

Augsburg Day College Student Government Finance Policy

Article I Student Organization Accounts

Sec. 1 Organizations chartered or commissioned by Day Student Senate will have an account only with the Augsburg Day Student Government. All accounts will be established by the Day Student Body Treasurer and the Day Student Body Finance Coordinator. All chartered organizations' financial transactions will be processed through Administrative Accounting, but may be handled by the financial manager (treasurer, etc.) of that organization and that organization's advisor or solely by the Student Body Treasurer, the Student Body Finance Coordinator, and the Day Student Body President.

Article II Student Activity Fee Usage

Sec. 1 Student Activity Fee usage policies refer to money generated during the current academic year only. All unallocated money generated by the Student Activity Fee will be placed into the Student Activity Fee Surplus fund at the close of that year.

Sec. 2 Members of the Augsburg Day Student Body may not be charged admission or fees for on-campus events/activities financed by Student Activity Fees. Admission and fees may be charged to Augsburg Students for events held off-campus in order to offset the cost of the events. If any income is generated from an event funded by the Student Activity Fee, the organizer must meet with the Finance Committee to determine the use of monies earned within two weeks of the completion of the event.

Sec. 3 Student organizations may purchase merchandise with Student Activity Fees for resale only with the permission of the Augsburg College Day Student Government Finance Committee. Income generated must first be returned to the fund from which the costs were incurred to offset the cost of the merchandise.

CL. 1 All net profits for commissioned organizations will be moved to a revenue line item within the organization's budget.

CL. 2 If a commissioned organization overspends within its budget, the debt will be taken into consideration for its budget for the following year.

CL. 3 If a non-commissioned organization overspends within its fund, that organization will be responsible for paying back the debt. The organization's account will be frozen and it will not be allowed to submit any grant requests until the debt is paid or the end of the academic year arrives, whichever comes first.

Article III Student Activity Fee Allocation Process

Sec. 1 Commissioned organizations will receive funding through the following process established by the Day Student Senate.

CL. 1 Budget requests for the following academic year for all commissioned organizations and the Day Student Government Executive Branch must be submitted to the Day Student Body Finance Coordinator by a date agreed upon by the Finance Committee.

CL. 2 The Day Student Body President, Vice President, Finance Coordinator and/or Treasurer will approve budget proposals by Commissioned Organizations for the following academic year based on 95 percent of the projected enrollment figures provided by the college's Vice President of Enrollment. Day Student Senate must also approve the budget.

- A minimum of \$25,000 will be allocated to the Chartered Grant Request Fund.
- A minimum of \$25,000 will be allocated to the Commissioned Grant Request Fund.

CL. 3 Budget requests will contain these six major line-item divisions, along with a miscellaneous section: Supplies, Printing/Promotions, Postage, Co-Sponsorship, Activities, and Salaries.

- Supplies are general office products needed for day-to-day office functions and do not include postage, but may include equipment.
- Printing/Promotions will include flyers, posters, and promotion materials.
- Postage will cover necessary correspondence and other use of mail services.
- Co-Sponsorship will be used to facilitate collaboration with other chartered and/or commissioned groups.
- The activities line item shall include all the programming costs for that organization.
- Salaries will be governed by Article VI.
- Miscellaneous Items are anything that doesn't fit in the above six divisions.

CL. 4 The following items may not be included in any organizations' request for funds from the Student Activity Fee.

- Money given directly to any charitable organizations.

CL. 5 The budget of the Augsburg Day Student Government Executive Branch will consist of the same six line-items.

CL. 6 When accounts close in the summer the new Day Student Body President and Day Student Body Finance Coordinator will meet with the Director of Campus Activities and Orientation and an Administrative Accounting representative to review the closing balances for the preceding academic year on all student organization accounts. Adjustments to budget allocations based on carry-over will be made at this time, subject to the approval of the Day Student Body President, Vice President, Finance Coordinator and/or Treasurer.

CL. 7 Once enrollment figures for fall semester are available (the tenth day of classes), the Day Student Senate Finance Committee may make adjustments to budget allocations, subject to the approval of Senate.

CL. 8 Commissioned organizations may request line item transfers from the Day Student Senate Finance Committee. The Day Student Senate Finance Committee can give final approval of the requested line item transfer upon completion of the Budget Reallocation Form.

CL. 9 Monthly Expense Reports from every commissioned organization are to be handed in to the Day Student Body Finance Coordinator by the last Wednesday of the month during the academic year, excluding September and January. A Monthly Expense Report must include all expenses from the previous month and must be turned in monthly, even if there were no expenses in the previous month. Should an organization fail to turn in a report on time, that organization's funds will be frozen until the report is turned in.

Sec. 2 Grant Request money is allocated on a first-come, first-served basis. All programs, events, and activities funded by grant requests must be open to all Augsburg students.

CL. 1 Funding may be obtained through a Grant Request. Augsburg College Day

Student Government Finance Committee may request additional budget information in regards to the grant request.

- Each Grant Request must indicate the date, the name of person submitting the request, total amount of Grant Request, date money is needed, any co-sponsorship, and an itemized list of items to be funded. The organization's advisor and president or treasurer must sign off on the grant request.
- Student organizations must submit a detailed, itemized list of estimated costs for the Grant Request. Preference will be shown to those chartered organizations that promote and encourage activities which are beneficial to the Augsburg student body.
- Grant requests will be considered by the Finance Committee within three Senate meetings of their receipt.
- If a Grant Request is approved, receipts for cash must be returned to the Student Body Treasurer within two weeks of using the approved funds.

CL. 2 Grant Requests up to and equaling \$1,000 can be approved solely by the Day Student Government Finance Committee. If the original Grant Request exceeds \$1,000, the amount approved by the Finance Committee must also be approved by the Day Student Senate. Grant Requests exceeding \$10,000 must be tabled by Senate for a one-week period of review.

CL. 3 Grant Request funds may not be used for any of the following: general office supplies, salaries/stipends to organizational leaders, gifts, cash prizes, charitable contributions, and sales tax. With regards to sales tax, exception of meals, lodging, and admissions.

CL. 4 Grants to organizations cannot exceed \$180 per person participating in the activity.

CL. 5 Organizations granted money must publicize the event through A-Mail. Other campus-wide advertising outlets are highly encouraged.

CL. 6 The Grant Request process will be approved annually by the Day Student Government Finance Committee and made known publicly before the second Senate meeting of the academic year.

CL. 7 Salaries, stipends, or money shall not be given to long-term coaches, advisors, or instructors for any student organization. Short-term consultants may be considered by the Day Student Government Finance Committee on an individual basis as long as they are brought in by the leadership of the organization temporarily. This does not affect the salaries or stipends for student organization commissioners or leaders as governed under Article VI.

Cl. 8 No Augsburg student shall receive compensation other than in the form of a stipend for work performed for a student organization chartered or commissioned by the Day Student Government, unless otherwise approved by the Finance Committee of the Augsburg Day Student Government.

Cl. 9 No organization shall travel off campus with monies granted through the grant request process without the accompaniment of the organization's advisor. Exceptions may be allowed upon approval of the Day Student Government Finance Committee and the Director or Assistant Director of Campus Activities and Orientation.

Sec. 3 Reimbursements will be subject to approval by the Day Student Senat by a 2/3 majority vote. These requests may only be granted from the Student Activity Fee

Surplus fund. All receipts equaling the requested total must be presented at the time of the request.

Article IV Expenditure of Funds

Sec. 1 Purchases by student organizations are not subject to sales tax. The Day Student Body Treasurer or the Day Student Body Finance Coordinator must provide the tax exempt number and certificate when applicable.

Sec. 2 The expenditure of funds maintained within an established student organization account may only occur through the following means.

CL. 1 Commissioned organizations may charge to their specific account and line item. Chartered organizations may charge to their accounts. On-campus charges are permitted only in the copy center, the mailroom, academic computing, and food service. Each fall, the Day Student Body Treasurer and the Day Student Body Finance Coordinator will develop a list of the authorized individuals who are permitted to charge on a specific account and provide the list to campus departments that accept charges.

CL. 2 The Day Student Body President, Day Student Body Treasurer, or the Day Student Body Finance Coordinator must sign off on the transfer of funds between organizational accounts (through Declaration of Co-Sponsorship form, etc).

Sec. 3 Any unauthorized spending or failure to follow the Finance Policy will result in an immediate freezing of the organization account until the situation is resolved and may be subject to disciplinary action by the Day Student Government and/or the Dean.

Article V Year End Fund Balances

Sec. 1 All balances at the close of the fiscal year (June 30th) will be transferred to the surplus fund.

Sec. 2 Any expenses incurred starting July 1st will be applied to the following year's budget.

Article VI Student Government Salary Approval Process

Sec. 1 The Augsburg Day Student Government Executive Board positions, commissioner's positions, and certain staff positions within the Commissioned Organizations are paid. The amount of the salary is determined annually during the Augsburg Day Student Government budgeting process. No individual will receive a salary in excess of the Day Student Body President or Vice President in a given year and no individual will receive more than one salary within a commission.

Sec. 2 The following process applies to the approval and payment of salaries through Augsburg Day Student Government.

CL. 1 The Day Student Senate will provide final authorization on all payments of stipends.

CL. 2 In order for a stipend to be given to an individual, the following conditions must be met.

- The individual must be enrolled as a student at Augsburg College.

- The individual must be attending classes at Augsburg College during the current semester.
 - No stipends will be given in the current semester to any individuals studying abroad.
- The individual is an active participant in the organization.

CL. 3 Prior to approving of stipends, the following performance review of all individuals receiving stipends will occur and all recommendations will be made to Day Student Senate for final approval.

- Salaried staff within the commissions will be reviewed by the organization's advisor.
- All executive board positions except for the President and Vice President will be reviewed by the Day Student Body President.
- The Day Student Senate will review the Day Student Body President and Day Student Body Vice President.

CL. 4 Stipends will be paid in two portions during the academic year. Every attempt will be made to have Fall semester checks available on the 15th of December and Spring semester checks by April 15th.

CL. 5 Stipends will not exceed the budgeted amount.

CL. 6 In the event of a recommended reduction of a stipend, the appropriate individual will be notified of the recommendation and be provided a one-week opportunity to appeal the decision to Student Senate. After the appeal is made, any decision made by the Student Senate will be final.

Revised by A. Assefa, J. Bredsten, M. Benrud, B. Franklin, S. Smith, A. Spanier, D. Storer; November 12, 2008

Approved on March 3, 2009