

## 2003-2004 SGA Finance System

The Student Government Association is a key source of all funding to organizations. This year SGA is modifying the finance system to provide a more effective method of distributing funds. Organizations can receive funds from SGA through either the House or the Senate. During specified meetings, the House Assisting Funds committee will review petitions for funding of individual events. Organizations with a clear plan for the money they will need throughout the year will be given the opportunity to petition for a yearly budget from the Senate Finance committee.

### KEY DEFINITIONS

#### **House:**

Branch of Student Government made up of representatives from each recognized campus organization, Executive Vice-President, and Student Advocate.

#### **Assisting Funds Committee:**

Committee in the House that reviews individual event proposals and recommends how funds should be allocated based on the proposals received.

**Note:** The House can vote against the committee's recommendation.

#### **Senate:**

Branch of Student Government made up of students elected to represent each academic division: Social Sciences, Natural Sciences, Humanities, and Freshman/Undeclared, and the Executive Board.

#### **Senate Finance Committee:**

Committee in the Senate that oversees allocation of all budgets, making sure all organizations and the Assisting Funds Committee follows the correct procedures. They also review the yearly budgets proposals and recommends how funds should be allocated based on the yearly budget proposals.

**Note:** The Senate can vote against the committee's recommendation.

### REQUESTING AND RECEIVING FUNDS

#### **I. Requesting Funds from the House Assisting Funds Committee (Individual Events)**

- A. Thoroughly complete the **ASSISTING FUNDS MONETARY REQUEST FORM (FORM A)** for each event you are requesting money.
- B. Return the form, along with 40 additional photocopies, before the due date to the Office of Student Activities located in the Pipkin Bandshell.
- C. Once a properly completed request forms are turned in, a copy of the request will be sent to the contact person noting the date the proposal will be considered in the House.
- D. **REQUESTS WILL ONLY BE CONSIDERED AND VOTED ON TWICE A SEMESTER: The October 8 and November 5 meetings in the fall and the January 28 and February 25 meetings in the spring.**
  - Requests are due by September 22, October 20, January 12, and/or February 9.
  - Requests will be reviewed by the Assisting Funds committee during the House meetings prior to the designated time twice a semester where proposals will be

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voted on. If necessary the committee can call a special session at a time decided by the chair of the committee to finish reviewing proposals in time for the vote. **(Club representatives are not allowed to sit in on committee meetings when a proposal is being presented from their organization.)**

- The Assisting Funds committee will make a recommendation to the House, followed by discussion and vote by all House members.
- Requests will be voted on at the October 8, November 5, January 28, and February 25 House meetings. (Ex: Forms turned in by September 22 will be discussed at the October 8 meeting and so on.). **SGA recommends a representative for the petitioning organization attend the meeting to answer questions about the request.**
- When funds are allocated, organizations will be given a copy of the request indicating the amount received from the House and instructions on how to receive funding (see II.A).

### II. Receiving Funds from the House Assisting Funds Committee

- A. Once an organization's request has been approved, the organization is guaranteed reimbursement for the amount allocated by SGA, provided they turn in a request for reimbursement within two weeks of the event and the funds are spent as originally requested—verified by the itemized receipts.
- B. The organization uses its own funds to purchase items and then completes the **ORGANIZATIONAL REIMBURSEMENT FORM (FORM C)** and returns that form to the Office of Student Activities. **To receive reimbursement, organizations must turn in this form, with original itemized receipts, within 2 weeks of the event.**
- C. After a correctly completed Organizational Reimbursement Form is turned in to the Office of Student Activities, the organization will receive a check in the amount requested within 2-3 weeks. **Note:** Organizations will be responsible for getting the check to the individuals who need to be reimbursed and can pick checks up at the Student Activities Office located in the Bandshell.
- D. Organizations must recognize that money spent for events held during the last three weeks of the academic semester will not be reimbursed until after the close of the semester. Organizations seeking reimbursement for these events must provide the Office of Student Activities additional contact information or the checks will be held until the following semester (Fall or Spring).
- E. If an organization does not have its own funds to purchase items, they must complete a **REQUEST FOR FUNDS UP FRONT FORM (FORM D)**. This form must be signed by the Organization Advisor and the SGA VP of Finance or the SGA President. This form must be turned in three weeks before the money is needed. Whenever possible, SGA will request a purchase order for the amount indicated on the form. If the vendor does not accept purchase orders SGA will provide the funds directly to an organization. **When a purchase order is issued or funds are received up front the organization must submit original itemized receipts to the Office of Student Activities within 48 hours of the purchase.**

### III. Requesting Funds from the Senate Finance Committee (Yearly Budgets)

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- A. Thoroughly complete the **SENATE MONETARY FUNDS REQUEST FORM (FORM B)**.
- B. Return the form along with 25 additional photocopies to the Office of Student Activities in the Pipkin Bandshell **before October 1**.
- C. The Senate Finance Committee will review the requests during previous Senate meetings and make a recommendation to the Senate. The Senate will vote on the committee's recommendations at the October 8 meeting.

**Note:** If needed the Chair of the Senate Finance Committee can call additional meetings to make sure all proposals have been discussed.

- D. When the funds are allocated, organizations will be given a copy of the request indicating the amount received along with instructions on how to access the funds. **Note:** Organizations must have a checking account to qualify for a yearly budget.

### IV. Receiving Funds from the Senate Finance Committee

- A. Organizations must have a checking account in the organizations name to receive funds.
- B. Once an organization's request for a yearly budget has been approved the organization is guaranteed reimbursement for the amount allocated by SGA if the funds are used as originally requested.
- C. The organization uses its own funds to purchase items, then properly completes the **ORGANIZATIONAL REIMBURSEMENT FORM (FORM C)**, and returns that form to the Office of Student Activities within two weeks of the event.
- D. A check will be issued in the organization's name and returned to the organization within 2-3 weeks. The organization is responsible for picking the check up at the Student Activities Office located in the Bandshell and depositing the check in their account.
- E. If an individual needs to be reimbursed for spending funds upfront, the organization must write a check from its account in that person's name.
- F. If an organization does not have its own funds to purchase items they must complete a **REQUEST FOR FUNDS UP FRONT FORM (FORM D)**. This form must be signed by the Organization Advisor and the SGA VP of Finance or the SGA President. This form must be turned in three weeks before the money is needed. Whenever possible, SGA will request a purchase order for the amount indicated on the form. If the vendor does not accept purchase orders SGA will provide the funds directly to an organization. **When funds are received up front the organization must submit original itemized receipts within 48 hours of the purchase.**
- G. On or Before December 5 and April 9 organizations receiving yearly budgets must turn in a full summary of expenses incurred, including bank statements from the organization's checking account. The **SEMESTER FUNDS DISBURSEMENT REPORT (FORM E)** will guide organizations in writing this report. The Semester Funds Disbursement Report must be turned in to the Office of Student Activities on or before December 5 in the fall semester and April 9 in the spring semester.
  - a. If **SEMESTER FUNDS DISBURSEMENT REPORT** is not turned in, all funds will be frozen. Future purchases will not be reimbursed and pending reimbursement requests will not be granted.