

Beloit Student Congress:

## **FISCAL POLICIES**

**2012 – 2013**

### **A. Food Cap**

Any Beloit Student Congress recognized constituency shall spend no more than \$50 of its yearly allocated budget on food, unless otherwise specified by the body which set that constituency's budget.

### **B. Authenticity of Receipts**

All receipts submitted for reimbursement to Student Activities shall be official vouchers from the place of purchase. Student Activities shall not accept receipts that have been written by a student. Receipts must be submitted within three weeks of purchase within the fiscal year, along with off-campus expense reports, if necessary. All receipts must be itemized. If the quality of the receipt comes under question by a student or Student Activities, Budget Committee shall serve as final arbiter in the situation.

### **C. Double Charging**

No student may be charged to enter or participate in an event that has already been funded by Student Activities Fees without prior approval from Budget Committee. This rule shall not prohibit the use of Student Activities Fees to subsidize programming for which students are asked to pay the remainder of the cost, provided that the total money received for an event from all student sources shall not exceed the total cost of the event, unless approved by Budget Committee. Instances of suspected double charging shall be brought to Budget Committee for deliberation and can be considered misappropriation of funds.

### **D. Inactive Clubs**

Any club that has been deemed inactive by COO shall have its accounts frozen. Any money remaining in an inactive club's accounts at the end of the semester shall be liquidated into the New Club Fund.

### **E. Certification of a Club's Constitution**

No money shall be accessed from club, student organization, or committee accounts that do not have an official, up-to-date copy of their bylaws or constitution on BLink. These accounts shall be considered frozen until such time as the proper documentation can be provided on BLink.

### **F. Student Payment**

Student Activities Fees shall only be used to pay students at the discretion of Budget Committee in cases where there is distinct need for the service and the compensation is appropriate. Budget Committee shall be the final arbiter in all instances regarding the paying of students with Student Activities Fees.

### **G. Alcohol and Tobacco**

Student Activities Fees may not be spent on alcohol or tobacco, with the exception of money allocated to the C-Haus Operating Account.

### **H. Accessibility of Events**

All events funded by Student Activities Fees must provide an equal opportunity that does not discriminate on the basis of sex, race, color, religion, national origin, ancestry, age, sexual orientation, gender identity, club membership status, or physical or mental disabilities unrelated to activities.

### **I. Prizes**

Student Activities Fees may not be spent on prizes without prior approval from Budget Committee.

### **J. Off-Campus Events**

No Beloit Student Congress money may be spent on food items for off campus events, unless prior exception is made by Budget Committee.

**K. Rent**

Student Activities Fees may not be used to pay rent for property unless prior exception is made by Budget Committee.

**L. Account Access**

Accounts overseen by Beloit Student Congress cannot be accessed by students from the date that classes end in the spring semester through the day of fall registration without permission of Student Activities and Budget Committee.

**M. Off-Campus Academic Funding**

Mandatory off-campus events, trips, or activities for a credit-bearing academic course may not receive money from student activities fees.

**N. Club Accounts**

Beloit Student Congress clubs must conduct all their fiscal transactions through the Beloit College Accounting office. They may not maintain private accounts for the club through other financial institutions or personal holdings. All profits earned in any way through the use of student activities fees shall be considered club fundraising and must be reported as such. No personal profits may be made through the use of student activities fees.

**O. Distribution of Items**

No non-food items over fifteen dollars (\$15.00) may be purchased for permanent distribution to students without prior approval from Budget Committee.

**P. Retroactive Funding**

Student Activities fees shall not be used for retroactive reimbursements for direct source funding, which include purchases made prior to their approval by Beloit Student Congress or BelFAST. Reservation fees for college fleet vehicles shall be exempt from this rule.

**Q. Inventory**

All non-food items over fifteen dollars (\$15.00) purchased with Student Activities Fees shall be taken into inventory, unless otherwise specified by Budget Committee. All items in inventory may be checked out to individual students and shall be their responsibility.

**R. Charitable Giving**

No Student Activities money may be donated to charity without prior approval from Budget Committee. Goods or services may be purchased for no more than the standard price and must meet other fiscal policies.

**S. Games of Chance**

Student Activities Fees may not be spent on the operation of randomized gaming events including, but not limited to raffles or lotteries, without the prior approval of Budget Committee.

**T. Financial Access Training**

All BSC Clubs and Committees must attend financial access training with Student Activities in order to access their budget or sponsor BelFAST proposals.

**U. Purchase of Electronics**

All purchases of electronics must be made through, or in consultation with, ISR.