

---

# STUDENT GOVERNMENT ASSOCIATION FINANCE MANUAL

---

---

## INTRODUCTION

---

This manual has been designed to assist you in a better understanding of the financial procedures related to requesting and spending funds received from the Muhlenberg College Student Government Association (SGA).

The manual has been divided into several Articles. Each Article covers a different topic related to the allocation and use of funds. Article One identifies how clubs and organizations are classified by the SGA Finance Committee and how that classification frames the type of funding clubs in that class are eligible to receive. Article Two covers the processes for requesting funds. There are two primary processes, a semesterly budget and special funding. Article Three outlines the rules related to spending moneys allocated by the SGA, while Article Four describes the penalties for not following those rules. Finally, Article Five describes how the Student Activity Fee is apportioned to student organizations and Article Six describes the method by which the rules are changed.

It is recommended that you look through the various Articles and initially read those of greatest interest or importance to you. Once your initial questions have been addressed, it will be important that you familiarize yourself with all the information pertinent to your club or organization.

### THE SGA FINANCE COMMITTEE

The Finance Committee is a standing committee of the Student Government Association composed of student-elected SGA representatives and chaired by the SGA Treasurer. The Committee makes recommendations to the SGA regarding the allocation of moneys to support programs and services deemed to be of benefit to students. The Finance Committee also monitors financial transactions of College-recognized student clubs and organizations utilizing funds provided by the SGA. The money SGA is responsible for is collected through the student activity fee charged by the College on a semesterly basis. The fee is prominently identified on your student bill. The SGA, as a body, makes final decision on expenditures and allocations.

The Committee meets semesterly to review budget requests from recognized student clubs and organizations. It also meets bi-weekly throughout the academic year to hear Special Funding Requests.

## GUIDING PRINCIPLES

The Student Government Association is charged by the College with the responsibility of allocating funds to programs and services benefiting the students. The following principles are used to guide decisions on how best to allocate those funds.

- A. **Impact the greatest number of students.** The greatest concern of the SGA is to be a good steward of the funds it has to distribute. Proposed programs and services which clearly demonstrate a significant impact on the greatest number of students will receive the strongest consideration.
- B. **Support community development over personal development.** While any program or service funded by the SGA has the potential to assist students in their personal development, the SGA chooses to support those programs and services where the primary outcome is either the development of the larger Muhlenberg Community or the enrichment or improvement of a club or organization first. In other words, proposals for funds which would result primarily in the personal gain of individual students above that of the community or the organization will receive the lowest priority. An example of this would be funding a trip for which only seniors would be eligible to participate. As seniors, they would be returning little to the organization or community through their participation.
- C. **Demonstrate sound planning and fiscal responsibility.** When allocating funds to recognized student clubs and organizations, the SGA seeks to encourage those which demonstrate forethought in budgeting as well as sound practices when spending funds.
- D. **Balancing contribution/benefit of each student.** Each full-time Muhlenberg College student pays a semesterly Student Activity Fee. It is important to consider how much each student pays in fees and how much each student benefits from the allocation of those fees. When a program is funded in excess of the amount an individual student pays in to the fee, it means they are being afforded an opportunity greater than what they had previously paid for. This of course can't be done for every student, so consideration must be given to what a "fair balance" of personal contribution to personal benefit would be.

## ARTICLE I. CLASSIFICATION OF STUDENT ORGANIZATIONS

---

### SECTION 1. CLASSIFICATION STRUCTURE AND PURPOSE

- A. There shall be six (6) organizational classes into which College-recognized student organization, with the exception of the SGA, shall be classified.
- B. Each recognized student organization shall be classified for funding consideration by the Muhlenberg College Student Club Recognition Committee.

- C. In order to be classified for funding, an organization must have fulfilled the requirements of and be recognized through the Muhlenberg College Student Club Recognition Committee.

## SECTION 2. ORGANIZATIONAL CLASSES

### A. Special Interest Organizations (Class I)

1. Special Interest Organizations exhibit the following characteristics:
  - a. Membership is open, without tryout or selection, to Muhlenberg College students having paid the Student Activity Fee.
  - b. Members are not required to pay membership fees or dues.
  - c. The organizations function without significant oversight or support from a related College department or office.
  - d. Activities and programs of the organizations are primarily for the benefit of the members or to further the shared interests of members for which the group was organized.
2. Special Interest Organizations are eligible to apply for a semesterly operating budget and to make special funding requests unless the organization receives a semesterly operating budget from an affiliated national, international, state or local organization.
  - a. Special Interest Organizations may request funds to support activities which are “members only”.
  - b. Special Interest Organizations will not receive funds to support activities which directly benefit non-Muhlenberg College individuals. Such activities would need to be supported through the organization’s fundraising account (7100-Internal account line).

### B. Performance Organizations (Class II)

1. Performance Organizations exhibit the following characteristics:
  - a. Membership is selective, usually through an audition process.
  - b. Members are not required to pay membership fees or dues.
  - c. The organization functions without significant oversight or support from a related College department or office.
  - d. The organization is focused on performing arts, including, but not limited to, music, theatre, and dance and provide programming for the student body.
2. Performance Organizations are eligible to apply for a semesterly operating budget and to make special funding requests.
  - a. Performance Organizations may only request budgeted funds which directly support their campus performances.
  - b. Performance Organizations may apply for Special Funding - Fundraising moneys to serve as a “start-up” for fundraising efforts. Any funds allocated in such a manner must be returned to the SGA before any profit is calculated.
  - c. Requests for equipment that has an anticipated life of greater than one year must be made through Special Funding-Capital Funding.

**C. Academic Clubs (Class III)**

1. Academic Clubs exhibit the following characteristics:
  - a. Membership is open, without tryout or selection, to Muhlenberg College students having paid the Student Activity Fee.
  - b. The club functions in conjunction with a related College academic department or office.
  - c. Activities and programs of the club are primarily for the benefit of the members or to further the shared interests of members for which the group was organized.
2. Academic Clubs are eligible to apply for a semesterly operating budget to provide events, programs, and services to members only.
  - a. Academic Clubs wishing to conduct events, programs, or activities for the campus community may request funds through the Special Funding Request process.
  - b. Because the nature of their club activity involves public performance, the following organization may request moneys for campus programming: Muhlenberg Theatre Association (MTA), Muhlenberg Dance Association (MDA), Muhlenberg Film Association (MFA).
3. Academic Clubs are eligible to make Special Funding Requests for Emergency, Supplemental, Programming and Fundraising moneys.

**D. Fraternal and Honorary Societies (Class IV)**

1. Fraternal and Honorary Societies exhibit the following characteristics:
  - a. Membership is by invitation or selection only and may be based upon the completion of a new member education process, an initiation, or meeting academic eligibility requirements.
  - b. Members pay some sort of fee to be a member and/or maintain active membership. This may be an initiation fee, an on-going membership fee or dues.
  - c. Activities of the group are largely for the benefit of their membership rather than the student body at large.
2. Fraternal and Honorary Societies are not eligible to receive a budget in support of their member activities.
3. Fraternal and Honorary Societies may apply for Special Funding - Program Funding to support services or programming open to the student body. "Programming" is defined as events which educate, entertain, and/or expose students to the arts.
4. Fraternal and Honorary Societies may apply for Special Funding - Fundraising moneys to serve as a "start-up" for fundraising efforts.

**E. Institutional Organizations (Class V)**

1. Institutional Organizations exhibit the following characteristics:
  - a. The College views the existence of these organizations as being integral to the successful operation of the College.

- b. Institutional Organizations are created and maintained by a department or office rather than at the initiative of students.
- 2. The funding of these organizations occurs outside of the scope of the Student Government Association. Some organizations are funded through allocation of the Student Activity Fee; others are funded through departmental or office budgets.
- 3. Institutional Organizations may not request funding of any sort from the Student Government Association.

**F. Club Sports (Class VI)**

- 1. Club Sports are those organizations which have been classified by the Student Club Recognition Committee as “Club Sports.”
- 2. Club Sports receive support and funding through the Athletic Department.
- 3. Club Sports may not request funding of any sort from the Student Government Association.

## ARTICLE II. REQUESTING MONEY

---

### SECTION 1. BUDGETING PROCESS

- A. **Eligibility.** Organizations designated as Class I, Class II, or Class III, are eligible to request semester budgets from the SGA.
- B. **Fiscal Year.** The fiscal year for the SGA and all member organizations shall be July 1 through June 30 of the following year.
- C. **Purchases.**
  - 1. Clubs and organizations should make best efforts to utilize the College’s Purchasing Office for all of their purchasing requirements. The SGA Treasurer has full discretion in determining whether to approve reimbursements to individual students if the College’s purchasing process has not been used.
  - 2. The deadline for the purchase of physical items and materials is April 15. This is to ensure that the items are in possession of the club prior to the summer break in classes.
- D. **Semester Expenses.** Budgeting only supports expenses for those activities and programs being conducted within the next semester. Budgeting is not designed to support the purchase of uniforms, costumes, equipment, etc., which has an anticipated lifespan greater than one semester.
- E. **Budget Packets.**
  - 1. Budget packets for:
    - a. Spring semester allocations will be distributed to student organizations during the first week of October.
    - b. Fall semester allocations will be distributed to student organizations during the first week of March.

2. Completed budget packets for:
    - a. Spring semester allocations are to be returned to the SGA Office on or before the last day in October.
    - b. Fall semester allocations are to be returned to the SGA Office on or before the last day in March.
  3. Late budget requests will have five percent (5%) deducted from every line item of the request for every day the request is late. Late budget requests will be considered after those requests having been submitted on time.
  4. The budget packet will include:
    - a. A narrative for each of the organization's proposed activities for the following academic semester. Narratives should include: the quantity and type of activities or services, the audience the program will serve, the general cost of the program or service, and how the program supports the mission of the organization.
    - b. A copy of the organization's mission or purpose statement from its governing documents.
    - c. An itemized listing of the funds being requested to support the program or services identified by budget line.
    - d. The number of active student members, where active is defined by the organization's governing documents.
    - e. A list of capital equipment owned by the organization. Capital equipment is defined as any item worth more than \$200 which has an anticipated lifespan of more than one year.
    - f. Verification from the Student Activities Office that the organization has the proper documents (bylaws, officer update) on file with the College.
- F. **Budget Cap (3% Rule).** Clubs eligible to receive budgets *should not* request more than 103% of their previous fall or spring semester's budget. For example, if a club were allocated \$1,000 for the last fall semester, then it should not request a budget any greater than \$1,030 for the next fall semester. The club may request for any amount less than or equal to 103% of current allocation.
- G. **Hearings.** A Budget hearing will be held with each organization during November and April for the spring and fall allocations, respectively. Organizations will be notified of budget hearings at least five (5) days in advance. Organizations will be notified in writing of the SGA Finance Committee recommendation by November 20 and April 20, respectively.
- H. **Appeals.** An appeal of the recommendation of the SGA Finance Committee must be submitted in writing to the SGA Treasurer no less than 72 hours prior to the SGA meeting in which the budget will be approved.
- I. **Budget Approval.** The SGA Finance Committee will present the total recommended budget to the SGA at one of the last two regular meetings of each semester.

**J. Budget Lines.**

1. 1100 Trips & Conferences. This line should be used for any trip, conference, or activity in which participation will be limited by the number attending, the number of seats available, etc. Generally, any time a per person cost can be identified, the details of the event should be provided on this line. List all registration, lodging, admission, travel, and per diem meal costs.
2. 1200 Travel. Travel for practices, rehearsals, off-campus performances, shuttling to remote facilities, etc. should be listed here. Be sure to familiarize yourself with the College's Trip Policy and the requirements for using personal vehicles for club events.
  - a. Mileage for personal vehicles is reimbursed on a per-mile basis according to the College's current reimbursement rate.
  - b. All trips and transportation must conform to College policy or it may not be funded.
3. 2100 Campus Event Contracts. Contract costs associated with live performers, speakers, and film screenings for campus-wide performances should be listed here. Generally, if there is a written or verbal agreement for performance services, the costs belong here. This would include costs for performer travel and lodging. Publicity and advertising costs should be included in the Printing line (5100) or Supplies line (6100) and equipment rentals such as stage, sound, lighting, helium tanks, drivers, operators, engineers, etc. are Equipment & Technical costs (3100). Note that students cannot sign contracts; all contracts must be signed by a representative of the Controller's Office.
4. 2200 Club Event Contracts. This line is similar to 2100, but is for events that are "members only." Contract costs associated with live performers, speakers, and film screenings for club activities should be listed here. Generally, if there is a written or verbal agreement for performance services, the costs belong here. This would include costs for performer travel and lodging. Note that students cannot sign contracts; all contracts must be signed by a representative of the Controller's Office.
5. 3100 Equipment & Technical. This budget line is for any expense related to the purchase or rental of equipment that enhances or supports the effectiveness of campus-wide programming. This includes staging, lights, sound, helium tanks, sound technicians, engineers, etc.
6. 4100 Food. This budget line is for expenses related to food and beverage for campus-wide programs.
  - a. The SGA will not fund food purchased for a closed club event. Clubs would need to use moneys from their fundraising account (7100-Internal).
  - b. When considering food for campus events, costs should be based upon a minimum anticipated attendance of 50 persons.
  - c. All clubs are required to use Muhlenberg College Dining Services when providing food for campus (and club) events. The only exceptions to this rule are for the following facilities: The Martin Luther Underground, Multicultural Center, Hoffman House.

7. 5100 Printing. This budget line is expenses such as publicity and advertising, photocopying, and imprinted promotional items that support campus-wide activities including event tee shirts (for staff or give-aways), stadium cups, key chains, etc.
8. 6100 Supplies. This budget line is for office supplies and program-related prizes or gift certificates. Expenses such as paper, markers, banner sheets, craft items, etc. which would be used within the semester would be considered supplies. Equipment and items costing over \$200, either per item or as a category (e.g., uniforms, games, etc.), and which have a life expectancy of more than one year must be requested through the Special Requests - Capital Funding process.
9. 7100 Internal. This line is the club's fundraising account. The only moneys that the SGA will deposit into this line are for the one approved "food meeting" for the club. Clubs may use their fundraising moneys to meet budget shortfalls or to purchase items such as shirts for club members, gifts for members and speakers, etc., that the SGA will not fund. Money from other budget lines may not be transferred into this line. Net profit from fundraising activities must be deposited into this line.

## SECTION 2. SPECIAL REQUESTS

### A. Types of Special Requests.

1. Supplemental Funding. If an SGA-budgeted organization finds that during the course of the semester it has insufficient funds to carry out its planned activities and/or its constitutional obligations, then that organization may approach the SGA for supplemental funding. Supplemental funding will be limited to a maximum of one thousand dollars (\$1,000).
2. Emergency Funding. Class I, Class II, or Class III organizations faced with a situation in which they can no longer operate due to lack of funds may request emergency funding. Emergency funding is an allocation of funds to an organization to allow it to resume proper operation. Emergency funding shall be limited to only those funds that permit an organization to operate at a base level.
3. Program Funding. Class I, Class II, Class III, or Class IV organizations planning an event or program open to the entire Muhlenberg College student body may request program funding. Requests may be made to cover contract costs, publicity costs, custodial or support services (i.e., sound and lights rental, food, campus police) costs.
4. Capital Funding. Class I, Class II, or Class III organizations may request capital funding if they have a need to purchase equipment or items costing over \$200, either per item (e.g., a cabinet, a tennis racket, a computer, a ukulele) or as a category (e.g., uniforms, games, sports equipment, etc.).
5. Fundraising. Class I, Class II, Class III, and Class IV organizations may request money to support the development of a fundraising activity. Such activities fall into two categories:
  - a. Fundraising for charitable causes. The club is producing an event or activity as a means of raising funds for a recognized and registered charitable organization.



- i. Any funds awarded through the Special Funding process are to be used for conducting the event itself.
  - ii. Funds may not be given directly to the charitable organization.
  - iii. At the conclusion of the event, the student club or organization must return 50% of the moneys provided to the SGA Treasury.
  - iv. All fundraised moneys must be deposited in the student club account, and a check for the amount to be donated requested from the Controller's Office.
- b. Fundraising for club activities. The club is conducting an event or an activity as a means of raising additional funds for club activities which may not be eligible for SGA funding or for which the club has not received adequate or complete funding.
  - i. At the conclusion of the event, the student club or organization must return 100% of the moneys provided to the SGA Treasury.
  - ii. All fundraised moneys must be deposited in the student club fundraising account (7100-Internal).
- 6. SGA Sponsorship. Individual members of the Muhlenberg College Community may request that the SGA sponsor an event or service which benefits the Muhlenberg College Student Body. SGA Sponsorship may not be used to pay for services, products, programs, conferences or dues related to participation in international, national, state, or local organizations.

#### **B. Procedure for Special Funding.**

1. Organizations requesting Special Funding must fill out and submit to the SGA Treasurer a "Special Funding Request." The request consists of an information sheet, a narrative identifying the need or proposal, and a cost breakdown. Completed requests should be returned to the SGA Treasurer or the SGA Finance Committee.
2. A hearing with the individual submitting the request or the members of the organization will be held at a regular meeting of the SGA Finance Committee. The Committee will review the request and make a recommendation to the SGA regarding funding. A recommendation could include providing some, none, or all of the requested funding.
3. The SGA will take up the recommendation at a subsequent regular meeting. It is strongly recommended that a member of the organization knowledgeable about the request be present to answer questions that may arise.
4. Any Special Funding Request in excess of five-thousand dollars (\$5,000.00) requires a two-thirds (2/3) vote for passage. All other Special Funding Requests require a majority vote.
5. Denied Special Funding requests may not be resubmitted in whole or in part by either the original organization or by another organization within the same semester.

### SECTION 3. ZEROING ACCOUNTS

- A. With the exception of *Ciarla Yearbook*, all Class I, Class II, Class III, and Class IV student club accounts that have received SGA funding, either through the budgeting or special funding process shall be zeroed out between the fall and spring semesters. Clubs with moneys in the 7100-Internal budget account line will have that money roll-over for the life of the organization.
- B. All Class I, Class II, Class III, and Class IV student club accounts that have received SGA funding, either through the budgeting or special funding process shall be zeroed out between the spring and fall semesters. Clubs with moneys in the 7100-Internal budget account line will have that money roll-over for the life of the organization.

### SECTION 4. LIMITATIONS ON REQUESTS

- A. **Prohibitions.** SGA-allocated funds may not be used to:
  1. Purchase alcohol or any illegal substances.
  2. Contribute directly to charitable causes. This means that moneys provided directly to a club from SGA cannot be passed directly to a charitable organization as a donation or gift.
  3. Purchase gifts for members or non-members. A gift is defined as any item voluntarily transferred from the club to an individual without compensation.
  4. Participate in raffles, games of chance, or any other form of gambling.
  5. Food for "members only" meetings, dinners, or events, with the exceptions noted below (see "Food").
- B. **Capital Purchases.** Individual items or categories of items (e.g., games, uniforms, hand bells) which cost \$200 or more and which have an anticipated lifetime in excess of one calendar year (uniforms, costumes, computer hardware, furniture, equipment, etc.), must be requested through a Special Funding-Capital Purchases request.
- C. **3% Rule.** Clubs eligible to receive budgets should not request more than 103% of their previous fall or spring semester's budget. For example, if a club were allocated \$1,000 for the last fall semester, then it should not request a budget any greater than \$1,030 for the next fall semester. The club may request for any amount less than or equal to 103% of current allocation.

The number of clubs tends to grow each year with little to no increase in the amount of available funding. The Finance Committee attempts to treat all requests fairly and to allocate funds in a responsible manner. The 3% rule encourages clubs to be realistic about what funding is available and serves as a deterrent to "padding out" or over inflating budgets in anticipation of having some requests cut.

If a club believes that it has special circumstances warranting a request in excess of 103% , and the budget request reflects this, the representative preparing the budget should write "Yes" in response to the question, "*Is your budget request in excess of 103% of last semester's budget?*" on the Info Sheet tab. Recognize that an excessive

request will result in greater scrutiny by the Finance Committee, but clubs should ask for what they need.

- D. **Food.** Clubs may request SGA allocated funds for no more than one 'food meeting' per semester. A food meeting is defined as a regularly scheduled club event during which food is served. *Clubs are required to adhere to the College's policy regarding the use of Sodexo Dining Services for providing food.* This rule does not apply to programming events (i.e. cultural/ethnic, dances, etc) open to the entire student body.
- E. **Transportation.** Clubs that require ground transportation must either charter transportation or receive consent from the Muhlenberg College administration to provide their own transportation. *All travel must be conducted in accordance with Muhlenberg College's Trip and Transportation Policies.* Approved transportation expenses are reimbursed on a per mile basis at the rate established by the College. SGA funds may not be used for the purchase of air travel.
- F. **Films.** Copyright laws prohibit the screening of licensed films without paying the appropriate public performance fees. This means that clubs cannot legally purchase a movie DVD or download of a movie and then share it with the club or the campus community. *The fact that the club is not charging for the performance has no bearing on the copyright;* fees must be paid regardless of whether or not the showing is free of charge. The Student Activities Office can provide guidance on the process for obtaining performance rights to most popular films. Costs usually range between \$300 and \$800 per film.
- G. **Apparel (clothing).** Class I, II, or III organizations desiring to purchase clothing with the intent of selling it at a profit (i.e., fundraising) should request the start up funds through the Special Funding process. Clubs desiring to purchase apparel for club members must use funds from the 7100-Internal Line. Apparel required for safety/security purposes may be requested as a part of a budget within the program event request itself.
- H. **Conventions, Conferences and Trips.** When submitting a request for support of conventions and conferences, the request must include all registration, transportation, meal, and lodging costs. SGA will consider funding according to the following schedule:

Total cost per participant	Cost assumed by participant
Less than \$20.00	0%
\$20.01 - \$50.00	10%
\$50.01 - \$100.00	25%
\$101.00 - \$200.00	33%
Over \$200.00	66%

Conferences and conventions which emphasize the development of the organization rather than the personal development of the participant will be given stronger consideration.

- I. **College Accounts.** With the exception of Class IV organizations, recognized student organizations receiving funds from the SGA must maintain all financial accounts within the Muhlenberg College accounting system.
- J. **Retroactive Spending.** The SGA will not hear funding requests for any events, purchases, or expenditures which have already occurred or for which payment has already been rendered by another means.

#### SECTION 5. REPORTING

- A. **Semester Report Form.** All budgeted organizations are required to submit a Semester Report Form to the SGA Finance Committee at the conclusion of each semester regardless of whether they intend to request a budget for the subsequent semester.
- B. **Special Funding Request Report Form.** Those individuals or organizations receiving funding from the SGA in the form of Special Funding must submit a Special Funding Request Report Form to the SGA Finance Committee within seven (7) days of the completion of the event or purchase.
- C. If a report form is not submitted, the club or organization shall not be permitted to apply for a budget or any additional special funding until completion of the appropriate report form.

### ARTICLE III: SPENDING RULES

---

#### SECTION 1. RULES PERTAINING TO BUDGETED FUNDS

- A. Budgeted funds must be spent from the most appropriate budget line even if that particular line did not receive funding.
- B. Any funds budgeted to student organizations through the SGA which are unused at the end of the semester will be returned to the SGA Treasury.
- C. No SGA-budgeted organization may have a negative balance in its account at the end of the semester.
- D. If money needs to be transferred from one budget line to another a Transfer of Funds Request Form needs to be completed. This form states which line money should be transferred into from the originally allocated line. Please meet with the SGA Treasurer to go through these proceedings.

#### SECTION 2. FUNDRAISING

- A. Organizations are encouraged to hold fundraisers whenever possible.
- B. Organizations wishing to hold a raffle or casino night must first obtain permission and the necessary forms from the Office of the Seegers Union & Campus Events.
- C. All fundraised monies shall be reported to the Student Government Association on a semesterly basis.

- D. Organizations must identify both the gross income (total moneys raised) as well as the net income (profit less expenses) collected for each fundraising event or activity.
- E. Some of all of the moneys provided through SGA to fund the initial expenses related to a fundraising effort must be returned to the SGA. They may not be counted as a part of the moneys fundraised.
- F. If moneys are being donated to external charities, funds raised must first be deposited in the organization's Internal account, and then a College check should be requested for payment to the charity.
- G. Fundraising efforts must be identified on the Semester Report Form.

### SECTION 3. DEPOSITS

- A. All of an organization's fundraised moneys must be deposited in the 7100-Internal line of the organization's Muhlenberg College account within three (3) days of the activity. Fundraised moneys are those moneys collected by an organization after a fundraising event that are over and above the costs incurred in producing the event. The club must account for the costs related to the fundraising event before donating proceeds to a charitable organization.
- B. Organizations that wish to keep a petty cash box may do so only with prior approval of the Student Activities Office. Organizations may not keep a petty cash box in the Student Activities Office. Petty cash accounts will be established by filling out a check request for petty cash and will not exceed one hundred dollars (\$100.00). All receipts from petty cash purchases shall be kept in the box and be turned in with a check request to replenish the petty cash. This policy shall be in line with the Muhlenberg College policy on petty cash.
- C. All funds raised by an organization belong to that organization unless an identifiable debt is owed. Moneys, fundraised or allocated by the SGA, remaining in an inactive student club account for at least two years shall be deposited in the SGA Treasury at the beginning of the next semester.

### SECTION 4. STUDENT GOVERNMENT ASSOCIATION RESERVE (SGAR)

- A. The SGA will establish a reserve designated as the Student Government Association Reserve.
- B. Moneys deposited in the SGAR shall be:
  - 1. Any surplus of funds from the moneys used to budget Student Government member organizations.
  - 2. Unused budgeted funds which are reclaimed at the end of each semester.
  - 3. A direct portion of the Student Activity Fee set aside at the beginning of each semester.
- C. The moneys in the SGAR shall be available for Special Funding Requests.

## ARTICLE IV. POLICY INFRACTIONS

---

### SECTION 1. TYPES OF VIOLATIONS

- A. Major balanced budget violation - Any SGA-budgeted organization which at the end of the semester finds itself in debt to an amount greater than ten percent (10%) of the next semester's budget has committed a major balanced budget violation towards the new semester.
- B. Minor balanced budget violation - Any SGA-budgeted organization which at the end of the semester finds itself in debt to an amount less than or equal to ten percent (10%) of the next semester's budget has committed a minor balanced budget violation towards the new semester.
- C. Unauthorized account violation - Any SGA-budgeted organization which is found to hold and/or maintain an account outside of the Muhlenberg College accounting system has committed an unauthorized account violation.
- D. Petty cash violation - Any SGA-budgeted organization which has failed to deposit fundraised moneys with the three day period and/or is found to be keeping an unauthorized petty cash box and/or possesses petty cash exceeding one-hundred dollars (\$100.00) has committed a petty cash violation.
- E. Fundraising violation - Any SGA-budgeted organization which violates any of the SGA fundraising policies has committed a fundraising violation.
- F. Fiscal policy violation - Any SGA-budgeted organization which violates any of the other policies contained in the financial bylaws has committed a fiscal policy violation.

### SECTION 2. PROCESS OF DETERMINATION

- A. Upon suspecting that a violation, the organization's treasurer will be notified by the SGA Treasurer.
- B. Representatives of the organization will be invited to appear at a special meeting of the SGA Finance Committee to discuss the suspected violation.
- C. The SGA Finance Committee shall report its findings and recommendation to the SGA at the next regularly scheduled meeting after the Finance Committee special meeting.

### SECTION 3. PENALTIES

If the organization is found by the SGA to be in violation of SGA Financial Policy, it shall be subject to the following penalties:

1. Any organization committing a major balanced budget violation or minor balanced budget violation will have its budget suspended until a representative from the organization meets with representatives of the SGA Finance Committee to establish a method of debt repayment.

2. Any organization committing an unauthorized account violation shall have its Muhlenberg College account suspended until all funds are transferred into it from the outside account and that account is closed out.
3. Any organization committing a fundraising violation shall have its account frozen until such time as all fundraised moneys and petty cash have been documented and deposited.
4. Any organization committing a Fiscal policy violation shall be subject to penalties deemed appropriate by the SGA, until such time as the violations have been resolved. In the event of particularly severe violations the Muhlenberg College Administration may become involved upon the request of the SGA.
5. Any organization committing any two (2) violations in one (1) semester will have its budget suspended until a representative from the organization meets with the SGA Finance Committee and the financial policies are reviewed.
6. Any organization that refuses to cooperate with the SGA Finance Committee on matters relating to fiscal policy, including Financial Review and Assistance sessions presented by the Committee, shall be precluded from requesting a budget or special funding until the matter is resolved.

## ARTICLE V. STUDENT ACTIVITY FEE APPORTIONMENT

---

- A. The Controller's Office shall transfer the portion of the Student Activity Fee apportioned for the support of student clubs and organizations to the SGA Treasury.
- B. In addition, portions of this allocation shall be divided as follows and referred to as mandatory transfers. The Registrar will provide the Controller's Office with the official total of students paying the Student Activity Fee per class per semester.
  1. Student Government Association Reserve (SGAR) - Two percent (2%) of the initially collected funds shall be deposited directly to the Student Government Association Reserve (79990), unless the reserve is at or above \$50,000 in which case no funds will be deposited. These funds shall be used to increase the SGAR and provide moneys for special funding throughout the year.
  2. Class Dues - Each of the matriculating classes shall receive dues, transferred to their College class accounts, equal to \$5 per member of the class per semester.
  3. Hillel - Hillel shall receive \$5 per student paying the Student Activity Fee per semester. The amount will appear in the Hillel student club account (72800).
  4. Alternative Break Trip Committee (ABTC) - The ABTC shall receive \$5 per student paying the Student Activity Fee per semester. The amount will appear in the Alternative Break Trips account (71050), to be administered by the College Chaplain's Office.
  5. Emergency Medical Services (MCEMS) - shall receive \$3 per student paying the Student Activity Fee per semester. The amount will appear in the MCEMS budget account (72450), to be administered by MCEMS.

6. Muhlenberg Activities Council (MAC) - MAC shall receive \$23 per student paying the Student Activity Fee per semester. The amount will appear in the Muhlenberg Activity Council account (73000), to be administered by MAC.
  7. Concert Board - The Concert Board shall receive \$10 per student paying the Student Activity Fee per semester. The amount will appear in the Concert Board account (72250), to be administered by the Student Activities Office.
  8. Student Government Association (SGA) - The SGA shall receive \$5 per student paying the Student Activity Fee per semester. The amount will appear in the SGA budget account (70000), to be administered by the SGA.
- C. Organizations receiving direct funding through the apportionment of the Student Activity Fee are not eligible to request additional funding from the Student Government Association.
- D. Muhlenberg Theatre Association & Muhlenberg Dance Association (MTA & MDA) - The majority of the programs and needs of these organizations is funded through the College as per an agreement from 2005. MTA and MDA are eligible to receive a budget for events not directly affiliated with the Muhlenberg Theatre & Dance Department (i.e., student run).
- E. Zeroing accounts
1. None of the previously mentioned accounts shall be zeroed out between the fall and spring semesters.
  2. Accounts for the Concert Board, Emergency Medical Services (MCEMS), Hillel, Muhlenberg Activity Council (MAC), and the Student Government Association (SGA) shall be zeroed out at the conclusion of the spring semester.

## ARTICLE VI. AMENDMENTS

---

- A. Changes in these financial policies and procedures will be recommended by the Finance Committee and must be approved by a vote of two-thirds (2/3) at a regular or special SGA meeting.
- B. All affected organizations must be notified no less than seven (7) days before any changes approved by the SGA shall go into effect.