



<b>Policy Number</b>	016-B-2007
<b>Policy Group</b>	Board of Directors
<b>Policy Name</b>	Budget Responsibilities
<b>Date of Origin</b>	June 2007
<b>Date Amended</b>	September 2014, May 2010
<b>Date Reviewed</b>	November 2013, October 2015, November 2017, December 2019

**PURPOSE** To provide specific direction for the Board of Directors to consider when approving an annual budget of the Union.

**SCOPE** Board of Directors

**POLICY STATEMENT** The Board of Directors is responsible for the management of the financial affairs of the Union.

**PROCEDURE** Per diem rate for meals shall be determined by the Board of Directors and approved annually.

Mileage rates shall be determined by the Board of Directors and approved annually.

Prior approval from the Board of Directors is required for all annual cost overruns to the operating budget.

Reimbursement of home based high-speed internet service costs shall be reviewed and determined annually during budget development.

There will be an education day annually for Board members.

Funding to attend internal and external labour education opportunities will be determined by the Board of Directors in the budget annually.



SUN will donate \$1,000 annually to the SUN Memorial Fund, recognizing this donation in the budget is separate from the charitable donations. SUN will absorb the operating costs of the SUN Memorial Fund in General Administration costs.

The Board of Directors will determine, in advance, expenses that will be paid to applicants obtaining out of scope job interviews with SUN. Recruitment costs for other employees are covered by budget parameters as approved by the Board of Directors.

The Board of Directors shall set parameters for all staff negotiations and ratify agreements. This agreement shall be made available to any Local upon their request.

Funding for the President or designate to attend other annual meetings of unions or affiliates shall be determined during budget development.

Funding for CFNU and CLC and other events in appropriate years shall be determined during budget development.

APPROVED