

DMSS Terms of Reference: Financial Policies

Revised May 8, 2023

SECTION 1: PURPOSE

- a. To ensure responsible planning, management, and reporting of Dalhousie Medical Students' Society (DMSS) finances.
- b. To ensure appropriate oversight of the financial matters of the DMSS.

SECTION 2: ACCOUNTING POLICIES & PROCEDURES

- a. Fiscal Year End
 - i. The DMSS fiscal year shall end August 1st of each calendar year.
- b. Basis of Accounting
 - i. VP Finance shall record all transactions on the cash basis of accounting whereby revenue is recognized when cash is received and expenses are identified when cash is disbursed.
- c. Transactions
 - i. Transactions shall be recorded by the VP Finance in a protected Excel document accessible to the following DMSS Executive members:
 1. President
 2. VP Finance
 3. VP Internal
- d. Account Reconciliations
 - i. The VP Finance shall reconcile all DMSS accounts each month. These include, but are not limited to:
 1. Scotiabank accounts
 2. Other online transaction accounts
 - ii. The VP Finance and President shall meet monthly, one week prior to every DMSS meeting, to review account reconciliations and discuss outstanding transactions.
 1. Both the VP Finance and President will sign off on the reconciliation for the given month.
- e. Recordkeeping
 - i. All books and records of the DMSS shall be maintained online and at the office of the DMSS.
 - ii. Any books or records of DMSS may be inspected by any active member, or a designate determined by the President and VP Finance, at the aforementioned office of DMSS upon that member giving reasonable notice to the VP Communications or VP Finance.

SECTION 3: INTERNAL CONTROLS

- a. Conflict of Interest
 - i. A conflict of interest, in fact or appearance, shall be disclosed to DMSS promptly.
 1. After disclosure, the DMSS signing officers shall review the conflict of interest and ensure the individual recuses themselves from the transaction, if necessary.

- b. Segregation of Duties
 - i. Financial duties shall be distributed among multiple DMSS members to ensure protection or error.
 - 1. Distribution of duties are highlighted in the DMSS Constitution and Terms of Reference: Roles & Responsibilities.
- c. Signing Authority
 - i. The signing officers of the DMSS shall hold the following positions on the Executive:
 - 1. President
 - 2. VP Finance
 - 3. VP Internal
 - ii. All cheques and electronic funds transfers are to be co-signed by two of the following members:
 - 1. VP Finance
 - 2. President
 - 3. VP Internal
 - iii. Should the payee be one of the three members with signing authority, as described above, the cheque(s) or electronic funds transfer(s) must be co-signed by the other two members.
 - 1. Signing authority shall be handed over to the incoming officers no later than two (2) weeks into the fiscal year (August 1st, annually).

SECTION 4: FINANCIAL PLANNING & REPORTING

- a. Budgeting Process
 - i. The VP Finance shall submit a proposed budget to the Council for the current fiscal year based on Budget Committee input (See Terms of Reference: Standing Committees)
 - ii. The Council shall review, amend as necessary, and approve the proposed budget by the end of October of that year.
- b. Internal Financial Reports
 - i. Shall be able to produce a statement on request of Council or General Meeting, showing the assets, liabilities and financial condition of the DMSS.
- c. Audit
 - i. A bi-annual audit is performed by the Dalhousie Student Union (DSU) on the DMSS accounts as outlined by the DSU Constitution.
 - ii. An internal audit shall be performed monthly.
 - 1. A random sample of ten (10) percent of financial transactions of the DMSS shall be audited on a monthly basis. Transaction to be audited include, but are not limited to:
 - a. Cheques
 - b. Money orders
 - c. Electronic funds transfers
 - d. Outgoing reimbursements

2. The auditing shall be completed on a bi-monthly basis by the President or the VP Internal on alternating months.

SECTION 5: REVENUES & ACCOUNTS RECEIVABLE

- a. Sponsorships
 - i. The VP Finance and VP Communications shall determine DMSS fundraising goals for the Council with the aim of establishing strategic sponsorship agreements with third-party organizations.
 - ii. Receipt of sponsorship shall be confirmed by the VP Finance and communicated to all parties involved.
- b. Cash Receipt
 - i. In the event that a student collects cash to be deposited in the DMSS account, they must notify all three (3) signing officers that cash needs to be deposited by the VP Finance.
 - ii. Two (2) of the three (3) signing officers, along with the student that collected the cash, must be present when the cash is transferred.
 1. When transferred, the cash shall be counted with all parties present.
 - iii. The two (2) signing officers present must confirm the receipt of cash by creating an electronic record which notes the time, date, and amount received.
- c. Deposits
 - i. The VP Finance shall deposit all cash, cheques, and electronic funds transfers received in the DMSS bank account within 14 days of receipt.
 - ii. The VP Finance and President will review deposits monthly, one week prior to every DMSS meeting, when reviewing reconciliations for the given month.

SECTION 6: EXPENSES & ACCOUNTS PAYABLE

- a. Invoice Approval
 - i. VP finance shall verify invoices have been approved by the Council prior to payment.
- b. Bank Card
 - i. The DMSS's bank card shall be held by the VP Finance.
 - ii. All purchases made on the bank card must have prior DMSS approval.
- c. Expense Reimbursements
 - i. To be eligible for reimbursement, a student must present the DMSS with an invoice or receipt.
 1. This includes the disbursement of funds for class budgets at the start of the academic year.
 - ii. To apply for reimbursement, students shall complete an online form which details the following information:
 1. Payee name
 2. Reimbursement amount requested
 3. Approval of expenditure (*e.g.* council member name, meeting date)

4. Description of purchase
 5. Reason for purchase
 6. Date of transaction
 7. Vendor (if applicable)
 8. Location (if applicable)
 9. Associated interest group (if applicable)
 10. Title within the interest group (if applicable)
- iii. The President will have access to reimbursement requests and monitor the records monthly.
- d. Payments and Disbursements
 - i. The VP Finance shall confirm DMSS approval prior to the distribution of funds.
 1. Reimbursement requests less than or equal to one hundred dollars (\$100.00), for which prior DMSS approval has not been received, can be approved by the signing officers.
 2. All expenditures over one hundred dollars (\$100.00) not previously budgeted for or included in the Constitution must be authorized by a meeting of the DMSS Executive.
 - ii. The membership fees shall be paid annually to the Dalhousie Student Accounts at the time of registration.
 1. The membership fee may be changed only by a referendum, in accordance with Article IX.
 - iii. Payment of all bills shall be by cheque or electronic funds transfer.
 1. Each cheque or electronic funds transfer shall be addressed to a payee prior to authorization by the signing officers.
 2. Transfers must be sent to a Dalhousie email address so the recipient can be verified.
 3. Transfer details must be sent to DMSS Signing Officers prior to execution.
 4. Cheques and electronic transfers shall be numbered in sequential order and accounted for in the financial records.

SECTION 7: SPECIFIC FUNDS

- a. Class Council Grants
 - i. Each of the first, second, third and fourth year classes will receive a grant of at least ten percent (10%) of the annual DMSS membership fees (less CFMS fees) to cover expenses of the year's activities.
- b. President's Fund
 - i. A portion of the budget annually will be earmarked as the "President's Fund".
 - ii. This fund will be no less than 5% of the proposed budget for the given fiscal year.
 - iii. The primary aims of the fund are:
 - i. to provide flexibility to fund new and unanticipated initiatives and projects as they arise, AND

- ii. to provide additional funding in the case of overspending, so as to encourage full spending of other line items in the budget.
 - iv. Spending less than or equal to five hundred dollars (\$500.00) from within the fund can be done at the discretion of the President, with approval from two members of the Executive (excluding the VP Finance).
 - v. All expenditures over five hundred dollars (\$500.00) from within the fund must be authorized by a meeting of the DMSS Executive.
 - vi. The President will be responsible to keep an up-to-date record of expenditures from this fund, and present a report of spending at the Annual General Meeting.
- c. Support Fund for Unmatched Students
 - i. A portion of the budget annually will be earmarked as the "Support Fund for Unmatched Students"
 - ii. This fund will be no less than \$1500 of the proposed budget for the given fiscal year.
 - iii. If required, after the first iteration of the match a motion will be put forth to council to ensure a minimum \$200 is awarded to each student.
 - iv. The aim of the fund is to support students who are unmatched following the first iteration of the R1 match, who are entering the second round of the match.
 - v. Procedure:
 - i. Immediately following the results of the first match, the President will reach out to the Med4 co-Presidents and Office Student Affairs to notify them of the Unmatched Fund.
 - ii. Students eligible for support under the Fund will be students who entered the first round of the R1 match, did not match to a program, and are entering the second round of the match in the same academic year.
 - iii. Names will be provided to the President and the VP Finance directly by the students, or by the class presidents or Student Affairs office with the consent of the students.
 - iv. Based on the number of eligible students, the amount provided to each student will be authorized by a meeting of the DMSS Executive.
 - v. Cheques or electronic funds transfers will be issued to each eligible student and delivered to Student Affairs.
 - vi. Funds will be dispersed between the first and second iteration of the match.