



# **Student Finance Board**

## **Budget Guidelines**

Embry-Riddle Aeronautical University  
Daytona Beach, Florida  
Student Government Association

These Budget Guidelines have been last amended effective 15 August 2013.

## Definitions

<b>Excess Revenue</b>	Revenue earned above the Division's estimated revenue for that semester and can only be appropriated upon the justification by the Division and approved by the Student Finance Board.
<b>C&amp;O Fund</b>	A budget fund to be used for allocations to all student organizations.
<b>Incentive</b>	A budget fund to be divided among all Divisions and Branches, and to be spent as a group by each division or Branch.
<b>Proposal</b>	A formal presentation by a Division, Branch, student organization, or any other individual which must be submitted at least two (2) business days before the consideration at the next scheduled Student Finance Board meeting.
<b>Executive Costs (Executive Budget Line 19030)</b>	Account set up to pay for SGA office expenses every semester including Safe Ride, Salaries, Benefits, Rent, Telephone, Internet, Incentive, SWANK movie Channel, SGA Composite, SGA Banquet, Student Assistant Wages, Printing, coffee, Postage, Travel & Meetings, SGA Retreat, General Supplies, and subscriptions.
<b>Restricted Fund</b>	The restricted fund is the SGA savings account, and can be only used for special purchases or projects that were unanticipated, and/or were not or could not be budgeted for, and the expenditure must benefit the entire student body either directly or indirectly. Use of this fund may only be authorized by the Executive Board or by an Executive Order by the SGA President.
<b>Forums and Meetings Fund</b>	A fund to be used for purposes of forums and special projects coordinated by the Student Representative Board. All expenditures from this fund must approved by the Student Finance Board.
<b>Capital and Miscellaneous Expenditures Fund</b>	A budget line established to fund unanticipated expenses or capital requests.

## **PURPOSE**

The Student Government Association (SGA) is granted the right to collect an SGA fee from the student body. It is the responsibility of the members of the SGA, regardless of position, to ensure that all SGA funds are used for the betterment of the student body. It is imperative that the members of each Division and Branch accept their duties as representatives of the student body, and that they exercise the freedom to express their opinions and the student body concerns about the SGA budgeting process. Monies allocated within the SGA will be distributed in an ethical and impartial manner according to the wants of the student body. The effectiveness of the Budget Guidelines depends on the fulfillment of the duties and responsibilities of all the members of the SGA, including all Divisions and Branches. All of this must be achieved in agreement with the SGA Constitution, Bylaws, and Budget Guidelines.

## **BUDGET PROCEDURE**

Any student organization that is registered and recognized by the office of Student Activities and Campus Events can apply for funding from the Student Government General Fund. This fee paid by the undergraduate and graduate students is administered by the SGA. No money can be spent without the SGA's approval. The Student Finance Board (SFB), by order of the SGA Constitution and with direction from these Budget Guidelines, oversees the expenditure of the SGA funds to ensure that they are spent only in the following areas:

1. Programs of cultural and educational enrichment
2. Recreational and social activities
3. Tutorial programs
4. Club athletics
5. Assistance for student run programming  
(purpose and activities of the organization must be educational, cultural, recreation or social)
6. Administration of these programs
7. Transportation costs
8. Student services to supplement or add to those provided by the college
9. Safety Precautions (Preventative safety measures)

## **RESTRICTIONS TO FUNDING APPROVAL**

The SGA reserves the right to deny funding for the following:

1. Gift Certificates
2. Airfare
3. Food for organization meetings/events/trips
4. Gifts for speakers/seniors etc.
5. Shirts, uniforms, jerseys or other personal items (not staying with the organization)
6. Dues (membership or organization)
7. Salaries, scholarships and money for other organizations officers and members
8. Politically associated costs
9. Other miscellaneous expenditures deemed inappropriate by the Student Finance Board

## **PREPARATION OF OPERATING BUDGETS**

Each recognized student organization is eligible to receive funds to subsidize their operating budgets though the semesterly allocation of money from the SGA General Fund obtained from SGA fees and income earned during that academic year. These funds are requested by the student organizations though the submission of a proposed budget packet for that semester (summer, fall, or spring). Proposed budget packets will be submitted at the beginning of each semester. The budget will contain itemized listing of all operating expenses and expected revenue for the semester. Also included in the budget packet will be any

unpaid bills from the previous fiscal year. All proposed operating budgets shall indicate the intended use of money and shall be organized by line item. The line item format will be provided by the SFB. All operating budgets shall include the necessary money for the operation of that organization for the semester.

### **SUBMISSION OF BUDGET PROPOSALS**

The SFB will establish a procedure whereby each organization requesting to use an SGA allocation during the semester must submit a detailed budget packet. All proposed budgets must be submitted no later than the last day of the eighth week of the semester. The proposed operating budget will be submitted to the Student Finance Board for review.

### **REVIEW OF BUDGET PROCEDURE**

The SFB will review the anticipated revenues and individual budget requests to devise a tentative overall budget for that semester. The SFB will schedule budget meetings at which a representative from each student organization requesting funds can be required to attend by the SFB. Each representative will be given a maximum of five minutes for their presentation, after which questions and discussion will take place. Budget meetings are to occur no later than four (4) full weeks into the semester. The voting on all proposals will take place after each organization has spoken to the SFB, unless there is a motion to table. The SFB shall approve the budgets within two weeks of its presentation.

### **CLUB/ORGANIZATION REQUEST FOR CHECKS**

Each club must submit a Request for Check form in order to obtain money from the SGA. The Request for Check form must be filled out completely including the names of the President, Treasurer, and Advisor of the Club/Organization along with their signatures at the bottom. Request for Checks must be submitted to the SGA Treasurer. Check processing will occur within fourteen (14) days of RFC approval. Documentation for used funds must be furnished.

### **SFB ETHICS AND RESPONSIBILITY**

The SGA ensures that no SGA fee money will be used in any matter that will discriminate on the basis of race, religion, national orientation, sex, or sexual orientation. It is the responsibility of the SFB to ensure that all SGA funds are used for the betterment of the student body. Operating budgets are subjected to review at any time by the SGA Treasurer or Associate Director of Student Activities for the Student Government Association. The SFB has the right to withhold allocations if it feels it will not be used for the set forth budget. In order to ensure that the money allotted by the SGA will be distributed in an ethical and impartial manner, all SGA money will be allotted based on the following criteria:

1. Cost/ Benefits
2. Activity History
3. Financial History
4. Historical/ Future Fundraising
5. Potential benefit to the student body
6. Organization's potential growth / current membership size

### **SGA DIVISIONS**

Each Division may accumulate revenue through the sale of advertisement and/or services. For specific numbers refer to the division's bylaws.

All revenue collected by Divisions, either in part or full payment, shall be deposited into the University's Daytona Beach SGA account where said funds will be held in escrow for the respective divisions. All commissions shall be via student employment time sheets in accordance with each respective division's governing documents.

All advertising in the Avion Newspaper, Touch-N-Go, and WIKD 102.5 Campus Radio must be paid by the advertiser in cash or by check. Trade-outs will be allowed in exchange for advertising or services rendered in accordance with prudent business practices as directed by each respective division manager and adequate documentation of said transactions are provided to the SGA Treasurer.

*The Avion* newspaper – The Avion Editor-in-Chief and Business Manager shall prepare the budgets for the Avion. *The Avion* shall be allotted a minimum of 8%, and a recommended 10% of the SGA’s Budget. This funding may only be used for printing costs. Capital expenditures may be submitted in a written request to the SFB for approval under special circumstances.

WIKD 102.5 – The Division Chairperson and Business Director shall prepare the budgets for the Campus Radio Station. WIKD 102.5 shall be allotted a minimum of 3%, and a recommended 5% of the SGA’s Budget. Capital expenditures should be submitted in a written request to the SFB for approval

TOUCH-N-GO PRODUCTIONS – Touch-N-Go Executive Board shall determine the number of revenue-generated events in the upcoming semester to help in the estimation of their revenue. The Touch-n-Go Chairperson and Budget Coordinator shall prepare the budgets according to these estimations. Touch-N-Go shall be allotted at least 25%, and a recommended 35% of the SGA’s budget. Capital Expenditures should be submitted in a written request to the SFB for approval.

#### **DIVISIONS REQUEST FOR FUNDS**

Each division must submit a separate Request for Funds for each check they wish to have written. Multiple invoices from the same company may be added together for one check to that company. Request for Funds must be given to the SGA Treasurer and/or the SGA Office Coordinator. Check processing will occur with fourteen (14) days of RFC submission. Requests for mileage reimbursement must fall within the Mileage Guidelines as established by the University and documentation of the purpose of the trip must be attached. All requests for mileage reimbursement must be for SGA related business. The American Automobile Association (AAA) mileage specifications will be used to calculate distance and requests will be reimbursed per the University travel rate. Additional mileage reimbursement may be requested from the SFB on a per trip basis.

#### **EXCESS REVENUE**

Excess Revenue may be used for capital purchases or any other SGA related expenses deemed appropriate by the SFB. No monies may be spent on personal items of any kind for members or non-members, nor can Excess Revenue be used for parties or any other incentive-related expenses.

All expenditures from Excess Revenue must be presented to the SFB for approval prior to purchase. Excess Revenue may be placed in a special Restricted Fund for specifically designated expenditures for that Division. Any UNAUTHORIZED purchases may be billed to the Division’s Executive Board members who approved the unauthorized purchase. This will be determined by the SFB. If the SFB decides that the Division’s Executive Board members are responsible for payment of the merchandise, those members will be the owners of said merchandise and the company from which it was purchased will be notified that it was an unauthorized purchase and that the SGA will not be responsible for payment of the merchandise.

If Excess Revenue is over-spent, the difference will be deducted from the following semester’s Excess Revenue. If the Division has no Excess Revenue to deduct it from, the over-spent amount will be deducted from that Division’s allocation the next semester.

#### **CAPITAL AND MISCELLANEOUS EXPENDITURES FUND**

The SGA will maintain a semesterly Capital and Miscellaneous Expenditures Fund in the amount of at least 3% of the total revenue, for unanticipated expenses special requests, or capital expenditures. The fund may

only be used through submission of a properly completed proposal to the SFB for consideration and approval by 2/3 vote. Should the SFB decide that the minimum Capital and Miscellaneous Expenditures Fund be increased to a larger percentage, they may do so with a majority vote. The Capital and Miscellaneous Expenditures Fund can start being allocated for additional club funding no earlier than seven (7) weeks into the semester at a date determined by the SGA Treasurer.

### **INITIAL EXPENDITURES**

The SGA will budget for and maintain a budget to account for all initial expenditures. Initial expenditures include items such as: administrative salaries, benefits, printing, rent, general services (i.e. Safe Ride, coffee), travel and meetings, general supplies, awards, gifts, and donations.

### **EXECUTIVE BUDGET**

The SGA will budget for and maintain a budget to account for all operating costs for the office of the SGA. Operating costs include student assistant wages, benefits, training, printing, polo shirts, general services (i.e. water), subscriptions and periodicals, awards, gifts, and donations, SGA retreat, as well as any needed or unexpected events that the Executive Board deems necessary.

### **SGA INCENTIVE**

The purpose of incentive is to build a team atmosphere within a division or branch and the Student Government Association as a whole. Incentive will be budgeted by the SGA each semester and will be determined by the SGA Treasurer and SGA Advisor, not to exceed twenty dollars (\$20) per person per semester.

Incentive cannot be paid to individuals and must be spent as a group, as determined and approved by a majority of the Division/Branch members. Incentive does not have to be spent in its entirety at one time (may be used for two or more events), but must be used within the semester. All receipts must be turned in to the Associate Director of Student Activities and Campus Events within five (5) business days of the event. No incentive money can be disbursed to a Division/Branch who has outstanding receipts or monies due to the SGA or pending judicial matters before the Student Court. Incentive may not be used for the purchase of alcohol or items paid to individuals (i.e. gift certificates, prizes or any other items deemed inappropriate by the SFB). Any unspent monies will be transferred to the SGA Restricted Fund and cannot be carried over to the next semester.

### **FORUMS/MEETINGS FUND**

The SGA will maintain a Special Project Fund to help in the sponsoring or cosponsoring of projects or services to the students of ERAU. The amount of this fund will be determined by the SGA Treasurer and Associate Director of Student Activities and Campus Events for SGA each semester. The Special Projects Fund may be used only through the submission of proposal to the Student Finance Board (SFB) for approval and must first be approved by a 2/3 vote of the SFB.

### **STUDENT FACILITIES FEE**

The Student Facilities Fee is a mandatory fee that has been set up to fund construction of a new student union; this fee is \$150.00 per student per semester. When this account reaches half of the cost of the proposed building (through the continued collection of the fee and interest gained while in escrow) it will be used to fund half of the Student Union, the other half being funded by the University. The fee will still stay intact and will be used for the upkeep of the building once construction is completed.

### **STUDENT ORGANIZATIONS (C&O) FUND**

The SGA Treasurer and the Associate Director of Student Activities & Campus Events for Student Government shall budget for a C&O Funds Account each semester. This account shall be used per the Student Organizations (C&O) Guidelines.

### **CHANGES IN BUDGETING PROCEDURES AND ALLOCATION PROCESS**

During this time it will be taken to the Chief Justice for consultation. A 2/3 by the SFB vote is required for approval.

### **FAILURE TO FOLLOW BUDGET GUIDELINES**

Any Division or entity which fails to follow Budget Guidelines will be required to appear before the Student Finance Board for investigation and determination of action to be taken. The SFB may ask for recommendations from the Student Court, SGA Chief Justice or the Office of Student Services if they feel it would be appropriate.

### **APPEALS**

Should the SFB deny a request submitted by a Division, Branch, Club, Organization, or individual, a written appeal can be submitted to the SFB within 10 working days following the denial. Appeal must be submitted to the SGA Treasurer to be distributed to the SFB. The appeal will be discussed by the SFB in the next regularly scheduled SFB meeting. The Chairperson (or Editor in Chief) of the Division/Branch making the appeal must be present for the meeting in which it will be discussed. Clubs and organizations appealing must have an executive officer present during the SFB meeting in which the appeal will be discussed. Should the SFB deny the request for the second time, the Division, Branch, Club, Organization, or individual may submit a written appeal to the Student Court within 10 working days following the second denial if they feel that their rights were violated. The Student Court shall hold a meeting within two weeks following receipt of the appeal and invite the appropriate parties to attend to offer testimony or other information requested by the court. If the Student Court is to grant an appeal, a new allocation amount will be determined by the SGA Treasurer and the Associate Director of Student Activities and Campus Events. This decision will be final.

These Budget Guidelines were last amended by two-thirds vote effective 15 August 2013.