

**Canadian Society of Zoologists**  
**General Guidelines for Section Finances**

*Prepared by Al Shostak, Treasurer, May 8, 2006*

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Financial procedures within the CSZ are constantly evolving to meet regulatory requirements while striving for simplicity and flexibility. Financially, the CSZ is an amalgamation of several entities (parent Society, all the sections, the local organizing committees for our annual conferences) with varying types of financial interactions among them. This document covers important points regarding how the section chairs (and student representatives) should deal with money issues.

1. Normally, all section funds are kept within the main bank account of the CSZ, but are tracked separately for book keeping purposes. These funds belong to, and are under control of, the sections (subject to the provisions of the “financial cap” that came into effect at the end of 2008; see point “10” below). Therefore it is normally not a Society concern how these funds are spent by the sections.
2. For security, any section-related money that comes into your possession should be not maintained in personal bank accounts. In the unfortunate event of your incapacity or death, that money would be treated as part of the estate and be difficult or impossible for your section to recover. You are discouraged from setting up separate external accounts for your funds except as a temporary measure. [NOTE: The sections are still part of the CSZ and all their financial activities impact on the regulatory obligations of the Society (reporting, etc.)]
3. All the Society’s funds are maintained in a bank account. If your section needs to spend some of its funds, immediate access is no problem. [NOTE: The LOC may keeps its funds in a separate bank account, although for each annual meeting it is not unusual that some expenses associated with the meeting are initially paid by the parent Society, and some of the meeting costs that are really responsibilities of the parent Society are initially paid by the LOC. This is done for convenience, but all these cross-payments are reconciled after each meeting wraps up.]
4. Once a year, about the end of September, I make an allocation from the parent Society to each section that is \$300 per section plus \$5 per full section member (prorated where individuals belong to multiple sections.) [NOTE: The students do not receive a separate allocation, but they are counted in the section(s) to which they belong. This money is intended to assist the sections in dealing with spending priorities that are section specific (providing certain awards, funding outside societies or conferences etc.)]
5. Each section will have available some funds from the Society (via the LOC) to run their annual symposium (see “Symposium Expense Reimbursement” document for amounts). This money is raised by the LOC as part of the conference registration fee. If you wish to spend more than the allotted amount to run your symposium you are free to do so but any excess that is spent will be debited from your section account. If the allotted amount is

unspent, it cannot be carried over. [NOTE: There is a separate document “Symposium Expense Reimbursement.doc” that describes how to go about getting your symposium speakers’ expenses reimbursed.]

6. The Treasurer will receive any external funds you may have raised on behalf of your section and credit them immediately to your section accounts. [NOTE: Any funds should be sent to the Treasurer in the form of a cheque payable to “Canadian Society of Zoologists”.]
7. If you need anything paid for, the section chair or designate should provide written instructions to the Treasurer (e-mail is OK), who will make the payment and deduct it from your section account. Receipts are not required (your request serves as a receipt) but for your own protection it is good practice to obtain receipts and forward them to the Treasurer. They then become part of the Society's records and may protect you from the wrath of your section members if they feel you have not been prudent or honest in spending their money.
8. The Treasurer normally sends out a summary statement of section accounts to section chairs prior to the December and May Council meetings, but will provide you with an updated statement at any time.
9. Effective the 2011 conference, silent auction proceeds from the annual meeting will be split equally among the accounts of all sections and the students. The sections will rotate in the organizing of the auction: EEE in 2011, the students in 2012, CMD in 2013, PAR in 2014, CBP in 2015 (unless changes are approved by Council).
10. While the “financial cap” referred to in this document is described in a separate document “Section Financial Caps.doc”, briefly, it is our Society’s solution to the requirement that non-profit organizations such as the CSZ meet the regulatory definition of non-profit. Our cap is a procedure that prevents the Society or any of its sections from simply accumulating money (whether through annual allotments, auction proceeds, or outside donations). Simply, if at the end of each calendar year the funds in a section account exceed that section’s cap, the excess funds revert to the Society. There are provisions for a section to exceed the cap temporarily if a definite plan is in place to spend the excess funds in a timely manner.
11. One option that some sections may consider to deal with their financial cap is “spend” the excess on a donation to that section’s student award fund in ZET. [NOTE: ZET is a registered charity with an independent board of directors (the CSZ Executive). The sections no longer have any control over the money, although the ZET board normally accepts Society and section recommendations if these are in keeping with the bylaws of ZET.]