Budget Protocol

Updated as of 2026-09-22

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

Située sur les territoires traditionnels des collectivités Haudenosaunee et Anishinaabe.
Located on Haudenosaunee and Anishinaabe, traditional territories.

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1. Authority

1. The Vice-President (Finance) has the authority to alter all budgets when preparing the Original Operating Budget and Revised Operating Budgets.

2. Operating Budgets shall be prepared by Internal Department Directors and submitted to the Vice-President (Finance) and the General Manager who shall revise them. The Vice-President (Finance) should consult with the General Manager, the Human Resources Manager, the Comptroller, and the Assistant Comptroller in the preparation and finalization of the Operating Budgets, but the final authority shall remain with the Vice-President (Finance).

3. The Society's Operating Budget must be approved, in the following order, by:
    a. the Executive Committee;
    b. the Legislative Council; and
    c. the Board of Directors.

2. The Original Operating Budget Process

1. There shall be a group (henceforth referred to as 'The Taskforce') that shall be responsible for creating the Original Operating Budget, which shall include the Assistant Comptroller, the Comptroller, the General Manager, and the Vice-President (Finance).

2. The timeline for the Original Operating Budget shall be the following:
    a. By the 1st of March, the creation of the Original Operating Budget for the next Fiscal Year must be initiated.
    b. By the 7th of March, the Assistant Comptroller must produce and review the previous Fiscal Year Departmental actuals, the Revised Budget, and the current Fiscal Year (to-date) actuals, and submit them to the Taskforce to review.
    c. By the 14th of March, the Taskforce must make adjustments where necessary to ensure accuracy and completion
        i. Once the Taskforce has finished reviewing and approved the above documents, then the Assistant Comptroller must send these documents to their respective Internal Department Directors or Officers.
    d. By the 1st of April, each Internal Department Director or Officer must have developed an Original Departmental Budget, including proposals, rationale and justifications, for their respective Internal Department and submit these drafts to the Taskforce.

i. The Taskforce must compile the information into one document for review, with consultations with Internal Department Directors or Executive Officers as necessary.
ii. The Taskforce will have the discretion to make adjustments as necessary to the Original Departmental Budgets provided by the Internal Department Directors or Officers, with final authority rested in the Vice-President (Finance).

e. By the 21st of April, the final draft of the Original Operating Budget proposed by the Taskforce must be submitted and approved by the following Governing Bodies in order: Executive Committee, Legislative Council, and the Board of Directors.

3. The Board of Directors may, by resolution, change any of the timelines and deadlines related to the Original Operating Budget.

4. In the case that the Original Operating Budget projects a deficit of more than 1 percent of the Base Fee revenue for the upcoming year, the Board of Directors must:
   a. Put forward a referendum question in the following semester to increase the SSMU Base Fee and the Executive Committee will collectively oversee the campaign; and
   b. Create a Plan for reducing operating expenses in the case that the Membership Fee referendum question does not pass. This Plan must be presented and approved by the Legislative Council and Board of Directors, and must be implemented after two failed Membership Fee Increase campaigns. This Plan must include a timeline for reducing existing operating expenses.

5. In the case that the Original Operating Budget projects a deficit of less than 1 percent of the Base Fee revenue for the upcoming year, the Vice-President (Finance) shall propose adjustments in operations to reduce costs that shall be approved by the Board of Directors.

3. The Revised Operating Budget

1. The Vice-President (Finance) is responsible for revising the Operating Budget twice a year, once in November and once in February.

2. By October 25th for the first revision, or February 1st for the second revision, the Vice-President (Finance) shall work with the Officers, and staff to review the figures for all Department Budgets. The Vice-President (Finance) shall compile all Department Budgets into a Revised Operating Budget for the November or February Budget revision.

3. It is the responsibility of the Vice-President (Finance) to submit a Revised Operating Budget for approval by the Legislative Council by November 25th for the first revision, or February 28th for the second revision, of each Fiscal Year.

4. Until the Legislative Council and the Board of Directors have duly approved the Revised Operating Budget, the Vice-President (Finance) shall ensure that Departments do not exceed their permitted subsidy as stipulated in the Original Operating Budget.

5. The Board of Directors may, by resolution, extend any of the deadlines related to Revised Operating Budgets.