



Funding provided to student groups by the UVic LSS is subject to the following processes, rules, and requirements.

Permissible use of Funds

To qualify for LSS funding:

- (1) the event or action must be available to the entire law student body;
- (2) the event or action must be connected to the law in some way;
- (3) funds cannot be used for an event which is purely social in nature;
- (4) funds cannot go towards the purchase of alcohol;
- (5) funds may be used to purchase food and refreshments for events, but not club executive meetings;
- (6) gratuity and tips must be no more than 15% unless subject to an automatic gratuity;
- (7) for greater clarity, funds *may* be used for expenses associated with advocacy; and,
- (8) if you are unsure of any expense, please obtain the approval of the LSS President, Vice President Internal, or Treasurer before you incur the expense.

If a club or student group does not follow these criteria, their expense will not be eligible for reimbursement using LSS funds.

Reimbursement Process

Clubs may hold their allocated funds with the LSS, and request reimbursement by presenting receipts to the Treasurer. The Treasurer may hold office hours to facilitate this process.

Clubs may also request that their funds be paid to them in a lump sum for deposit into an external club or student group bank account. Please keep in mind that, for small clubs, external bank accounts often cause more headaches than they save. For example, transition of signers from year-to-year has been a difficulty for smaller clubs in the past. The LSS recommends that small clubs hold their funds with the LSS and not opt for the use of an external bank account.

If a club requests that the amount is paid to them in a lump sum for deposit in an external bank account, the LSS Executive will review the request. The factors which will be assessed include: the group's funding activity report from the previous year, if any, the financial health of the group or club, the control the group has over its own bank account, and the strength of the executive.

Year-end Financial Reporting

Clubs or student groups with LSS funding deposited into an external bank account must submit a one-page financial activity report accounting for their use of their allocated LSS funding. This report must be submitted by the end of exams each April.

Clubs or groups that fail to produce the financial activity report may not be eligible for a lump sum payment in the following academic year or on subsequent funding requests. That student group would be required to hold its funds with the LSS Treasurer until it can demonstrate its financial health and accountability.

Clubs that hold their funds with the LSS Treasurer are not required to produce a one-page financial activity report.

Annual Carry-over of LSS Funds

As a general rule, LSS funds cannot be carried over or accumulate from year to year. This applies both to student groups that hold their funds with the LSS Treasurer, and to groups that hold their LSS funds in external bank accounts.

For clubs or groups that hold their funds with the LSS Treasurer, the funds will simply automatically go back into the LSS general account at the end of the standard academic year (September – April).

For clubs or groups that hold their LSS funds in external bank accounts, there is no requirement to return the funds to the LSS. However, you must report any unused amounts on your year-end financial activity report (the details of this report are outlined above). The following academic year, this leftover amount will be deducted from the amount allocated to the group to eliminate any carry-over.

Failing to use 100% of the allocated funds will not result in any penalty for subsequent funding requests. Additionally, LSS funding amounts will not be reduced because of external fundraising and sponsorship money available to student groups.