



Policy Concerning Auxiliary Services



This policy was adopted for the first time by the Board of Governors, resolution number CRC-2022-032 on November 23, 2022.

Table of Contents

POLICY CONCERNING AUXILIARY SERVICES 2

SECTION 1 – PREAMBLE 2

SECTION 2 – GENERAL PROVISIONS..... 2

SECTION 3 – DEFINITIONS 3

SECTION 4 – LEGAL FRAMEWORK..... 3

SECTION 5 – GENERAL PRINCIPLES 4

SECTION 6 – FINANCIAL INFORMATION 4

SECTION 7 – OTHER FINANCIAL INFORMATION 4

SECTION 8 – PARTNERSHIPS 5

SECTION 9 – ROLES AND RESPONSIBILITIES 5

SECTION 10 – REVISION OF THE POLICY 5

POLICY CONCERNING AUXILIARY SERVICES

SECTION 1 – PREAMBLE

The College demonstrates good stewardship through the responsible and effective use of human, physical, environmental, and financial resources.

This policy, concerning Auxiliary Services, was developed in accordance with the recommendations from the *Vérificateur général du Québec* regarding the financial management of Cégeps: *Rapport du Vérificateur du Québec à l'Assemblée nationale pour l'année 2016-17, automne 2016.*

In this report, the *Vérificateur général du Québec* recommends that Cégeps:

- acquire tools that make it possible to obtain reliable management information, notably with respect to costs, to support the administrators in their decision-making regarding the assessment of the results related to auxiliary services; and,
- clarify agreements with partners to reduce the financial risks for Cégeps.

Auxiliary services at Champlain Regional College, include but are not limited to the following:

- Bookstores;
- Food Services;
- Continuing Education (non-credit courses);
- Parking Lot;
- Rental of College Spaces (classroom, sports facilities, auditorium etc.);
- Student Residences.

This policy applies to all current and future auxiliary services offered by the Regional College.

This policy does not cover activities that are self-financed by the students and/or teachers.

The Foundations of the College are not included in this policy as they are separate entities and generate their own financial statements.

SECTION 2 – GENERAL PROVISIONS

OBJECTIVE

The objective of this policy is to set up internal controls that will allow the administrators of the Executive Committee and of the Board of Governors to ensure the following tasks:

- appropriate monitoring of each auxiliary service for accountability purposes; and,
- help evaluate the financial risks to the College.

SECTION 3 – DEFINITIONS

ACCOUNTABILITY: Acceptance of responsibility for one's actions and decisions and the resulting consequences.

ACT: The General and Vocational Colleges Act, 1977 Revised Statutes of Québec, Chapter C-29 and its amendments.

AUXILIARY SERVICES: services offered to students, employees and/or to external clientele that provide the College with operating revenues.

BOARD: The Board of Governors of Champlain Regional College of General and Vocational Education.

COLLEGE: The Colleges of Champlain Regional College, namely Champlain College Saint-Lambert, Champlain St. Lawrence College and Champlain College Lennoxville.

EXECUTIVE COMMITTEE: the body in charge of the ordinary administration and any other powers delegated to it by the Board of Champlain Regional College as provided for in Article 5 of Bylaw 1.

GOVERNING BOARD: the Institutional Board of each College as per articles 48 and 49 of the Act.

MINISTRY: The Ministry of Higher Education.

OPERATING BUDGET: The projected ministerial allocation, plus other revenues, and expenses for a financial year to fulfill the College's mission towards the students and their communities.

PARTNERSHIP: An agreement between organizations, people, etc. to work together.

REGIONAL COLLEGE: Champlain Regional College of General and Vocational Education.

RISK: The effect of uncertainty on achieving objectives.

SURPLUS FUND: Fund created from operational surplus.

SECTION 4 – LEGAL FRAMEWORK

The present policy is subject to:

- Colleges Act (<http://legisquebec.gouv.qc.ca/en/showdoc/cs/C-29>);
- *Loi concernant les contrats avec les organismes publics* and its regulations
<http://www.legisquebec.gouv.qc.ca/fr/document/lc/C-65.1>;
- *Régime budgétaire et financier des collèges d'enseignement général et professionnel*
<http://www.education.gouv.qc.ca/colleges/enseignants-et-personnel-decollege/regles-budgetaires-et-reddition-de-comptes/regime-budgetaire-desceqeps/>;

- Rapport du Vérificateur du Québec à l'Assemblée nationale pour l'année 2016-17, automne 2016;
- Accounting Standards for Public Organizations;
- Bylaw 1, other policies and Bylaws of the Regional College and policies of the Colleges.

SECTION 5 – GENERAL PRINCIPLES

The general principles of this policy are as follows:

- The revenues collected from auxiliary services must, at least, cover their expenses;
- The College must be able to cover the costs of any services rendered to a third party;
- Any surplus, or deficit, from the auxiliary services must be transferred to the College's surplus fund. The surplus funds are not assigned to future auxiliary services activities;
- Auxiliary Services should not have recurring deficits;
- No revenue may be generated from auxiliary services where the underlying activity contravenes an applicable law, or any policies, rules, or guidelines of the College.

SECTION 6 – FINANCIAL INFORMATION

Financial transactions and results should be incorporated into the College's finance system separately for each auxiliary service.

The financial results for auxiliary services must be included in the following reports:

- The annual financial report;
- The initial operating budget report;
- The revised operating budget report.

The Board may request other information, dependent on the nature of the specific auxiliary service.

SECTION 7 – OTHER FINANCIAL INFORMATION

As part of the accountability reporting, each College must report any donations, free or discounted goods and/or services offered by an auxiliary service as part of their financial statements. This includes any discounts for student residences.

All fees for auxiliary services must be reviewed and approved by the Director of the Constituent College in collaboration with the Director of Administrative Services on an annual basis. Once reviewed, the agreed upon fees will be presented to the Executive Committee on an annual basis.

SECTION 8 – PARTNERSHIPS

All partnership agreements for commercial activities must include clauses regarding benefits, profit sharing, liabilities and risks.

The roles and responsibilities of each of the partners should be clearly defined.

All partnership agreements must include a termination clause to minimize any risk to the College.

Any free or discounted goods or services must be accounted for and reported to the Board in the annual financial statements.

Partnership agreements will be reviewed by the College at the end of each contract, prior to renewal.

SECTION 9 – ROLES AND RESPONSIBILITIES

Auxiliary Services must abide by the same policies, frameworks, and guidelines as the other departments in the College.

The Director of each Constituent College is responsible for providing the Director of Administrative Services at the Regional College with the financial information outlined in this policy.

The Director of Administrative Services is responsible for this policy, subsequent revisions, and compliance with Ministry directives.

SECTION 10 – REVISION OF THE POLICY

This policy and subsequent revisions will be submitted to the Ministry after approval by the Board of Governors.

This policy shall come into effect on the date of its adoption by the Board of Governors. It shall be revised at least once every five (5) years.