



Student Union Society
CONTINGENCY FUND POLICY

EFFECTIVE: August 2 2013

AMENDED:

AUTHORITY: Finance Committee

RATIFIED BY: Board of Directors

RELATED DOCUMENTS - Investment Policy
 - Surplus Policy

Purpose

The purpose of this policy is to outline the requirements of the Contingency Fund, including deposits, withdrawals, and use of interest.

1.0 Fund Overview

1.1 The Society shall maintain an investment fund of highly liquid assets in the name of “UFV SUS Contingency Fund”.

1.1.1 There is no limit on the amount of money that can be invested in the Contingency Fund.

1.1.2 Interest generated from the Contingency Fund shall be immediately reinvested into the Fund, and cannot be removed unless in accordance with section 2.1 or 2.2

2.0 Withdrawals

2.1 Money cannot be withdrawn from the Contingency Fund, except to:

2.1.1 To cover an overall budget shortfall at the end of a fiscal year; and

2.1.2 To cover an emergency short-term need for cash resulting from a legal or building issue, when sufficient cash could not otherwise be drawn from the Society’s regular accounts, or when such a withdrawal would prevent normal operations of the Society.

2.2 In the case of special circumstances money can be drawn from the contingency line for the use of service startup costs to a maximum of ten percent (10%) of the contingency fund per fiscal year.

2.3 Withdrawals from the Contingency Fund require a two-thirds supermajority vote of the Board.

3.0 Deposits

3.1 Money must be deposited into the Contingency Fund

3.1.1 Each year, to a minimum of 1% of the operating budget;

3.1.2 In accordance with the Surplus Policy; and



Student Union Society
CONTINGENCY FUND POLICY

3.1.3 Through a majority vote of the Board or a motion at a general meeting.