Understanding Arts and Humanities Students’ Council Finance

Please keep in mind we are still learning the process too.

The majority of financial issues come from a lack of information. Please give as much information as possible in order for your refund to go smoothly.

Unwritten Rules in Finance

1. If it is not in the approved budget, it cannot be reimbursed.
2. For an event on campus, you have to order food from a place that has an outlet somewhere on campus. (This rule has sometimes been enforced, but I’ve never seen it written anywhere, so just do your best)
3. I don’t think we can refund alcohol.
4. We cannot buy gift cards
5. We cannot pay cash

**Where Our Money Comes From**

1. USC Money

The USC provides a set amount of money to each faculty, currently about $1500, as well as an amount based on the number of students in the faculty, roughly another $1500. This money goes into a USC account. This account can have withdrawals and deposits made. This account is where honorariums are taken from. Even though this account is very versatile, it holds a very small portion of our funds and is not used as often as the SDF account. It is however, very helpful in emergencies.

1. Student Donation Fund

Each student who registers in the Faculty of Arts and Humanities pays a $50 ancillary fee (that one can sometimes opt out of, the rule changes yearly) to the Student Donation Fund. A minimum of $10,000 of this Fund is set aside for the SDF Grant, where students within the faculty apply to receive some of this money to fund their projects and initiatives. The rest of the money is placed in an account managed by the Dean’s Office. This account is where the majority of AHSC’s money comes from. This account does not allow deposits, and money is not directly withdrawn by council members. The Dean’s office controls the transactions, none of which are done physically.

1. Sales

Money from sales comes from things like publication sales or event tickets, such as formal. However, the majority of this money tends to be donated, like formal proceeds going towards a chosen charity.

**Reimbursements**

How it works: when receipts are submitted to the AHSC, the Finance Portfolio records the information in the budget tracker, compares it to the budget, and then passes it along to the Dean’s office. In the Dean’s Office they ensure all necessary information is present and valid, that the spending was authorized, and that the funds for requirement are present in the account. From there, the receipts are passed along to the Finance department of the University, who do their own research, and then issue reimbursement cheques. In order to not put yourself at financial risk, I would advise reaching out to the Finance team about anything that will cost you more than $100, to see if it can be paid directly by the Dean’s Office.

**How to be Reimbursed**

To be reimbursed certain information needs to be provided. Your name, address, email, student number, and phone number are all necessary. Your student number and preferably uwo email are to ensure you are a student. Non-Western Students can be reimbursed but it is a slightly different process.

When giving information for someone else to be reimbursed, such as with invoices or with the credit card, please provide name, phone number, email, company, and what event it was for.

1. **Receipts**

Receipts are a somewhat complicated process in that very specific receipts are needed. Receipts need to show the items purchased and proof of purchase. Sometimes one receipt has both of things, whereas other times multiple receipts are needed. If you only have one, you cannot be reimbursed

Example A: Dollar Store Receipt

A receipt from a store where items are scanned and then paid for generally list all the items and show that you have paid. This receipt checks both boxes.

Example 2: A Restaurant Receipt

When you order food at a restaurant, they bring you the cheque, and then you pay. The first cheque lists the items purchased, whereas the receipt you are given after you pay provides proof of purchase. Both of these would be required to get reimbursed, so keep track of both.

Example 3: Pizza Places

When you order pizza, whether pick up or delivery, two different receipts are often needed. When delivered, get a receipt when you pay, but also ask them to bring an order receipt, which shows the pizzas ordered. When you are picking up the pizza, there is generally the order paper attached to the box, make sure you have it.

1. **Invoices**

Invoices can be paid in two ways, by the student, or by the Dean’s Office. If an invoice is paid by the student you need evidence that you paid it, so a paid invoice slip. Otherwise invoices can be sent directly to the Dean’s Office (through AHSC), and they will be paid. I’d advise having the Dean’s Office pay as invoices are often larger amounts.

They should be addressed to: University College Room 2220. London Ontario N6A 3K7

1. **Credit Card**

The Dean’s Office holds a credit card that has the ability to pay for things without having to go through the reimbursement process. If ample time and sufficient information is given, the credit card can pay for bookings and supplies.

1. **Speed Code**

The speed code is a magic portal, kind of like a bank account number, that allows you to instantly pay for things. Unfortunately, it only extends to certain commodities on campus.

**Where to get Reimbursed**

When you have your receipts and information, go to the second floor of University College, Room 2135 (otherwise known as the AHSC office). The tall bookshelf on the left side of the room has envelopes on the top shelf. Take an envelope and put your receipts/papers inside. On the back write your name, uwo email, phone number, address, and what the receipts are for. Seal the envelope and place it in the folder taped to the wall behind the microwave. These instructions are printed on that folder as well.

**For the 2020-2021 Year** Please reference the document “Refunds during a pandemic”

 **How to Draft a Budget**

Step 1: Look at last year’s budget. Creating a budget is not something most people have experience with and that’s okay. A great place to start is looking at the previous year’s and figuring out what you would like to change. Take into consideration the success of those events and how much of your budget was actually spent and make adjustments. Talk to those who planned before you and ran events, consider their input. As of the 2019-2020 academic year we implemented a budget tracker. Reference that and see how much of your portfolios budget was actually spent last year.

Step 2: Make a list of everything you want to spend money on. All events, initiatives, giveaways and whatnot. Determine which are feasible for that year. I ask that you do as much research as possible for each item. Price out what everything will cost. Look at different options. This seems tedious but I am hoping everyone is enthusiastic about their events. Once you have priced out each item, give yourself a little bit of wiggle room. Depending on the scale, overestimate a little bit. If you are only spending $50 don’t budget $150, try $80.

If you have any questions, please contact ahscfinance@gmail.com