

**ASC TREASURER'S MANUAL
AND
ALLOCATION BY-LAWS**

2009

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INTRODUCTION

Agnes Scott College recognizes a strong tradition of student self-government and delegates to the ASCSGA the power to recognize and fund student organizations. The purpose of the Student Activity Fee is to provide financial support for student organizations that are related to the educational purpose of Agnes Scott College. As a mandatory student fee, the monies collected by the college for funding student activities are public funds, which must be administered in a manner consistent with the educational purpose of the college as well as with state and federal law.

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This ***Treasurer's Manual*** has been developed as a comprehensive guide to assist student groups that receive money from the Student Activity Fee. While some sections may be relevant to other organizations, most of the procedures described apply only to those groups who participate in the Allocation Process.

Should you have any questions regarding the procedures contained herein, please do not hesitate to contact the Treasurer or other Allocating Committee members at any time during the year. Suggestions for additions or revisions are welcome and should be directed to these officers.

Information in this manual has been compiled from the ASCSGA Constitution and the Allocating Committee's By-laws. These documents can all be found on file in [the Office of Student Leadership](#).

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Chapter 1

Becoming a Recognized Student Organization

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Any student group that wants to apply for Student Activity Fee (SAF) funding must be a recognized (by Student Senate) and registered (with the Office of Student Leadership) student organization.

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In order for a student organization to be recognized, it must:

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- Show there is an interest by having 8-10 students on the roster
- Have a constitution
- Have an advisor
- Attend a scheduled meeting of Student Senate to describe and answer questions about the organization
- Receive approval by Student Senate
- Allow any ASC student with an interest in the organization to join

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In order for a student organization to be registered, it must:

- Complete the Student Organization Registration Form at the beginning of each semester and attached a current roster of members along with an up-to-date constitution.

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Chapter 2

Receiving Student Activity Fee Funds

The SAF is a \$215 fee, which is collected each year from all full-time students at ASC. The Allocation Committee allocates these monies pursuant to its own guidelines and those of the ASCSGA.

In order for a student organization to be funded by the Allocating Committee:

- (1) The organization must be a recognized and registered student organization.
- (2) The organization must have an active IOC representative
- (3) The organization cannot duplicate the goals or services of another already funded organization.
- (4) The organization cannot be in debt.
- (5) The organization cannot be an honor society.
- (6) The group must fall into one of the fundable categories as defined by the Allocating Committee's guidelines.

The Allocating Committee has determined that activities in the following categories are eligible for SAF monies:

- (1) Co-curricular organizations which are not administered by college departments or units;
- (2) Club sports;

- (3) Student news, information, opinion, entertainment, or academic communications media groups;
- (4) Cultural organizations;
- (5) Fine arts organizations;
- (6) Hobby organizations;
- (7) Service organizations.

Chapter 3

Allocating Committee

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There shall be an Allocating Committee composed of the following eight members: the ASCSGA Treasurer, as Chairperson, the IOC Chair, the COSMO Chair, one representative from Student Senate, Judicial Board, and Honor Court and two students elected at large in the fall elections. The representatives from the Senate, Judicial Board and Honor Court shall be chosen by the respective organizations.

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If two students at large are not elected at the time of the elections or if any of those two members are unable to serve due to resignation or impeachment, then such positions shall be filled by the President of the Association subject to approval by the Student Senate.

No member of Allocating Committee may hold in any ASCSGA funded group any of the following positions: President, Vice President, Secretary, or Treasurer. Comparable positions with the alternative titles are excluded in the same manner.

Chapter 4

Spring Allocations Process

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 Sigi Choi, SGA Treasurer (Committee Chair)¶
 Megan Byers, IOC Chair
 Amasa Baldwin, Chair of Diversity and Minority Student Affairs¶
 Student Senate Rep and Secretary
 Judicial Board Rep ¶
 Honor Court Rep ¶
 Allocations Committee Rep-at-large¶
 Allocations Committee Rep-at-large ¶

Once a group is recognized and registered by ASCSGA and meets the criteria to be a fundable organization, it is eligible to apply for Student Activity Fee money. The process for applying for this money and then receiving an allocation is referred to as the Allocating Process.

The Allocating process is as follows:

- Organization representatives must attend the budget meeting. If they are unable to attend at the scheduled time, they must set up a separate time to meet with the SGA Treasurer to get this information.
- At the budget meeting, the SGA Treasurer will inform organization representatives of a budget proposal rough draft deadline. Organizations should complete the necessary information and turn it into the SGA Treasurer via e-mail (treasurer@agnesscott.edu) by 5 p.m. on the rough draft deadline in order to receive feedback and assistance on ensuring the proposal is in its proper form for the Allocating Committee to review it.

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- At the budget meeting, the SGA Treasurer will inform organization representatives of the final budget proposal deadline. A **hard copy** of the final budget proposal in addition to an e-mailed copy should be given/sent to the SGA Treasurer by 5 p.m. on this deadline. Budgets turned in after 5:00 p.m. will be penalized at a rate of 10% off the final allocation per day late. After 5 days, there will be an allocation of \$0. (Please note that the “first day” for late budgets begins at 5:15 pm the day that budgets are due.) Incomplete budgets will be penalized at a rate of 5% off the final allocation per day incomplete.*
- After final budget proposals are submitted, the Allocating Committee will review the proposals and make note of any questions it has for the organizations. Each organization will then be required to meet with the Allocation Committee for a very brief (approximately 5-minutes) meeting to voice support for specific expenses listed in the proposed budget. At this time, the Allocating Committee will ask any clarification questions it has regarding the proposed budget.
- After the Allocation Committee has met with every organization, it will begin deliberations to determine the amount allocated to each organization. All deliberations are closed. Final budget allocations will be distributed by the end of the spring semester.

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**In the event that pertinent information concerning the request is not available, or circumstances arise which prevent a request from being turned in on time, the ASCSGA Treasurer reserves the right to waive the aforementioned penalties. These situations will be assessed on a case-by-case basis.*

In addition, if an ASCSGA funded organization fails to send a representative to a scheduled IOC meeting, that organization forfeits 10% of its current budget. All IOC meetings will be announced at least two (2) weeks prior to the meeting.

What is a budget?

A budget represents an operating plan or blueprint for the next year, presents cost estimates for various programs, and constitutes a formal request of money. **The spring budget is a plan of the next school year's activities.** All budgets must be prepared and typed. Any questions regarding what constitutes a budget may be referred to the SGA Treasurer at treasurer@agnesscott.edu.

The following steps should be followed in order to develop a budget:

1. All officers must prepare the budget. This helps coordinate activities and greatly assists in organizational planning
2. Gather the group's financial records and obtain the historical figures for the budget form. Use the previous year's budget as a guide.
3. Plan the activities for the year.
4. Determine the specific expenses associated with these activities.
5. Total the expenses for each category and enter on to the budget form.
6. The most important part of the request is the discussion of the budget. Be as detailed as possible. Clearly show all computations. If an activity is not justified here, the Allocating Committee may question it.
7. All revenue and expenses incurred must be properly accounted for on the budget presented to the Allocating Committee.

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Mandatory Budget Meeting for Student Organizations¶

**Two information seminars will be offered. Organizations must send a representative to ONE of the two information seminars listed. The IOC Meeting on Thursday, February 28 at 8:00PM in Alston 304 OR the IOC Meeting on Thursday, March 13 at 8:00PM in Alston 304. ¶

**There will also be a mandatory final budget information seminar on Thursday, April 10 at 8:00PM in Alston 304 for last minute information and questions. ¶

For the Spring 2008 process, budgets, in the form of the 2008-2009 Organization Funds Request Form (sample in Appendix 2), are due e-mailed to Sigi Choi at treasurer@agnesscott.edu at 5 p.m. on Tuesday, April 15. A copy of last year's budget, the 2008-2009 Organization Funds Request Form, the Organization Evaluation form, and a copy of the organization's constitution are also due at this time. ¶

Budgets turned in after 5:00 p.m. will be penalized at a rate of 10% off the final allocation per day late. After 5 days, there will be an allocation of \$0. (Please note that the “first day” for late budgets begins at 5:15 pm the day that budgets are due.) Incomplete budgets will be penalized at a rate of 5% off the final allocation per day incomplete.¶

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8. If activities are co-sponsored with another organization, contributions from all involved parties must be accounted for in ALL budget requests (please contact the SGA Treasurer with questions about this).

NOTE: It is in the best interest of all groups not to leave anything open to interpretation. Organizations are well advised to include all necessary documentation as part of their budget. The Allocating Committee has the following expectations for a group's budget:

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- (1) The group's activities must serve to benefit the entire ASC community;
- (2) Groups should limit their closed parties (includes only the group's active members) to one time per semester. The SAF will pay up to \$3 per person attending the event;
- (3) All organizations, with the exception of campus publications, must sponsor at least one activity per semester open to the entire campus community;
- (4) Groups should be able to justify their proposed expenditures and will be held accountable for actual expenditures;
- (5) Groups should be as reasonable as possible in their expenditures, both in the estimations and actual expenditures;
- (6) All expenses must present a need for the organization.

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 <#>No expenses for alcohol will be covered by the SAF;¶

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 <#>Materials to be used in fundraising, student awards, and lump sum expenditures (i.e. money for events not itemized) will not be funded.¶

Deliberations ¶
 At the beginning of the summer, the Allocating Committee will begin deliberating to determine an allocation for each group. There is no time limit to deliberations and the Committee does have discretion in postponing deliberation of any budget without notice to the group. All deliberations are closed.

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 Each established organization will receive at least a \$150 minimum allotment.¶

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Criteria for determining an allocation

The Allocation Committee determines an allocation after considering the following criteria (listed in no particular order):

1. A comparison of the size of the group with the amount requested;
2. The uniqueness of the group;
3. A determination whether or not the benefits of the group accrue mainly to members or to non-members;
4. The history of fiscal responsibility and program of offerings of the group.
5. The degree to which funding requests are adequately supported by written justification;
6. An assessment of the likelihood of the group's ability to carry out activities for which the funding is requested.
7. The availability of student fees; and, finally
8. An evaluation of the line items of the budget.

Discretionary Funds

Allocating Committee will hold, as discretionary funds to be held throughout the year, 5% of all monies given to the Allocating Committee to allocate. These monies will be distributed at the discretion of the Allocating Committee, but will also be used to allocate based on a decision of the Appeals Committee.

Allocating for New Organizations

New organizations will receive a maximum total allotment of \$300 unless funds are needed for specific events or items that are necessary during the organizations' first year. Based on the activities and/or accomplishments of the organizations during their first semester, the Allocating Committee will decide if the organizations will receive funding for the next semester.

Appeals

If a group is not satisfied with its allocation, it may appeal to the Allocating Committee. In order to appeal to the Allocating Committee, the group must submit a **typed** rationale detailing why the group feels the Allocating Committee's decision was incorrect, and indicating what they feel the correct amount should be. This appeal must contain both an itemized estimate and explicit argument.

The procedure for appeals shall be as follows: All appeals should be submitted to the SGA Treasurer by e-mail at treasurer@agnesscott.edu within the first two weeks of the fall semester. The SGA Treasurer will then call a meeting of the Allocation Committee which will deliberate and report their decision within 15 days of the receipt of the appeal. If, during these deliberations, the Allocating Committee deems further investigation necessary, a hearing between the Executive Board of the appealing organization and the Allocating Committee will be held within the previously stated 15 days from the appeals receipt by the SGA Treasurer. This hearing is open only to the Allocating Committee and the Executive Board of the organization that has appealed. All rulings concerning appeals are final and binding and require approval of a majority of all the Allocating Committee members excluding the Treasurer. An organization may only submit one appeal contesting the budget allotment per year. If a group is still not satisfied that it received a fair hearing, it may appeal to the Supreme Court (see ASCSGA Constitution).

Chapter 5 Spending Money

Allocations money must be spent approximately in accordance with the organization's budget as approved by the Allocating Committee. Organizations are also required to follow the accounting system described in these guidelines.

The Accounting Office maintains a central accounting system for all student organizations that receive Student Activities allocations. The Office of Student Activities and the Office of Student Leadership receive current records of all accounts. If you have questions about your organization's budget status, contact the directors of these offices.

The following are guidelines for how organizations are permitted to spend the money allocated to them by the Allocating Committee:

- Off-Campus Events & Transportation: Organizations are not permitted to spend funds for off-campus events. Off-campus is defined as, but not limited to, events hosted in conjunction with another campus or hosted at an individual's home. Organizations can request approval from the Allocations Committee for special situations during their budget meeting in the spring semester. If an off-campus event is approved and providing transportation is necessary, the organization must also request approval during the budget process to spend funds on transportation for the off-campus event.
- Donations: Organizations are permitted to receive monetary donations from outside constituencies as long as that constituency's money is only spent for organizational

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Both the SGA Treasurer and the members of the Allocating Committee will sign the final budget, agreed upon by the Allocating Committee. The SGA Treasurer and members of the Committee sign the budget to check that the by-laws have been followed. After deliberations are complete and the budget is signed, the SGA Treasurer will e-mail the treasurers of each organization with the club's approved budget and updated information on the appeals process and its dates.¶

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<#>Budgets will be published 30 days following the allotments of the Allocating Committee. ¶

<#>Campus organizations may apply for additional funding in an emergency situation, but it would be considered an interest-free loan that must be paid back within a year. Decisions for funding will be decided upon by Allocating Committee.¶

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purposes. Checks must be made out to Agnes Scott College and deposited in the organization's Agnes Scott account.

- T-Shirts & Promotional Items: Organizations are not permitted to spend student government allocated funds on t-shirts or any printed promotional items. However, students can pay personally for these items or can request money from administrative offices for assistance in funding. Donations of promotional items are acceptable.
- Admission Fees: Organizations are permitted to charge admission fees for events.
- Alcohol: Funds can be spent on beer and wine (not hard liquor) as long as the beer and wine is consumed at an advertised on-campus event that is open to the entire student body. *Alcohol Request Forms must be submitted two weeks prior to the event.

The Spending Process

Monies for purchases can be handled in the following ways:

1. The members of the organization can purchase the items and get reimbursed for their purchases. This requires that the treasurer of the organization turn in a check request form with the receipts for the purchases attached and the name, box number and ID number of the student to be reimbursed.
2. The organization may want to make purchases at one of the following Agnes Scott approved vendors – Kroger, Target, WalMart, Sam's, or Best Buy. The organization treasurer can request that an individual representing the organization receive the Kroger Card, Target Card, Walmart Card, Sam's Card or Best Buy Card from Accounting. These cards are for the use of the person designated and are for purchases for the organization. The treasurer may complete a check request form with the name, box number and ID number of the student that will be making the purchase and explain the purpose of the expense and the approximate amount to be spent. Once that request is approved by the Director of Student Activities or Director of Student Leadership, the student may take the form to Accounting and check out the designated card. After the purchase the card must be returned to Accounting (within 24 hours) along with the receipts. The total of the receipts will be charged to the organization account. If the card is lost, the organization will forfeit the benefit of use of the purchasing cards for the remainder of the academic year. There is a charge of \$10 for a lost receipt. This charge will be assessed to the organization account.
3. Organizations may have contract services for which they need disbursement from their budget. Ex. DJ services, band, speaker fee, etc. In this case, the organization may request an invoice from the DJ, band, speaker, etc. and this invoice can accompany a check request form to have a check made payable to the individual or organization listed. An individual's SSN or the business tax ID number (if Agnes Scott has never written a check to this individual or company) is required along with the address. Organizations may request that the check be mailed directly to the payee or it may be held in the Accounting Office for the treasurer of the organization to pick up.

All check request forms must be signed by the Director of Student Activities or the Director of Student Leadership in his/her absence. The line for "budget manager" on the check request form is for the Director's signature – not yours.

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Campus organizations are only eligible to receive up to \$5,000 in SGA funds for the 2008-2009 year. This cap has been placed on organizations to eliminate the necessity for organizations to fundraise 20% of their budget (from the 2001-2002 by-laws). Organizations can still raise revenue to gain money beyond the \$5,000 cap, but any fundraised money must be deposited into the club's ASC account (see "Organizations' Accounting Records" below). Also be aware that all money not spent by the end of the fiscal year (July 1, 2009) in SAF (... [2]

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Additional Policies and Procedures

Budgets will be published 30 days following the allotments of the Allocating Committee. Campus organizations may apply for additional funding in an emergency situation, but it would be considered an interest-free loan that must be paid back within a year. Decisions for funding will be decided upon by Allocating Committee.

If an organization dissolves or becomes inactive, all funds in its account will revert to the Agnes Scott Treasury.

Student Activities vs. Self-Generated Funds

Campus organizations are only eligible to receive **up to \$5,000 in SGA funds for the 2008-2009 year. This cap has been placed on organizations to eliminate the necessity for organizations to fundraise 20% of their budget (from the 2001-2002 by-laws).**

Organizations can still raise revenue to gain money beyond the \$5,000 cap, but any fundraised money must be deposited into the club's ASC account (see "Organizations' Accounting Records" below). Also be aware that all money not spent by the end of the fiscal year (July 1, 2009) in SAF-funded organizations' accounts will again become part of SGA money that can be allocated in the fall of 2009. If an organization chooses to raise its own funds, that money may be used in any way that the organization sees fit.

Making Expenditures

There may be times that the organization needs funds in advance to make purchases for the group. The Office of Student Activities and the Accounting Office would like to work with student groups to keep this practice to a minimum. If an advance is needed for a particular item, the treasurer may complete a request for an advance of funds (no more than \$300) by filling out a requisition with the name, box number and ID number of the student that will be receiving the check. After the purchase, the student must then fill out an additional requisition with a copy of the receipts for the purchases including a notation of any funds returned to the Accounting Office and submit this to the SGA Treasurer c/o the Office of Student Activities. Any money not spent must be give back to the Accounting Office immediately after the purchase. [ch1]

I do not think the treasurer has the power to sign the requisitions.

All requisitions should be submitted to the SGA Treasurers, Alia Ravenna and Katharine O'Brien, Box 1440 (labeled Allocating Committee) or dropped off in the Office of Student Activities (Alston 212). The SGA Treasurers along with Student Activities staff will approve the form. In extreme emergencies, if the SGA Treasurers are unable to sign the form, the advisor to the SGA Treasurers, the Director of Student Activities, may sign in her place. Any requisitions over \$500 will require the Director of Student Activities approval. [ch2] ← All requisitions should be submitted to the Office of Student Activities (Alston 212). The Director of Student Activities shall sign the requisitions.

Money that is misspent (i.e. money that is allocated for a specific purpose and then is not spent towards that purpose) will be followed by a penalty of 10% of the monies requested for the next event of that organization at the discretion of the SGA Treasurers.

Organizations' Accounting Records

The Allocating Committee requires that all student organizations requesting funds from the SAF present their budget request in a standardized format as suggested by the 2008-2009 Organization Funds Request Form (Appendix 2).

Organizations are asked to submit a monthly report by the last day of each month to the SGA Treasurers at treasurer@agnesscott.edu. The SGA Treasurers reserve the right to withhold payment for any organization expenses until a report is submitted.^[ch3]

Since there is a distinction between a group's allocation from the Student Activities Fund and the group's self-generated funds, it may be less confusing to maintain separate accounting for each source of funds. It must be emphasized, however, that organizations are expected to maintain accurate records for both. These records can then be combined to prepare your yearly financial report and budget request.

Please feel free to contact the SGA Treasurers for assistance in developing an accounting system to suit your organization's individual needs.

Appendix 1

SPRING ALLOCATION DATES

Please contact the SGA Treasurer if there are any questions about this schedule.

1. MANDATORY MEETINGS

Information Seminar:

Thursday, February 28 at 8:00PM in Alston 304 OR Thursday, March 13 at 8:00PM in Alston 304.

Representatives MUST identify their groups to the Allocation Committee. At the mandatory meeting, be sure to fill out the Registration Form.

FINAL Budget Information Seminar:

Thursday, April 10 at 8:00PM in Alston 304

2. QUESTIONS

Will be answered by e-mail.

3. BUDGETS DUE

Tuesday, April 15 at 5 p.m. Must be e-mailed to Slgi Choi at treasurer@agnesscott.edu
All groups must turn in a **2008-2009 Organization Funds Request Form**, **their budget from last year**, **an Organization Evaluation form**, and **a copy of the organization's constitution**.

4. DELIBERATIONS

Summer of 2008

The Allocating Committee will begin deliberating in summer of 2008.