3. SSMU VP FINANCE | Eric Sader | |
| 4. ADMINISTRATIVE OFFICER | Desmond Rodrigues | |



**Post Graduate Students' Society Of McGill University** **INVOICE**
3650 McTavish
Montreal, Quebec H3A 1Y2
Tel: (514) 398-3756
Fax: (514) 398-1862

Invoice No.: **15911**
Date: **04/11/22**
Page: 1

PGSS

**Sold to:** MSERT

**Ship to:** MSERT Banquet

| Quantity | Description | Tax | Unit Price | Amount |
|---|---|---|---|---|
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| | Subtotal: | | | 1,948.13 |
| | GQ - GST 5.00%, QST 9.975% | | | |
| | GST | | | 97.41 |
| | QST | | | 194.33 |

Post Graduate Students' Society Of McGill University GST: #105242184
Post Graduate Students' Society Of McGill University QST: #1006118433

Terms: Net 30. Due 05/11/22. **Total Amount** 2,239.87

**Monthly interest of 2% will be charged on overdue accounts. $20.00 charge for all bad checks.**

**Missing deposit info of PGSS**

# D. Reimbursement

**What happens to my accounting forms after I submit the info?**

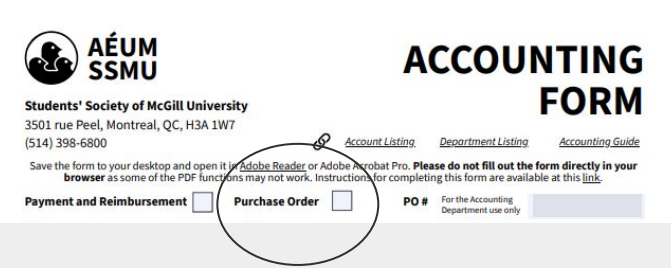
- Request is reviewed by the Service Finance Coordinator and checked for errors or missing information
- If missing info, SFC will reach out to the submitter
- If complete, Request is uploaded to our signing software
- VP Finance, VP Student Life and SSMU Comptroller must all review and sign the request
- Request is then downloaded from signing software and uploaded into to be processed folder
- Accounting reviews request and if complete, processes payment

**Make sure to plan ahead.** Time to process a request with proper documentation is ten **(10) working days.**

# E. Purchase Order

### What is a Purchase Order?

Issued by a buyer to a seller, authorizing the purchase of specific goods or services at an agreed-upon price, quantity, and terms.


AÉUM SSMU

ACCOUNTING FORM

Students' Society of McGill University
3501 rue Peel, Montreal, QC, H3A 1W7
(514) 398-6800

Account Listing | Department Listing | Accounting Guide

Save the form to your desktop and open it in Adobe Reader or Adobe Acrobat Pro. **Please do not fill out the form directly in your browser** as some of the PDF functions may not work. Instructions for completing this form are available at this link.

**Payment and Reimbursement** ☐ **Purchase Order** ☐ **PO #** For the Accounting Department use only

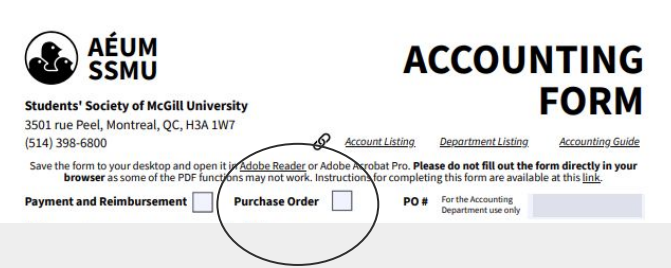
### Requirements

1. A completed accounting form with one signing officer's signature, check the PO box at the top instead of the payment and reimbursement box
2. A quote that shows the items description to be purchased and the total cost
3. Send these items to the SFC at **studentgroupfinance@ssmu.ca** to upload for approval.
4. Once approved, the SFC will send it back to the service, and let them know to either request a credit card limit increase in order to pay for it, or get in contact with the VP Finance to pay for it with their credit card.

# E. Purchase Order

### What is a Purchase Order?

Issued by a buyer to a seller, authorizing the purchase of specific goods or services at an agreed-upon price, quantity, and terms.


AÉUM SSMU

**ACCOUNTING FORM**

**Students' Society of McGill University**
3501 rue Peel, Montreal, QC, H3A 1W7
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Account Listing | Department Listing | Accounting Guide

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**Payment and Reimbursement** ☐ **Purchase Order** ☐ **PO #** For the Accounting Department use only

### Requirements

1. A completed accounting form with one signing officer's signature, check the PO box at the top instead of the payment and reimbursement box
2. A quote that shows the items description to be purchased and the total cost
3. Send these items to the SFC at **studentgroupfinance@ssmu.ca** to upload for approval. Include in your email how you want to pay for the item
4. Once approved, the SFC will send it back to the service, and let them know to either request a credit card limit increase in order to pay for it, or get in contact with the VP Finance to pay for it with their credit card.

# F. Honorarium

### What is an Honorarium?

An honorarium is a gratuitous payment for services, voluntary or informally agreed upon, to an individual that is considered as a form of taxable income under the Income Tax Act.

Honoraria can only be given to individuals, and **must not exceed $500/fiscal year**.

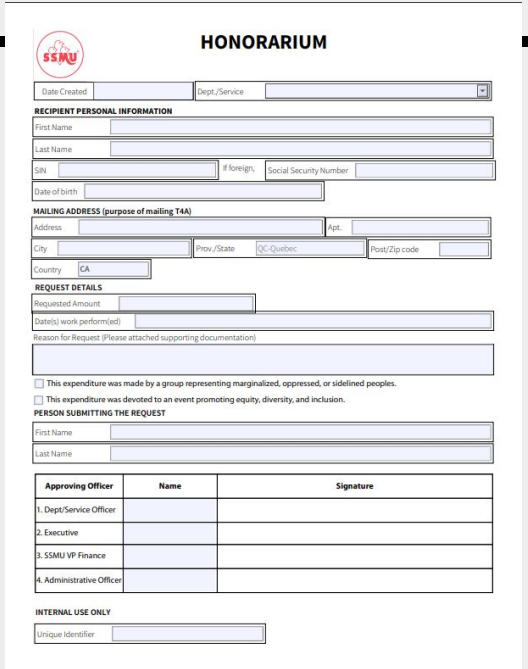
### Examples:

- Payment as “thank you” or gesture of goodwill to a non-professional.
- Individuals for conducting a seminar or workshop.
- Guest speaker participating at outreach events.
- Payment to a volunteer for assistance for setting up activities for a special event.
- Payment to a freelancer whose service are engaged on a one time or unscheduled very infrequent basis.

# F. Honorarium

### Requirements

- Fill out the **Honorarium Form**
- Banking information of the individual
- If the individual does not want to provide their SIN, please provide written proof of this as well.



HONORARIUM

Date Created | Dept./Service

**RECIPIENT PERSONAL INFORMATION**

First Name

Last Name

SIN | If foreign, Social Security Number

Date of birth

**MAILING ADDRESS (purpose of mailing T4A)**

Address | Apt.

City | Prov./State QC-Quebec | Post/Zip code

Country CA

**REQUEST DETAILS**

Requested Amount

Date(s) work perform(ed)

Reason for Request (Please attached supporting documentation)

☐ This expenditure was made by a group representing marginalized, oppressed, or sidelined peoples.

☐ This expenditure was devoted to an event promoting equity, diversity, and inclusion.

**PERSON SUBMITTING THE REQUEST**

First Name

Last Name

| Approving Officer | Name | Signature |
|---|---|---|
| 1. Dept/Service Officer | | |
| 2. Executive | | |
| 3. SSMU VP Finance | | |
| 4. Administrative Officer | | |

**INTERNAL USE ONLY**

Unique Identifier

# F. Discretionary Funding

### What is discretionary funding?

They are donations to local organizations involved in community building.

**Note**: They can only be given to other groups, not individuals!

- You can only disburse discretionary funding if your fee allows it. This is not all the services.
- Services that can provide disc funding: Queer McGill, UGE, SACOMSS

### Requirements

1. A completed **Accounting Form**
2. Meeting Minutes where discretionary funding application was voted on and approved

   Please do not highlight anything on the document!

3. Application from organization that explains the project
4. Direct Deposit Info of the organization
5. Organization receiving  a donation must issue an official receipt / Invoice

# G. Services Credit Cards

**Credit Cards**

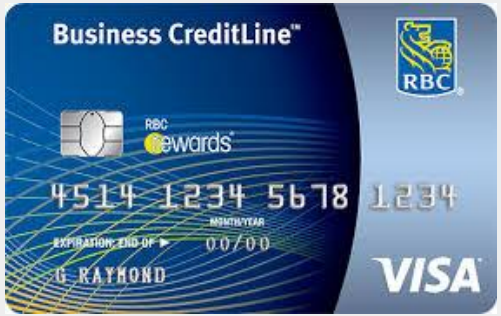
- Provide an additional way for services to pay for goods and services, outside of the accounting form process
- Can only be used for small items (expect in special circumstances)

**What can they be used for?**

- Any expenditure that is related to your service
- Good for small purchases such as snacks for volunteers, event supplies

**What can they not be used for?**

- Personal expenditures
- Expenditures not related to your service
- Drugs (including alcohol), gambling



# G. Services Credit Cards

**Credit Cards**

- If your service does not already have a credit card, please email studentgroupfinance@ssmu.ca and Studentlife@ssmu.ca
  - The credit card is in the signing officer's name, not the service's name
  - The credit card recipient is solely responsible for the card, and must be the only one using it.
- If a Signing Officer wishes to receive a CC, they must do a special training they receive it
- You will need to sign a contract before receiving your CC

# Credit Limit

**The credit limit for each card is set at 1000$**

- It can be increased temporarily for a given month based on need. Occasionally cards will be increased permanently if there is a consistent reason to spend more than $1000 per month.
- If you have expected purchases for one month that are over $1000, follow this procedure to request a temporary credit card limit increase:

**For one large purchase:**

- Submit a PO with completed accounting form and invoice/quote/screenshot proof of what you intend to purchase and how much it costs to SFC
- CSFC will request approval, and then send to service once approved
- Service should then email CSFC, VP Student Life and VP Finance to request the credit card limit increase, and include the approved PO

For many small purchases CFSC, VP Student Life and VP Finance to request the credit card limit increase and outline what the purchases are for, and how much each will cost.

# Key Reminders

- **Monthly Receipts Submission**

  All credit card receipts must be submitted by the **15th of each month** to meet the monthly reporting deadline of the **22nd**.

  **Exception:** November credit card receipts are due by December 10 due to holidays and office closure.

- **Receipts & Invoices**

  **Full itemized receipts and invoices** must be downloaded in PDF format and uploaded to the relevant monthly credit card folders.

- **Credit Card Limits**

  Cardholders must know and respect their credit card limits to avoid over-limit fees.

  Requests for temporary or permanent credit card limit increases must be submitted to the Comptroller, VP Finance, and **Accounting Analyst**.

- **Credit Card Fees**

  If the Cardholder incurs Overdraft Fees, and/or does not have the receipts for purchases, they will be personally responsible for reimbursing the Society.

  .

# Key Reminders

- **SSMU Vendors**

  Credit cards may **not** be used for purchases from established SSMU vendors. These vendors must be paid by **ACH transfer** through a signed Cheque Request.

  If you are unsure who the established vendors are, please contact **Accounting** for clarification

- **Large Purchases**

  Any credit card purchase **over $1,000.00** must have an approved Purchase Order (PO) **in advance.**

- **Year-End Process**

  Credit cards for departing cardholders will be closed on **April 30**.

  New credit cards for **incoming cardholders** will be issued at the beginning of **June** upon receipt of signed agreements.

# Procedures for Cardholders

- **Agreement & Guidelines**

  Cardholders **must read and sign the Credit Card Agreement** before receiving their credit card.

  Cardholders must also review the **SSMU Credit Card Guidelines** uploaded in their designated folders.

- **Card Issuance**

  New credit cards will be ordered through the **RBC NextLogic Platform**.

  Cards should be received within **14 business days.**

- **Card Activation**

  Upon receipt, cardholders must:

  - **Sign** the back of their credit card.
  - **Activate** the card.
  - **Obtain their PIN** by calling 1-877-334-9938.

# Procedures for Cardholders

## Monthly Reporting Requirements

1. Upload **full, detailed, itemized receipts and invoices** into the appropriate credit card folders by the **15th of each month**, based on the uploaded monthly credit card statements.

2. Download the Excel file named “Statement_Manager” and complete it with the following:

- GL Account Number
- Department Code
- Short description of each expense/transaction on the statement.

# Credit Card Policy

## 1. Purpose

The SSMU Credit Card is to be used exclusively for SSMU business-related expenses that can only be paid using a credit card.

## 2. Authorized Use

The credit card must be used solely by the designated cardholder.

## 3. Prohibited Expenses

The following expenses are strictly prohibited:

- Alcohol
- Casino-related expenses
- Cash advances
- Gambling
- Drugs
- Personal expenses

# Credit Card Policy

### 4. Receipt Submission and Compliance

| Cardholder Type | First Occurrence of Missing Receipt | Second Occurrence of Missing Receipt |
|---|---|---|
| **Employee** | Payroll deduction for total amount of purchases without receipts | Credit card privileges revoked permanently |
| **Department Cardholder** | Reimburse amount via e-transfer to acctrecv@ssmu.ca | Credit card privileges revoked permanently |

# General Reminders

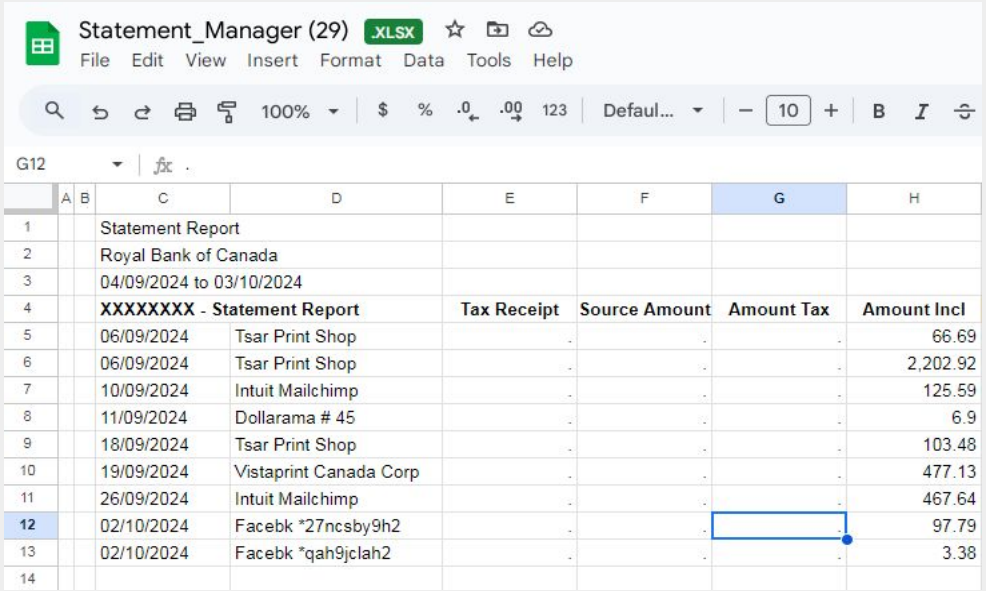
- Always keep original receipts for all credit card transactions.
- Submit receipts promptly and ensure they match the purchases listed on the statement.
- Review the list of prohibited expenses before using the card.
- Report lost or stolen cards immediately to the SSMU Finance Office.
- Maintain clear documentation for any shared or departmental purchases to avoid misunderstandings.

# Statement & Reconciliation Workflow

| Step | Responsible | Task | Timeline |
|---|---|---|---|
| 1 | **RBC NextLogic** | Automatic email reminder: “Your Credit Card Statement is Ready” | Between 4th–6th of the following month |
| 2 | **Valentina** | Sends friendly reminder email to cardholders that statements in PDF and Excel formats are ready and placed in their folders | Next business day |
| 3 | **Cardholders** | Complete the expense report (downloaded Excel file “Statement_Manager”) and upload all supporting documentation (full itemized receipts/invoices, signed PO for expenses over $1,000.00) in the proper monthly folder | Within 5 business days |
| 4 | **Valentina** | Reconcile credit card transaction details | Within 2 business days |
| 5 | **Valentina** | Process credit card reconciliation in Sage | Within 1 business day |
| 6 | **Desmond & VP Finance** | Review and approve reconciliation | Within 2 business days |

# Example of Expense Report

1. Downloaded Excel File: “Statement_Manager”



Statement_Manager (29) .XLSX

File Edit View Insert Format Data Tools Help

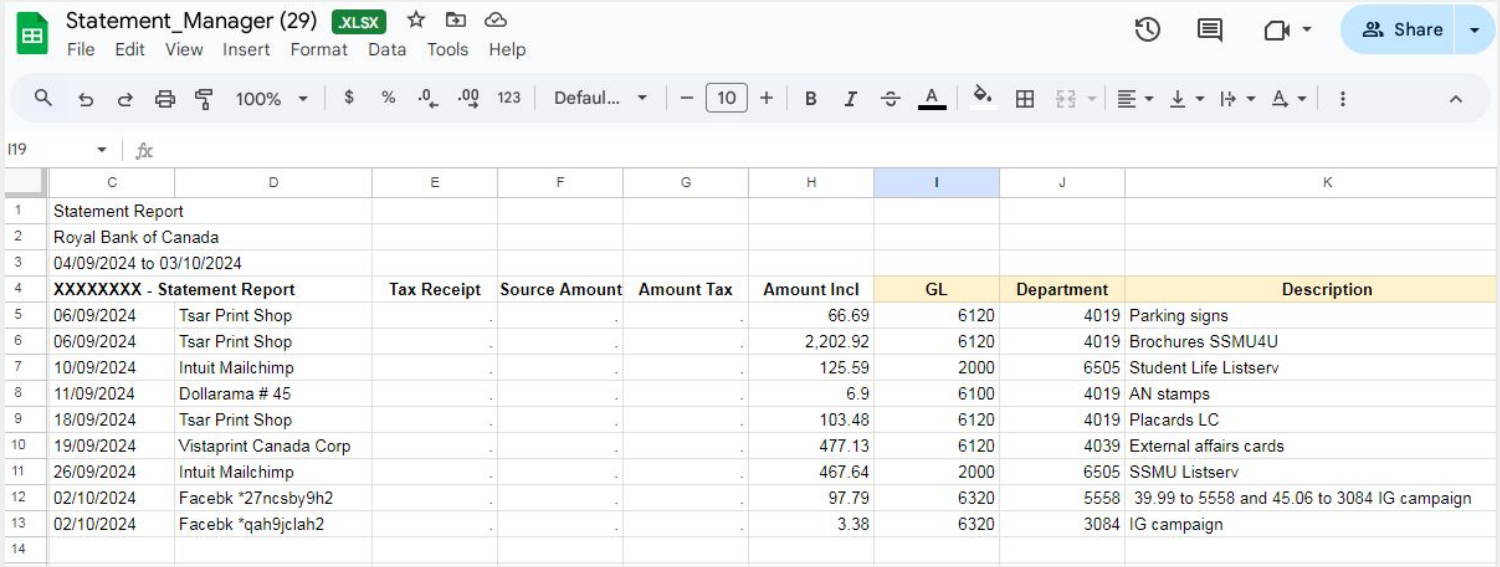
100% $ % .0 .00 123 Defaul... 10 B I

G12

| | C | D | E | F | G | H |
|---|---|---|---|---|---|---|
| 1 | Statement Report | | | | | |
| 2 | Royal Bank of Canada | | | | | |
| 3 | 04/09/2024 to 03/10/2024 | | | | | |
| 4 | **XXXXXXXX - Statement Report** | | **Tax Receipt** | **Source Amount** | **Amount Tax** | **Amount Incl** |
| 5 | 06/09/2024 | Tsar Print Shop | | | | 66.69 |
| 6 | 06/09/2024 | Tsar Print Shop | | | | 2,202.92 |
| 7 | 10/09/2024 | Intuit Mailchimp | | | | 125.59 |
| 8 | 11/09/2024 | Dollarama # 45 | | | | 6.9 |
| 9 | 18/09/2024 | Tsar Print Shop | | | | 103.48 |
| 10 | 19/09/2024 | Vistaprint Canada Corp | | | | 477.13 |
| 11 | 26/09/2024 | Intuit Mailchimp | | | | 467.64 |
| 12 | 02/10/2024 | Facebk *27ncsby9h2 | | | | 97.79 |
| 13 | 02/10/2024 | Facebk *qah9jclah2 | | | | 3.38 |
| 14 | | | | | | |

# Example of Expense Report

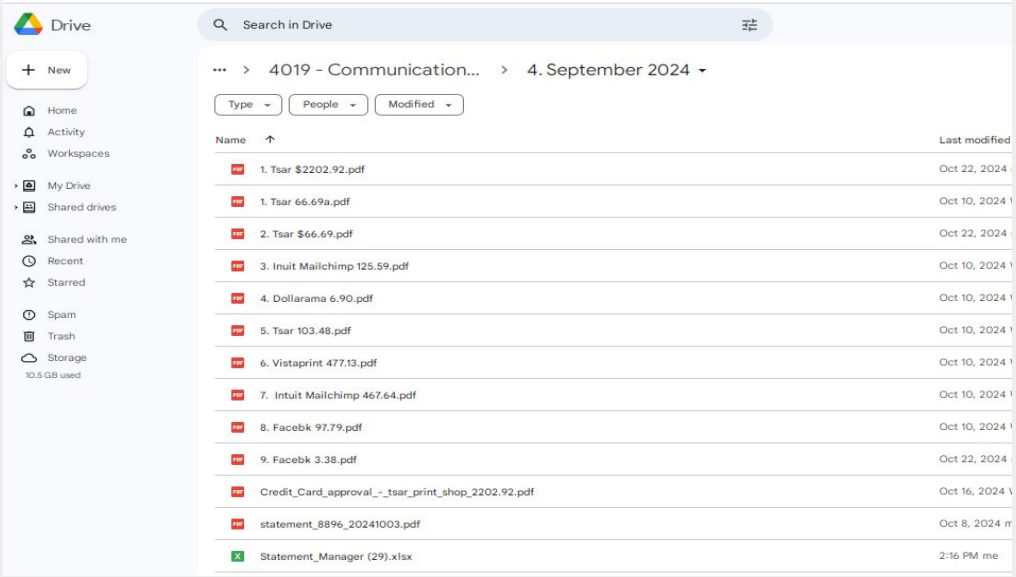
2. Completed File “Statement_Manager” (Add GL code, Department number and description)




| | C | D | E | F | G | H | I | J | K |
|---|---|---|---|---|---|---|---|---|---|
| 1 | Statement Report | | | | | | | | |
| 2 | Royal Bank of Canada | | | | | | | | |
| 3 | 04/09/2024 to 03/10/2024 | | | | | | | | |
| 4 | **XXXXXXXX - Statement Report** | | **Tax Receipt** | **Source Amount** | **Amount Tax** | **Amount Incl** | **GL** | **Department** | **Description** |
| 5 | 06/09/2024 | Tsar Print Shop | | | | 66.69 | 6120 | 4019 | Parking signs |
| 6 | 06/09/2024 | Tsar Print Shop | | | | 2,202.92 | 6120 | 4019 | Brochures SSMU4U |
| 7 | 10/09/2024 | Intuit Mailchimp | | | | 125.59 | 2000 | 6505 | Student Life Listserv |
| 8 | 11/09/2024 | Dollarama # 45 | | | | 6.9 | 6100 | 4019 | AN stamps |
| 9 | 18/09/2024 | Tsar Print Shop | | | | 103.48 | 6120 | 4019 | Placards LC |
| 10 | 19/09/2024 | Vistaprint Canada Corp | | | | 477.13 | 6120 | 4039 | External affairs cards |
| 11 | 26/09/2024 | Intuit Mailchimp | | | | 467.64 | 2000 | 6505 | SSMU Listserv |
| 12 | 02/10/2024 | Facebk *27ncsby9h2 | | | | 97.79 | 6320 | 5558 | 39.99 to 5558 and 45.06 to 3084 IG campaign |
| 13 | 02/10/2024 | Facebk *qah9jclah2 | | | | 3.38 | 6320 | 3084 | IG campaign |
| 14 | | | | | | | | | |

# Example of Expense Report

3. Upload the files to the drive assigned by the Accounting Department



# G. Finance Contact

| | |
|---|---|
| **Cheque Requests and Finance** | Karen Castro<br>**studentgroupfinance@ssmu.ca** |
| **Credit card reconciliations/issues** | Valentina Bashkatova<br>**vbashkatova@ssmu.ca** |
| **Credit card limit increases** | VP Finance and VP Student Life then Desmond Rodrigues<br>**drodrigues@ssmu.ca** |
| **Account Balance Info** | Jing Men<br>**jmen@ssmu.ca** |

# H. Fee Increase Referendums

Steps to get your fee increase referendum on the referendum:

1. MANDATORY consultations: VP Finance, VP Clubs & Services, Governance Affairs Coordinator.
2. Motion must include a budget (including clear information on what the increase will cover) and fee question wording must follow the example.

1. Draft your motion for a fee increase **Guide** **Template** *MAKE A COPY FIRST
2. Contact Policy & Advocacy Coordinator to review motion.
3. Submit motion to Services SubCommittee, who will review the motion and approve or reject it.
4. If approved, the VP Clubs & Services will raise the motion at Legislative Council, where it will either be approved or rejected
5. If approved, the motion will then be submitted to the Chief Returning Officer to include on the referendum ballot

# Hiring

Fall 2025

# A. Creating Paid Staff Roles

**Process for creating a new paid position in an SSMU Service**

1. Notify the VP Student Life and HR Department (hr@ssmu.ca) of the interest in creating a new position, with the following materials:
   A. Proposed job title and job description

   B. Proposed contract hours

2. The VP Student Life and HR Manager will develop final contract conditions for Executive Committee approval before they are sent to the Services Committee.

3. The Services Committee will review the conditions (ensuring alignment with budget & mandate) and provide a recommendation to the Executive

5. Once the Executive Committee approves the creation of the new role, the job will be posted on the SSMU website by the HR department.

6. The SSMU HR Department will collaborate with a Service representative to perform recruitment in-line with the standards of the collective agreement.

7. The Service will choose a candidate and send the name and details of that candidate to HR for hiring to be approved at the Executive Committee.

8. Start dates are 2 weeks after the date of Executive Committee approval.

# B. Vacant Positions

**If an existing position goes vacant due to resignation:**

1. The employee should send a resignation email, CCing the service, noting their final day of work in advance, to the HR Manager (hr@ssmu.ca)

2. If this is not done inform the HR Manager (hr@ssmu.ca) **immediately** so they can commence offboarding from payroll platforms

3. Inform the HR Manager if you would like to rehire and if there are changes to the job description or remaining contract hours left by the employee.

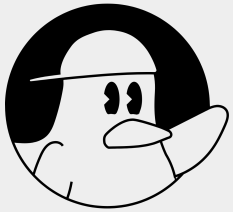
A. If the role is elected please follow the Service Constitution on election processes

4. If conditions are not changing the role can be posted immediately, if the job description or hours are changing Executive approval is required.

5. Once posted the Service can work with HR to ensure recruitment follows the collective agreement.

6. When the Service chooses a candidate they can inform HR of their information to send for approval to the Executive Committee.

7. The employee start date is 2 weeks after the date of Executive approval.



# Want to get involved?

**Join Legislative Council!**

- Represent service in the main political decision making body of SSMU
- Make change for student life on campus
- 2 meetings / month
- Open to all service executives

# Contact

Fall 2025

# A. Contact

VP Clubs and Services
**studentlife@ssmu.ca**

Clubs & Services Finance Coordinator
**studentgroupfinance@ssmu.ca**

# Thank you!

