

2018

# Student Government Association

## Financial Handbook

The Student Government Association of Saint Francis University is committed to a strong, viable student involvement program, which significantly contributes to the intellectual, social, and spiritual development of the student body, serves the academic goals and values of the institution and makes substantial contributions to the campus environment. Since the vitality of the extracurricular and co-curricular program is necessarily dependent upon student participation and leadership, it is in the interest of Saint Francis University to encourage involvement of our most talented and interested students in these activities.



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## Leadership. Community. Service.

### **Mission Statement**

The mission of the Student Government Association is to serve as the voice of the student body by providing Saint Francis students with representation, services, and advocacy within the University structure. It is our purpose to cultivate strong student leadership, to build connections between students, faculty and administration, and to better our campus community.

### **Introduction**

The SGA Finance Handbook is designed to aid organizations in dealing with their finances and outline the rules that must be adhered to in the preparation of the budgets. This is not a textbook, but rather a guide to steer you in the right direction. Questions or concerns may be directed to the Business Manager of SGA or the Assistant Director of Student Engagement and Leadership Development in the JFK Student Center.

### **The Roles and Expectations of Organization Treasurers**

- i. Keep track of the funds allocated to each organization
- ii.
- iii. Should know the beginning balances of the organization of both the allocation from SGA and fundraised monies.
- iv. Should know how much money is earmarked or allocated for specific projects as determined in the Budget Request Form
- v. Should know how much the organization owes to vendors or contractors
- vi. Should know where the organization spends its money and for what purposes
- vii. Be knowledgeable of funding processes, paperwork and rules of SGA
- viii. Should keep the Orgsync Treasury Checkbook up to date with the correct balances
- ix. Communicate where funds have been spent to organization members
- x. Be available to share information with organization members and explain to them where money goes
- xi. Responsible for informing all members know on financial policies of the SGA
- xii. Has a valuable decision on where the funds allocated should be spent
- xiii. Train the next treasurer for the organization before your office term has expired and be helpful after you leave office
- xiv. Communicate frequently with the SGA Business Manager to reconcile funds and make sure your numbers match

\*See the Student Organization Handbook for more information.

## Financial Policies of the Student Government Association

### A. Accounts

The administration of allocated funds is done by the SGA Business Manager with the final approval of the SGA Senate. These monies are put at the disposal of the student organizations funded by SGA. SGA is responsible to assure money is spent in accordance with University and SGA policy, but truly has no desire to micro-manage how organizations operate more than providing guidelines and paperwork to fill out. *All accounts that SGA manages are subject to change due to the activities of the club, or lack thereof, or if necessary adjustments need to be made for SGA.* An organization's budget may be adjusted only by a majority vote of Senate. Withholding payment of allocation is always a prerogative of the Business Manager, but clubs may appeal to the SGA Senate who has the option to overrule the Business Manager.

### B. Budget Eligibility and Organization Membership

Any student organization that has received recognition from the University through the Center for Student Engagement and Leadership Development (herein CSELD) is eligible to apply for funding if their recognition date happens before the final Budget Training Session. All funded organizations must be registered and attend one budget training session before funds may be allocated. Organizations without proper student membership, participation, or control may have their funds suspended with a recommendation by the Finance Committee and majority vote by the Senate. All events of SGA funded organizations must be open to all students of Saint Francis University. All clubs funded by SGA must have an open membership policy, and likewise, membership cannot be mandatory by any class or faculty member.

To remain active, the organization must renew their registration through OrgSync at the beginning of each academic year **and** update their information each January. Membership must be kept up to date on Orgsync. This ensures that the correct officers can be contacted when needed. **The organization has three weeks into the semester to update the club or organization account. If not, the organization account will be frozen until the club's registration on OrgSync updated.**

The CSELD reserves the right to withdraw recognition from any organization due to a violation of University policy, failure to comply with guidelines and procedures, and misuse of funds, or in the event of duplication of purpose between organizations. An organization must be recognized to be able to use University facilities, apply for funding and use the name of the University. See the Student Organization Handbook for more information on rights of recognition.

#### i. Academic/Professional Organizations

Organizations will be funded for projects that benefit the entire campus community. Funds may be requested for: the initiation of a fund raising event, supplies for a campus

wide event, and trips in accordance to the trip funding guidelines. Beneficial projects include: educational programs, community services related to the club's assumed professions, awareness drives or other programs deemed appropriate by the SGA Financial Committee.

Unauthorized expenditures include: academic conferences, trial studies, or anything deemed connected to academic curricula. Organizations who wish to spend money on an unauthorized expense may submit a letter of appeal along with their budget request explaining why they feel SGA should fund the expenditure. No academic/professional clubs may be funded for conferences or individual presentations at conferences. *It is not SGA's purpose or intention to fund projects that fall to the responsibility of academic departments.* Organizations in this category must hold at least one networking social per calendar year with alumni of your academic program. Please work with the University Alumni Office and your academic department to coordinate invitations, event plans and a date that would be most advantageous for your group.

ii. Activism/Outreach Organizations

Organizations may use their funds to benefit the campus community while educating about your cause, purpose, and mission. Allocated funds beyond the \$350 allotment for entertainment trips may not be used for donations, trips or equipment/tools. Funds may be requested for: transportation to outreach events in accordance to the trip funding guidelines, food for campus wide events to show case outreach programs, and supplies for outreach events. Proposals may be submitted to SGA Senate regarding programming involving a campus speaker intended for the benefit of the campus community.

iii. Greek Life Organizations

Organizations in this category are not eligible to be funded by SGA because SGA only funds all-inclusive organizations.

**Here are examples of appropriate uses of funds for all other organizations, but organizations should simply follow the guidelines in this financial handbook.**

I. Recreational Organizations

*Funds may be requested for:* equipment utilized by the club for activities and campus wide events (up to \$300 annually: any equipment purchases above that amount must be submitted as a proposal to Senate), and trips in accordance to the trip funding guidelines.

II. Cultural/Arts Organizations

*Funds may be requested for:* the initiation of a fund raising event, supplies for campus wide events, and trips in accordance to the trip funding guidelines.

**Funds may not be requested for: apparel for the sole benefit of the club/organization, or food for the use of club meetings.**

III. Club Sports

*Funds may be requested for:* team league fees, fees for facility rental/usage (i.e. field and ice time), fees for officials (i.e. umpires, referees, etc.), fees for medical professionals during games if required by the league, concussion and other medical testing required by the university, compensation for coach either in the form of stipend or Graduate Assistant Financial Aide, and team transportation.

a) Team equipment's, team uniform's and apparel's

*Funds may be requested for:* sports equipment (i.e. headgear, soccer balls, ect.), and apparel and uniforms (i.e. pinnies, jersey, ect.). Each club sport will fall under a Tier that will depend on how well- established and regionally competitive it is as an active club. Any Tier II teams who become well-established and regionally competitive in their time as active club sports team may be elevated to a Tier I status. Any Tier I teams who digress as a club will be demoted to a Tier II to be concluded in this rule. Any equipment purchases above those amounts must be submitted as a proposal to Senate.

- **Tier I** Funds may be requested for club sports equipment, apparel, and uniforms up to a maximum of \$2,500 every two years or \$1,250 annually.
  - This rule includes all well-established and regionally competitive club teams such as Baseball, Ice Hockey, and Rugby.
- **Tier II** Funds may be requested for club sports equipment, apparel, and uniforms up to a maximum of \$300 every two years or \$150 annually.
  - Any new club sports teams who become well-established and regionally competitive in their time as active club sports teams may be considered to move up to Tier I at the discrete of the CSELD.

**Funds may not be requested for: individual player league fees.**

b) Safety regulation

All club sports must have proper physicals and safety regulations completed ONE month before the first tournament, game or match. If not completed, the club sports account will be frozen until further evaluation upon the Financial committee.

- **If not completed after the first tournament/match/game financial penalties will occur.**

### C. Advisors

All student organizations function under the guidance of an advisor, chosen by the students in the organization, and approved by the CSELD. **Funds and operations should be controlled by the students and not by the advisors. We strongly believe in the co-curricular learning experience and insight that comes from students running the organizations on their own.** SGA suggests that any discrepancies between advisors and members should be settled internally at first. If adequate resolution cannot be reached, the matters should be brought before SGA and the CSELD.

The advisor's signature is required for requests of funds. If an advisor refuses to authorize a bill, please contact the CSELD. Advisors are to advise and not tell the organization what to do. If an organization is unhappy with their advisor, they have the right to find a new one. For more information and helpful tips for advisors, please request an Advisor's Manual from the CSELD.

### D. Authorized Uses of SGA Funds

Funds may be used only to support or promote social, cultural, recreational, educational or community development programs, which are initiated by the club and then approved by the SGA Finance Committee through the budget process (Spring Semester), always centered on the benefit and impact of Saint Francis University Students. The funds must also be spent in accordance with the purpose of the organization as stated in its constitution.

Common **authorized** uses of funds are (this is not a comprehensive list, merely the most common expenditures):

- i. Gifts totaling less than \$60 for a speaker who does not require a fee (like campus faculty, staff, administration); cannot be a gift card or actual money
- ii. Prizes for a contest sponsored by your organization to the campus community (must be a student winning the prize) and advertised appropriately and extensively
- iii. Trinkets and to advertise your group, an event or program
- iv. "Seed" money to start a fund-raiser (but once the money is recouped from the fundraiser, the seed money should be replaced in your "allocated" account)

### E. SIP Grants Compliance

Student Initiated Programming (SIP) Grants are a function of the Students Activities Organization (SAO) and are therefore managed, received, or distributed by SAO

SIP grants are only available to:

- Saint Francis University recognized student clubs and organizations



- Departments/Offices within the Student Development Division

SIP Grants are limited to a \$300 maximum per event

- There is a \$25 charge for use of SAO equipment such as popcorn and snow cone machines
- If you want to borrow the cotton candy machine, snow cone machine, or popcorn machine, you must take into consideration when budgeting your grant that there is a \$25 charge for each machine requested

#### Terms & Conditions

- 1. The event WILL contribute to "an active, vibrant student life on the SFU campus."
- 2. The event will NOT conflict with other major campus events (i.e. Family Weekend, Homecoming, Founders' Day, etc.).
- 3. The event WILL be open and accessible to the general SFU campus community especially the entire SFU student body.
- 4. The event WILL involve an interactive experience for your participants.
- 5. The event WILL comply with all University policies, guidelines, and procedures, as well as comply with student behavioral expectations as expressed within the SFU Student Handbook.
- 6. The event WILL deliberately provide a non-alcoholic and substance-free social alternative.
- 7. The event WILL encourage the well-being of SFU Students, including: intellectual, physical, spiritual, and social wellness.
- 8. The event WILL be offered ONLY during either a Friday or Saturday night (avoiding breaks and finals).
- 9. Any SIP Grant funded event must ensure that all food and prizes are available to full-time, undergraduate students ONLY.
- 10. I/We understand that my request(s) is/are not guaranteed to be approved.
- 11. I/We understand that for any reason, the scheduled program/activity may be changed or canceled due to reasonable factors as decided by the Center for Student Engagement and that I/We will be notified of said changes as well as provided an explanation for the change/cancellation.
- 12. I/We understand that the request(s) must be considered for approval based on the availability of the request as well as the appropriateness of the request(s).
- 13. I/We understand that I/We are to be held accountable for both the content of this/these request(s) and the appropriate and professional oversight of the program/activity.

#### F. Trips

Trips will be separated into two different categories: Educational and Entertainment.

Determining whether a trip is educational or entertainment based will be based on the purpose

of the conference or, if it is not a conference based trip, the organization will be required to include no more than a two page explanation of which category they feel the trip falls under.

Any SGA funded organization will be allowed to send members of their organization on an educational trip with the maximum amount of SGA allocated funds to be \$450 for the fiscal year (regardless of the number of students going or how many trips are planned). The organization will need to show forethought by including all trip expenses into the proposed budget request submitted to the Business Manager. An educational trip must meet the following criteria: the organization must attend a seminar and/or speaking engagement, there must be some form of prior registration (tickets are excluded), the event must be held by a non-SFU governing organization, and a formal agenda must be presented by the non-SFU governing organization. Tours are not considered to be conferences and will be deemed entertainment. Please note later in the handbook where different categories of organizations are explained in further detail.

Trips deemed entertainment will be allocated \$350 for the fiscal year for groups of students. Entertainment trips that take more than 20 Saint Francis Students may petition SGA for additional funding for the large number of students attending. In order to petition SGA, the officially recognized student organization must present a comprehensive list of trip costs and an explanation of why this trip will be beneficial to the students and to the overall student life of the University. The Finance Committee will then review the costs and determine the appropriate amount, if any, of additional funding they feel the petitioning organization should receive for the trip. The Finance Committee will then pass their recommendation onto the Senate for a majority vote to approve.

All other trips not meeting the educational trip criteria will be classified as an entertainment trip and will receive funds accordingly. Final discretion will be given to the SGA Finance Committee followed by a vote from the Senate.

Mileage costs are reimbursable at the standard Saint Francis University rate.

#### **G.** Trip-Based Organizations

Student Organizations will be considered “Trip-Based” if in two of the prior three years, the organization has made expenditures in excess of 50 percent of their budget on entertainment trips (i.e. Ski Club and Outdoors Club are examples of Trip-Based Organizations). Such organizations will be exempt from the guidelines stated above for “trips,” but instead, will be considered on a case by case basis. Final discretion will be given to the Finance Committee followed by approval of the Senate.

#### **H.** Unauthorized Uses of SGA Funds

- i. Unlawful purposes

- ii. Using funds in a way that was not agreed upon during the budgeting process
- iii. Donations
- iv. Honorariums (speaking fees) will not be granted to Saint Francis University faculty, administration, or staff.
- v. Alcohol (following the policies established by the University; exception to this is the Senior Class sponsored Thirsty Scholar events, Senior formal, or case by case approval by the CSELD)
- vi. Bail or attorney fees
- vii. Any dinners, banquets or “snacks” that are not open to the entire student body (to ensure this, you must advertise all meetings, dinners, etc. appropriately and you may require signing up to attend, but all students must be invited)

\*Under the discretion of the SGA Executive Board and Advisor, SGA as a representative of the student body may be able to use allocated monies to pay for flowers, gifts and donations on behalf of the student body. For such times that necessitate these items like funerals of students, faculty, and SFU.

#### I. Authorized Uses of Fundraised Monies

**All organizations funded by SGA are required to conduct at least one fundraiser per fiscal year to help further their group’s purpose. Groups not complying with this new rule will be allocated accordingly the following fiscal year. It is SGA’s wish that organizations do not rely on its allocation as if it is a well-spring of funding.** Only the net profit of the fundraiser activity is considered fundraised money. At the end of the fiscal year, the net profit of fundraised funds can be carried over to the following year. Spending of fundraised money must be in compliance with the policies of Saint Francis University (no alcohol may be purchased). Examples of appropriate uses of fundraised money are:

- i. Donations
- ii. Offsetting program costs on campus
- iii. Food at meetings
- iv. Trips (either entertainment or education)- to offset costs not covered by SGA Allocations

\*Please note all fundraisers must be approved by the CSELD. There are raffle tickets available for organization use as well. If your organization is having trouble deciding on a fundraiser to conduct, the CSELD can help you figure it out!

**For any fund raiser lasting longer than one week in time, deposits of cash and checks should be made every two (2) days to the Business Office. These deposits are to be made to ensure the security of cash.**

**All deposits must be counted by two (2) officers of the club in order to ensure transparency of record keeping and security of all deposits.**

#### J. Suspending Accounts

Any organization that is found in violation of the Financial Policies can have their account temporarily suspended until further review. The Business Manager shall submit the rationale behind the action to the Executive Board and CSEL.

#### K. Elections

The results of organization elections must be sent to the CSEL by January 15<sup>th</sup> each year. All treasurers are required to meet with the SGA Business Manager and with the3 Director of Student Engagement and Leadership Development for a budget/treasurer's workshop to discuss the Financial process before funds will be allocated.

All organizations must maintain current officers and organizational information with the CSEL on Orgsync. This information is made available to the Student Government Association for current information, mailing lists, personal contacts and the co-curricular transcript. If the information is not kept current on Orgsync, this could result in an organization's loss of recognition, and therefore inability to submit a budgeting packet.

All elected officers must be in good Academic, Social and Disciplinary standing.

#### L. Meeting Minutes

All organizations that receive funding must file their minutes from all meetings on Orgsync.

#### M. Inventory

The Student Government Association reserves the right to inventory property purchased with Student Government Funds. Any missing items will be considered in the budget hearings for the following year. All property purchased with funds provided by the Student Government Association is the property of Saint Francis University and the Student Government Association.

#### N. Overspending

The Business Manager may, at any time, call for the books and financial records of any organization, and they must be promptly presented. Any organization that exceeds its budget shall not be funded for the remainder of the fiscal year. If an organization finds it necessary to overspend its budget, it should notify the Business Manager in advance and receive permission from the SGA Senate. An organization may receive additional contingency funding in order to avoid exceeding its budget after completing the necessary contingency request and receiving a majority vote from the SGA Senate. If an organization exceeds its budget the organization shall be held accountable for the deficit in subsequent years with the addition of a 2% interest charge

## O. Advertising

In keeping with the understanding that only organizations that are open to the entire student body are eligible for funding, it is necessary to reiterate that all programs, events, meetings, etc. should be advertised properly to the entire student body (mass emails, social media accounts, flyers, and sign-up tables are only a few of the methods which can be utilized). All events should be posted and advertised using Orgsync. SGA has the right to terminate funding for particular projects, events, or programs that the Executive Board and/or Senate do not feel are being advertised sufficiently. For specific rules on advertising, please see the Student Organization Handbook. \*The color photocopier in the CSELD is available for organizational use during regular business hours. All flyers must be officially approved by the CSELD before displaying.

## P. Checking Accounts

All debts are to be paid by the University Business Office (by way of SGA accounts), at the request of the Business Manager. **Absolutely no separate accounts are to be held by SGA-funded organizations. If a department on campus issues a donation to a group's cause, it should be deposited into the fundraised accounts of said organization. If it is determined that an SGA-funded organization had monies in a separate account, the organization will forfeit their allocation until further notice and face a one-year suspension**, during which time they cannot apply for SGA allocated funding. In order for the organization to regain SGA-funded status, the separate account must be closed and all monies deposited into SGA Accounts.

## Q. Contracts

The University Policy states that the University Vice President for Finance and the Director of Purchasing are the only individuals recognized and entitled by the University to sign contracts for all clubs and organizations. This includes any legal binding contracts such as hotel rooms, speakers, bands, DJs, off campus activities, etc. Please see a full explanation of this policy in the Student Organization Handbook.

## R. Credit Card

To use the SGA Credit Card, a member of the SGA funded organization must make an appointment with the Director of Student Engagement and Leadership Development for online or phone orders. The card may only be used for purchases of more than \$30. Once the Credit Card statement is received, the organization will "pay" for the purchase. Please keep this in mind when receiving budget balances from the SGA Business Manager, as the credit card bill is only reconciled once a month.

### S. Method of Payment

All funds from the SGA are issued by the Business Office account for organizations. This will be done by check only and no petty cash is available. The Check is physically written at the Business Office. Before a check can be issued, two signatures (one being the advisor and the other being either the current president or treasurer) are required to authorize the expenditure and ensure accountability in our procedures. **Check requests must be given to the Business Manager 2 weeks in advance of the due date that the check is supposed to be mailed out or for the funds to be transferred. This is to ensure enough time for the Business Manager and the Business Office to record and process the transaction. Last minute requests cannot be guaranteed expedited processing and the SGA and its Business Manager are not responsible for expediting late requests or requests made short of the required deadlines. Exceptions to this rule will be made on a case-by-case basis exercising a reasonable review of each circumstance.** Please note any late fees incurred will be the responsibility of the organization. Turn in all invoices presented to the organization as well.

### T. Guidelines for Requesting and Submitting SGA Funds

Organizations requesting the use of the organizational allocation must follow these steps:

- i. All organizations should purchase on “credit,” which can be obtained by speaking to the Business Manager.
- ii. Fill out the Cash or Check Request form in as much detail as possible. Enclose invoices and any other items that are to accompany payment.
- iii. All requests for funding must be submitted at least two weeks prior to the date needed to the SGA Business Manager.
- iv. The Business Manager will directly process the payment, unless the organization specifies otherwise.
- v. If a vendor requires a Purchase Order prior to placing the order, contact the CSELD located in JFK.
- vi. If the organization cannot purchase on credit, the alternatives are:
  - a. Buy the items with a member’s money and submit the receipts with a check request form to obtain reimbursement. Members will never be reimbursed without proper receipts.
  - b. In emergency cases, SGA may purchase on behalf of the organization after organization committed to reimbursement SGA within the academic semester.

## U. Deposits from Organizations

- ii. All money collected by organizations or cash advance returns are required to be deposited through SGA by following these steps:
  - a. All deposits must be hand delivered to the Business Office Window in Raymond Hall Monday thru Friday at the hours of 9:30-3pm. All change must be wrapped and the bills should be separated in their denominations from smallest to largest.
  - b. Fill out an SGA Deposit Form. This form is available outside of the SGA Office or outside the Business Office Window. This form is used to credit the organization for the money deposited. The amount is then checked against the Business Office receipts for accuracy. The top form should be left at the Business Office with the deposit. The middle form should be submitted to the SGA, while the bottom should be retained for club records.
  - c. A statement of all organizational deposits will be sent to the organization every two months for the organization's records.

## V. Forms and Questions

Standard billing requests must have the vendor listed as the payee and should include the original invoice or any payment documentation when funds are requested. Reimbursements must have an individual of the organization listed as the payee and must include all receipts or invoices for the total amount. **All check requests and transfer of funds forms must be submitted no sooner than 2 weeks prior to the due date of the transaction.**

Organizations requesting to transfer money to another organization may request a form from the Business Manager to do so. Any organization requesting information about the organization's financial standing is asked to allow one week for the information to be delivered.

## W. Long-term Financial Planning

While we would like to fulfill more funding requests for all recognized organizations, the Student Government Association does not have the funds available to meet the expectations of every organization. It is required that all organizations conduct at least one fund-raiser per fiscal year (July 1<sup>st</sup> to June 30<sup>th</sup>) to increase your organization's account. Organizations should not rely on SGA as a sole funding source. **In particular, if your organization is looking ahead to a large event or conference that requires additional income, fund raising can begin at any time and those funds will be carried forward to the next fiscal year.** Remember that all fundraisers must be approved and the proper forms submitted to the CSEL D prior to beginning any fund raising event. The forms are available at the CSEL D and downloadable from the CSEL D Website.

## X. Violations

If any organization is found in violation of the policies that the Student Government Association at Saint Francis University has put forth, said organization will be reprimanded by the Student Government Association Executive Board and sanctions may be imposed at their discretion.

## Budget Allocation Process and Role of the Financial Committee

### A. Financial Committee

The Financial Committee shall consist of the Business Manager and at least three, but not more than six, Senators. The Business Manager will present to the committee the budget request of each organization, the recommended allocation for that organization, and an explanation for the recommended allocation. The Business Manager and Financial Committee will conduct a preliminary review of the budget information and determine a recommended amount for the allocation. The Business Manager and the committee will present the budget recommendations to the SGA Executive Board and Senate for review. During the review, the SGA Executive Board and Senate will discuss and make any changes to the recommended allocations and re-submit to the Budget Committee for revision.

### B. Procedure

- i. The Business Manager will schedule a general budget meeting in February for all recognized clubs and organizations. The purpose of the meeting is to review the budget process in order to prepare the budget requests for the next fiscal year. The treasurer or one designated representative from a recognized organization must attend the budget meeting. Recognized organizations not represented will face a 25% reduction to their allocation in the next fiscal year.
- ii. Organizations which have not fulfilled items on the "Budget Request Form" (found on OrgSync) will not be considered for a budget until the items have been submitted.
- iii. SGA has the right and responsibility to the student body to assess the "activeness" and campus impact of a club when deciding allocations.
- iv. Any organization has the option to meet with the Business Manager and Financial Committee to review their requested budget together. Please "check" this option on the Budget Request Form.
- v. Organization advisors are not allowed to participate at any meeting that an organization sets up with the Financial Committee.
- vi. Organizations must submit their proposals to the Business Manager by the deadline or request an extension prior to the deadline. Organizations that do not submit their



proposals by the deadline will not be considered for allocations during the next fiscal year.

- vii. Line items on the budget proposal should be specific. Items that are vague or unclear will not be considered and may be returned to the organization for clarification.
- viii. Each organization is responsible for completing and filing their budget requests. The Business Manager is not responsible for completing budget requests for organizations.
- ix. The budget request process should be considered a learning process for members of clubs and organizations. The advisor should not complete or submit the budget proposal.
- x. All organizations are required to have ten active members. Those with less than ten members will not receive funding in the next fiscal year.
- xi. New organizations that have been recognized and active for two consecutive semesters and submit a budget request, will receive a minimum of \$150.00 (before any penalties are assessed).
- xii. Organizations may petition the Finance Committee for a review of their allocation through the appeals process. Organizations may request a hearing before the Finance Committee to review their allocations by submitting their request in writing to the Business Manager within five business days of receiving notice of their allocation. After five business days, all allocations are final.

### C. Allocations by Category

- i. SGA and the CSEL D have assigned a category to each recognized organization. The possible categories to be listed under are: Academic/Professional, Campus Services, Club Sports, Activism/Outreach, Cultural/Arts, Faith-Based, Recreation, and Spirit/Tradition. Some clubs have been cross-listed as they fall under more than one category in their purpose. Organizations will have to follow the rules of their category when fulfilling their budget request forms and will be allocated according to those paradigms. Those clubs that are cross-listed may choose which category (and therefore rules) they fall under for financial support. The projects and activities planned should reflect the category theme they choose.
- ii. The Finance Committee will set the allocations that each class receives.

### D. Financial Penalties

- **All organizations are required to host two campus wide programs per year (one per semester) and are required to conduct one fund-raiser per year to avoid reliance on SGA as a banker. Funded clubs and organizations are also required to have representation at SGA organized events such as Town Hall (once a semester) and the Leadership Conference (once a year). The punishments for not conducting these are as follows:**  
**Account Freeze**

- Account freeze from budget if memberships are not updated on Orgsyn by the third week of the semester
- Account freeze from budget if ALL club sports members, do not complete ALL safety regulation requirements one week before first tournament/match/game

#### Deduction

- 10% deduction from budget if one event isn't held
- 25% deduction from budget if neither event is held
- 25% deduction from budget if sole fundraiser isn't held
- 25% deduction from budget if club sports fail to complete ALL safety regulation requirements one week after the first tournament/match/game
- One fiscal year suspension of budget if all 3 items aren't held

#### SGA Event Deductions:

- 2% deduction if no representation at one Town Hall or Leadership Conference
- 3% deduction if no representation at either both Town Halls or Leadership Conference
- 5% deduction if no representation at both Town Halls and Leadership Conference

**Please note:** the enforcement of these freeze budgets and budget reductions is at the discretion of the finance committee.