

Financial Procedures for Allegheny Student Government (ASG)

Last Updated: December 2009

The following are the procedures for access to Allegheny Student Government (ASG) funding. This includes procedures for requesting monies from group's allocated budget or other ASG funds. ASG financial officers will work with you to ensure you understand the proper procedures. We encourage group leaders or individual students to email finance@allegheny.edu with all questions, concerns, or requests.

ASG has the following funds available:

- **Organization Budgets:** All ASG-recognized organizations have the opportunity to request a budget at the end of each spring semester for the upcoming school year. The Committee of the Budget allocates budgets based on projected budget for the year to all groups who completing the necessary paperwork and those in good fiscal standing. Organizations who miss the spring budgeting process may request a General Fund budget at any time during the academic year.
- **General Fund:** Community members can request monies from the General Fund for any group or campus need, function, or necessity. This includes but is not limited to: start-up funding for campus events, food and supplies for group meetings, and transportation and travel costs.
- **Speaker Fund:** Community members can request monies from the Speaker Fund when planning to bring any speaker, performer, or artist to campus. The Speaker Fund can be used to cover speaking fees and honorariums, transportation, lodging, and other related costs.
- **Surplus Fund:** Community members can request monies from the Surplus Fund in order to purchase tangible items which are usable for more than one year's time. These items are owned by the institution and must be considered a "capital improvement". Items must be stored appropriately on-campus (i.e. OSI lockers).

To spend funds from your organization's budget:

The easiest and most efficient ways to spend from your club budget are to 1) purchase items with personal money and then be reimbursed or 2) Acquire an invoice/bill for an item or service rendered.

Attach a copy of your receipt or invoice to a completed ASG Payment Request form (found in the ASG Office and on the ASG Website). Place any completed request forms in the Financial Request box in the ASG Office (Campus Center, Room 316) or in campus mail (Box 60).

NOTE: We will need the Allegheny ID number and campus box number of the person being reimbursed OR the name and address of any persons/companies we will be paying directly.

If all information is submitted correctly, the Treasurer will quickly process your request and submit it to the Office of Financial Services for a check to be issued. The check should be issued within 1-2 weeks, depending on the backlog of requests.

To request funds from General, Speaker, or Surplus Fund:

The General, Speaker, and Surplus Funds are available to all Allegheny community members. Organizations can request from these funds, as well as individual students.

To access these funds, a formal request/proposal must be made to the ASG Finance Committee, which consists of Senators from each class, the Financial Controller, Treasurer, and Chief Financial Officer of ASG. Meetings are held every Tuesday during the academic year at 6pm in Campus Center, 206.

To make the request/proposal, e-mail finance@allegheny.edu. Please explain 1) what the request is for, 2) how much you are requesting, 3) how it will benefit the college community, and 4) the next Tuesday you are available to attend a Finance Committee meeting. You will receive a confirmation of placement on the meeting agenda from the Financial Controller. In order to be on the agenda for a given week, you must e-mail finance@allegheny.edu by **noon on the Monday at 5:00pm, prior to the Tuesday meeting.**

When you attend the Finance Committee meeting, please be ready to explain all the details of your request, including but not limited to: event dates, locations, how many people are expected, etc. Breakdowns of how much each aspect of your request will cost are particularly helpful. The more organized, prepared, and information you can present increased the likelihood that your request will be approved!

The Finance Committee will decide in executive (closed) session whether or not to recommend the approval of the request to the Senate. The Senate then has final approval. During the next business day (Wednesday), the Financial Controller will notify the requester via e-mail as to the status of the request. To find out more readily, requesters can attend the Senate meeting immediately following the Finance Committee meeting. ASG meetings are held every Tuesday during the academic year at 7pm generally in Campus Center, Room 301/302 (alternative locations will be posted).

Once the request is approved, allocated funds may be spent. The procedure is the same as for club budget requests; attach receipt/invoice to an ASG Payment Request form, but here select the fund for which the money was approved from.

Frequently Asked Questions:

1. How much money is left in my organization's budget?

Club treasurers are expected to keep track of how much money is left in the organization's budget. However, you can check the status of your budget by emailing finance@allegheny.edu. The Treasurer keeps an up-to-date listing of how much money each organization has remaining.

NOTE: Overspending your budget could result in a budget reduction for the following academic year or other consequences. Make sure to keep track of your budget!

2. What is my organization's account number?

In order to maintain the security of our accounts, ASG has a policy to not release individual group account numbers. We will fill in your account number on the Payment Request Form after you turn it in.

3. How long will it take until I am reimbursed/my bill gets paid?

The typical length of the reimbursement process is 1-2 weeks. You can always e-mail finance@allegheny.edu to check the status of your reimbursement, but please note that once the requests leave our hands and go to the Office of Financial Services we cannot speed up the process. Please be aware of this when allocating your own personal funds towards group expenses.

4. What are declining balance cards and how do they work?

ASG has acquired declining balance ("credit") cards for organization usage. These cards may be used for official purchased based on the policy outlined in Appendix 1.

5. Can students make requests from ASG funds for themselves (NOT on behalf of a club)?

Yes! The Finance Committee hears requests from individual students regularly. Simply email finance@allegheny.edu to be put on the agenda.

6. How can my organization donate/transfer funding from our budget toward another group's event/budget?

Email finance@allegheny.edu the group you are transferring to and how much money you wish to transfer. The Treasurer will then facilitate the transfer internally. This is also a timely process, so please allow 1-2 weeks.

7. My organization doesn't have enough money. How can we get more?

Email finance@allegheny.edu and ask to come to a Finance Committee meeting! Often groups think that once they spend their entire budget, their year is over. The Committee will hear proposals for budget increases at any meeting; this is common practice.

8. How can my organization remain in “good standing” for budget hearings?

Keep track of your budget. Turn in all Payment Request forms correctly and efficiently. Do not overspend, but do plan on spending all of the money you have been allocated. The Budget Committee does not normally give budget increases to groups who did not spend all of their money in past years. Stay committed to your organization, plan great events, and you may be granted a bigger budget for the next year!

Appendix 1

Declining Balance (“Credit”) Card Policy

Adopted: Fall 2009

Purpose:

Declining balance (“credit”) cards are available to Allegheny Student Government (ASG) recognized organizations. These cards are strictly for use on purchases related to organization functioning and programming. Guidelines for use are stated within this policy. Any misuse will result in disciplinary action to be determined by the Student Conduct System and may result in further legal action. Cards are available on a first come, first served basis.

Guidelines:

1. The use of said cards will be limited to purchases related to organization functioning and programming.
2. To avoid administrative overload, purchases should exceed \$100.00.
3. Requests must be made at least three (3) business days prior to usage; requests will be made formally to the ASG Financial Officers via e-mail or designated online form.
4. If approved, the card will be picked-up at the ASG Office or Office of Student (OSI) Involvement during regular business hours.
5. The card must be returned to the ASG Office or Office of Student Involvement during the next business day after use by 12:00pm.
6. Receipts **MUST** be turned in with the card for all purchases made. Failure to do so will result in loss of card use privileges for the individual(s), as well as the individual being personally responsible to repay any debts incurred which are not itemized. The organization in representation may also lose card use privileges.
7. Any purchases made which are unauthorized or for personal use will result in loss of card use privileges, as well as the individual(s) being personally responsible to repay any debts incurred.

This policy is adopted for student use of declining balance (“credit”) cards by Allegheny Student Government, Office of Student Involvement, Office of Financial Services, and Office of the Dean of Students.