

**WILLIAM PATERSON
UNIVERSITY**



**STUDENT GOVERNMENT
ASSOCIATION**

FINANCIAL GUIDELINES
2010-2011

Effective [As Amended] July 20, 2010

TABLE OF CONTENTS

(Alphabetical Index - Page 28)

I.	<u>INTRODUCTION</u>	
	Accountability.....	4
	Classification of Student Groups.....	5
 II.	 <u>SGA BUDGET</u>	 6
 III.	 <u>ACCESSING SGA FUNDS</u>	
	Financial Workshops.....	7
	Club Approval Boards.....	7
	Finance Committee.....	8
	Items Requiring Exec. Board/Leg. Approval	9
	Financial Request Appeals.....	9
 IV.	 <u>SGA ACCOUNT DESCRIPTIONS</u>	
	“Event-Budgeted” Account.....	10
	“Sports- Budgeted” Accounts	10
	“Independently Budgeted” Accounts.....	11
	Traditional Program Accounts.....	11
	Community Service Account.....	12
	Special Projects Account.....	12
	Grant Account.....	12
	Organizational Profit Accounts.....	13
	Residence Life Committee Line.....	13
	Commuter Life Committee Line.....	13

V. <u>EVENT INFORMATION</u>	
Online Event Scheduling...	14
On Campus Event Information.....	14
Off Campus Event Information	14
Financial Request Information.....	14
Pre-contract Information	14
Contract Information.....	14
Quote Information.....	15
Co-Sponsorship Information.....	16
VI. <u>FORMS</u>	
Food Service Quote.....	16
Deposit Summary.....	16
Post-Event Evaluation.....	16
Acknowledgement & Release	16
VII. <u>FINANCIAL MANAGER</u>	17
VIII. <u>POLICIES</u>	
Advertising.....	18
Advertising Rates.....	19
Alcohol.....	19
Bus Transportation.....	19
Car Service.....	19
Cancellation/Postponement of an Event.....	19
Conferences.....	20
Co-Sponsored Activities.....	20
Copy Machine.....	20
Credit Cards.....	20
Deposits.....	21
Food Service Policy.....	22
Food Service Procedures.....	22
Fundraising.....	23
Lodging and Meals.....	23
Purchase Order.....	23
Salary/Commission.....	23
Ticket Policy/Complimentary Tickets.....	24
Violation of Financial Guidelines.....	26
Alphabetical Index.....	28

SGA FINANCIAL GUIDELINES

INTRODUCTION

The William Paterson University Student Government Association (SGA) oversees all student clubs and organizations chartered through the Association. In cooperation with the University Administration via the student activity fee, the SGA and its clubs and organizations provide academic, cultural, social and recreational activities for the student body as well as the rest of the University community. These financial guidelines are established in accordance with the SGA Constitution and By-laws and will assist club officers and advisors in their understanding of the policies and procedures relating to the use of student activity fees. For additional information or further clarification, contact the SGA Treasurer or the SGA Financial Manager.

ACCOUNTABILITY

The allocation of student fees represents a responsibility of considerable proportion. The allocation and disbursement of student funds is an educational experience, which at William Paterson University is in the hands of the students with staff guidance and proper controls.

Effectiveness of these controls can be evidenced by the responsibility shared between student and advisor. All requests for SGA funds must be initiated with a requisition approved by student officer, advisor, Campus Activities advisor, and authorized by the SGA Treasurer prior to a purchase order being issued. All purchase orders must be approved and initiated by the SGA Financial Manager.

Computerized or comparable reports of all of the SGA's financial activity under the current budget must be printed out twice a semester and submitted to the SGA Treasurer. The SGA Treasurer must then report the same to the Executive Board and the Legislature twice a semester. Additional requests for updates may be made at any time.

In addition to the above and proper accounting and auditing, the SGA Financial Guidelines serve as a safeguard to the equitable allocation and disbursement of SGA funds. It is understood that any student organization, club, or association governed by the Student Government Association constitution will comply with SGA Financial Guidelines.

No SGA club or organization can enter into a banking relationship outside of the SGA. All SGA monies must be overseen by the SGA Treasurer and the Financial Manager.

Violation of this will result in the freezing of funds and possible suspension or deactivation of that club.

I. CLASSIFICATION OF STUDENT GROUPS

1. Classification of organizations is subject to review and reconsideration when requested and deemed worthy by the Court of Judicial Review.
2. Classifications – all chartered clubs and organizations are classified by the Court of Judicial Review into one of four categories, those being “Annually Budgeted,” “Event Budgeted,” “Independently Budgeted” and “Sports Budgeted.”
 - a. “Annually Budgeted” Organizations are those organizations open to all members of the Association. These organizations shall be granted an annual line item budget from SGA funds for the development and implementation of activities that are of general interest to the entire WPU Community.
 - b. “Event Budgeted” Organizations are those organizations open to all members of the Student Government Association and exist as specific interest groups. These organizations are entitled to approach the Finance Committee with the requests for funds from the Club Account.
 - c. “Independently Budgeted” Organizations are those organizations open to all members of the Association. They are defined as organizations whose yearly operating budget comes from their own funds but are financially supervised by the S.G.A.
 - d. “Sports Budgeted” Organizations are those inter-collegiate, competitive sports organizations open to all members of the organization. Note that club membership does not guarantee competitive participation. “Sports- Budgeted” Organizations will be eligible for a specified line item budget to be determined annually.

Newly Chartered Organizations

- a) “Annually Budgeted” organizations that are newly chartered may request event related funds from the Club Account. They will not be eligible for a full line item budget until they are active for two consecutive fiscal years and have been reviewed and approved by the Legislature.
- b) “Event Budgeted” Organizations that are newly chartered will be eligible to request funds from the Club Account, not to exceed \$3,000 within the first two semester period, not including summer semesters. After the first two consecutive semesters, the club may have full access to the Club Account.
- c) “Independently Budgeted” Organizations that are newly chartered must have been an event – budgeted organization for at least two consecutive fiscal

- years prior to application. After this period the organization must be reviewed and voted upon by the Legislature.
- d) "Sports Budgeted" Organizations that are newly chartered will receive \$1,500 and will be eligible to request up to \$1,500 in matching funds for each of the first two fiscal years in which active competition takes place. Funding for Newly Chartered "Sports Budgeted" Organizations will be taken from the Contingency Line. They will not be eligible for a full line item budget until they have been in active competition for two, consecutive fiscal years and have been reviewed and approved by the Legislature.

SGA funds are made available to all student chartered organizations, in good standing, regardless of religious or political viewpoint.

II. SGA BUDGET

The Budget Committee will meet during the spring semester to determine the allocation of student activity fees. The Committee shall consist of the SGA Executive Officers and three (3) Finance Committee members, and the SGA Financial Manager as a non-voting member. The SGA Treasurer shall serve as chair of the Budget Committee.

"Annually Budgeted" and "Sports Budgeted" organizations shall provide a line item budget for their organization to the Budget Committee for review. Line item budgets must be submitted by the deadline set by the SGA Treasurer. The Budget Committee will then review the entire SGA budget to allocate funds based upon the estimated fees provided by the University Administration. The proposed SGA budget will then be forwarded to the Legislature and Auxiliary Board for approval.

Any modifications or recommendations made by any approval body will be sent back to the Budget Committee for review. If the proposed budget is not approved before the end of a semester 25% of the proposed budget shall be reserved by the new administration until such time as a budget is properly approved.

If the formulation of a subcommittee is necessary in order to review grant applications, it shall be formed under the discretion of the SGA Treasurer and Financial Manager and the maximum number of constituents shall be five of the SGA Budget Committee members.

Please note, during the course of the year budget modifications may be made based on recommendations from the Finance Committee to the Executive Board.

III. ACCESSING SGA FUNDS

In order to receive funding:

- Club must be chartered by the SGA and maintain an active status.
- President and Treasurer must have completed a current financial workshop.
- Funding requests must be approved by their respective boards/organization prior to any commitment.
- Activity must be adequately publicized and open to all William Paterson University students.
- Sponsoring club must adhere to SGA Financial Guidelines, Campus Activities and University Policies.

FINANCIAL WORKSHOPS

Financial workshops are informative sessions for all SGA chartered clubs held by the Treasurer and/or SGA Financial Manager in order to explain the SGA financial system, procedures and guidelines. Attendance at a financial workshop is mandatory in order to access funds. Financial workshops are generally held at the beginning of the fall and spring semesters and must be completed annually by both the organization's President and Treasurer prior to requesting funds. It is the responsibility of the President and Treasurer to inform their advisor of all SGA policies and procedures. Advisors are encouraged to attend a Financial Workshop.

Additionally, all SAPB and Greek Senate Committee Chairs and SGA Class Officers (President/Treasurer) who access funds are required to attend a workshop annually as well. All other officers are welcome to attend. Additional workshops for newly formed clubs and newly elected officers will be held during the year by appointment with the SGA Treasurer and/or Financial Manager.

CLUB APPROVAL BOARDS

Certain organizations within the Student Government Association (*Beacon*, Student Activities Programming Board, Greek Senate, and Sports Clubs) have boards that must approve the accessing of their funds. Before a financial request is approved by the SGA, the request along with all required backup documentation must be approved by respective organization, club adviser and a representative from the Office of Campus Activities.

Minutes must be maintained and a copy reflecting approval of all financial decisions shall be forwarded upon request to the SGA. Any requests of an extraordinary nature may require additional approval from the SGA Finance Committee.

All financial requests must follow the same procedures as requests for funding for any SGA activity. If the activity is under \$500 in cost, funding must be passed at least two weeks prior to the actual activity. If the activity is under \$5,000 in cost, funding must be

passed at least three weeks prior to the actual activity. If the activity is over \$5,000 in cost, funding must be passed at least five weeks prior to the actual activity.

Programming requests must include **all** expenses associated with a given activity and must be requested at the same meeting. Upon approval by the board the organization's treasurer (or president) approves the requests, which are then reviewed by a Campus Activities advisor. After Campus Activities approval, requests are sent to the SGA Treasurer and Financial Manager for review. No financial request will be processed without all required event information.

FINANCE COMMITTEE

The Finance Committee, a standing committee of the SGA, makes recommendations to the Executive Board and the Legislature, and also takes action on all financial matters. The Finance Committee is chaired by the SGA Treasurer or the Finance Committee Secretary in the SGA Treasurer's absence. The Finance Committee is comprised of up to thirteen members:

- (1) SGA Treasurer
- (1) Senior Class Treasurer and (2) Seniors
- (1) Junior Class Treasurer and (2) Juniors
- (1) Sophomore Class Treasurer and (2) Sophomores
- (1) Freshman Class Treasurer and (2) Freshman

The Finance Committee's main responsibilities include, but are not limited to approval of the following:

- Any variation in spending above the excess of the approved budget must be brought to the attention of the Finance Committee prior to any commitments being made
- All financial requests funded by the SGA
- Any expenses for any club that might be considered out of the ordinary (capital improvements, etc.)
- All changes in salaries, commissions, and advertising rates (see "Policies")

The Finance Committee meets once every week whenever classes are in session. The SGA Executive Board acts as the Finance Committee whenever classes are not in session, or the Finance Committee is not able to conduct business during their regularly scheduled meeting time. All "Event-Budgeted" club requests up to and including \$5,000 require approval from the Finance Committee. Requests over \$5,000 require Finance Committee and SGA Legislature approval. Requests must include all expenses of a given activity. If an additional expense should arise, the SGA Finance Committee will determine if the nature of the expense is the result of poor planning or an unforeseen circumstance. Unforeseen expenses can then be entertained by the Finance Committee.

An event budgeted organization may request \$3,500 for an activity; any request exceeding that amount must be co-sponsored with another club. A student representative from each club must be present at the Finance Committee meeting to explain the nature of the request.

All event information and financial requests must be approved by all necessary committees/boards at least three weeks prior to the activity if the total amount of the request does not exceed \$5,000. If the total amount of the request does exceed \$5,000 the request must be approved by all necessary boards at least five weeks prior to the activity. If the activity is under \$500 in cost, the SGA Treasurer may allow the activity to be reviewed by the Finance Committee at least two weeks prior to the actual activity. The deadline for all requests shall be set by the SGA Treasurer.

The SGA Executive Officers, or its designated body, will act as Finance Committee for expenditures occurring during the summer, or when the Legislature is not in session.

All event information (financial requests, quote information, pre-contract information and co-sponsorship information) must be completed on-line before consideration is made. Advertising (flyers/*Beacon* advertisements, etc.) and all backup documentation must be submitted at this time as well for approval by the Committee. The Office of Campus Activities and Student Leadership will provide overall assistance in planning the activity.

ITEMS REQUIRING EXECUTIVE/LEGISLATIVE BOARDS APPROVAL

1. Designated funds for the capital improvement of University property.
2. Funds to be allocated to sponsor activities or programs that would enhance a particular academic department, and would be considered the fiscal responsibility of either the university administration or the faculty/staff.

Please note: No financial request may originate with the SGA Legislature or under "New Business" at any meeting.

FINANCIAL REQUEST APPEALS

All financial requests are appealable. If an organization is dissatisfied with the decision of the Finance Committee, the organization may appeal the decision to the Executive Board. The appeal must be submitted in writing to the SGA Treasurer, 48 hours prior to the Executive Board meeting, in which the organization's appeal is to be heard. If the decision stands, the club may appeal to the SGA Legislature who has the final say on all matters.

IV. SGA ACCOUNT DESCRIPTIONS

There are two major categories of expense accounts under the SGA Budget: administrative accounts and programming accounts. A more detailed explanation of some of these accounts is as follows:

“EVENT-BUDGETED” ACCOUNT

The “Event-Budgeted” Account or the Club Account receives an annually determined portion of the estimated working budget. Only “Event Budgeted” or newly chartered “Annually Budgeted” organizations may request funds from this account. In addition, class officers, provided they have attended a financial workshop, may also request funds from this account for activities for their respective classes. If a club is active (i.e. club roster completed, attendance at Club Presidents Meetings, semester reports submitted to the SGA, and completion of the financial workshop), the following requests will be considered:

* **Programming** – Programs, services, and activities on or off campus directed primarily to the student community. Examples include but are not limited to: guest lectures, dances, off campus trips, etc. that are open to all students of William Paterson University. All requests for an activity (performer, publicity, security, etc.) must be made at the same committee meeting.

Please note: No funds for food will be allocated for meetings for any clubs.

* **Travel** – This includes travel expenses to a club sponsored activity most often bus transportation.

“SPORTS-BUDGETED” ACCOUNTS

Sports- Budgeted Organizations of the SGA may be eligible to receive funds. Although they follow the same financial guidelines as other clubs of the SGA, their different needs warrant special attention:

* All clubs are required to submit rosters, waiver forms, season schedules, and a budget to the SGA Financial Manager prior to any practice or team activity so that insurance can be secured by the SGA. No sports- budgeted organization will be considered active without insurance. Membership is limited to WPU students only.

* Any personal equipment, uniforms, or clothing required for a club sport must be paid for in full by its members. Checks will be issued by the SGA to pay for these items provided that funds have been previously deposited by the club for that purpose.

* All financial agreements with outside vendors, recreation facilities (stables, bowling alleys, rinks, playing fields, etc.) must be authorized by a purchase order prior to any verbal agreement.

- * Accident and catastrophic insurance are covered by the SGA for all sports- budgeted organizations officially chartered by the SGA.
- * SGA funding for sports-budgeted organizations shall be approved by the Budget Committee during the annual budget process.

“INDEPENDENTLY-BUDGETED” ACCOUNTS

These organizations do not receive or have access to SGA funding. However, all finances are overseen by the SGA. As such it is subject to the same financial guidelines as all funded clubs and organizations.

THE BEACON NEWSPAPER

The Beacon, classified as an “Independently-Budgeted” Club under the SGA Constitution, does not receive SGA funding (other than ad revenue for SGA ads).

The Beacon’s financial circumstances warrant further elaboration:

- * Tuition stipend/salaries approved by *The Beacon* and the SGA are always contingent upon adequate funds being generated.
- * Sufficient ad revenue must be generated to cover normal operating expenses, such as phone, postage, and publication of the paper. In the event that adequate funds are not available, options must be discussed with the SGA Treasurer and the SGA Financial Adviser.
- * The *Beacon* Board and the SGA prior to any agreement must authorize all financial transactions. Expenses paid after the fact should be reported to *The Beacon* board on a regular basis so that the staff is aware of the financial status.
- * Financial status should be reviewed bi-weekly with the SGA Treasurer and *The Beacon* Business Manager.

TRADITIONAL PROGRAM ACCOUNTS

These line items are annually determined accounts for traditional SGA annual activities created to supplement the “Event-Budgeted” Account.

In requesting funds for traditional theme celebrations (i.e. African Heritage Celebration, Latin Heritage Celebration, Women’s History Celebration, and Asian Heritage Celebration), the committee must submit all finance requests as one complete package to the SGA Treasurer three weeks prior to the week’s start in order to ensure that budget requirements are maintained.

All proceeds generated from these budget lines are returned to the account from which they came.

COMMUNITY SERVICE ACCOUNT

The Community Service Account receives an annually determined portion of the estimated working budget. Funds from this account are allocated to encourage a spirit

of one-on-one student interaction with nursing homes, and other institutions, thereby promoting volunteerism among students in order to benefit the community. Any funded club or organization may ask the SGA for funds from this account.

Examples of requests include transportation to and from community agencies, snacks, crafts for residents, etc. No speakers will be funded from this line item.

All requests must be presented to the Finance Committee following the same procedures as is necessary for Club Account requests. All such activities must be advertised as funded and sponsored by the Student Government Association.

SPECIAL PROJECTS ACCOUNT

The SGA President must approve all funding requests from this account. Proposals for funding must be presented by the SGA President to the Executive Board prior to any commitments. As with all SGA funds, disbursements from this account should benefit all or most students. Special projects should not supplant funding already provided for in other lines of the SGA budget. In case of emergency or when the Executive Board is not in session, requests from this line can be approved by a unanimous vote of the Executive Officers.

GRANT ACCOUNT

The grant account is a portion of money set aside exclusively for the purpose of funding programs that do not address or accomplish the same objectives of currently funded or SGA chartered organizations. However, all funds dispersed from the grant account must also directly benefit all or most students. Grant applications will be made available in early spring by the SGA Treasurer. Criteria for approval are outlined in the application. Completed applications must be submitted to the SGA Budget Committee by the deadline outlined on the application. The SGA Budget Committee, the SGA Finance Committee when the Budget Committee is not in session or a grant subcommittee will review each application and make a recommendation for awarding each grant.

Grants will be awarded as startup capital for "Pilot Programs." "Pilot Programs" are defined as programs that do not currently exist, or existing programs that are expanding. Grants will be approved with a one year funding stipulation. However, there is an option of a one year maximum renewal, if granted. Applications will not be automatically granted, but will be based solely on the success and/or progress of the program to date. Grants that are not claimed in the academic year for which it was approved shall be forfeited.

ORGANIZATIONAL PROFIT (OP) ACCOUNTS

Organizational Profit (OP) for an “Event Budgeted,” “Independently Budgeted,” “Sports Budgeted” organization or a class is revenue raised independent of SGA funding (proceeds from bake sales, raffles, member dues, etc.) For an “Event Budgeted” or class, a percentage of income from SGA-funded activities as defined under “Deposits” in the Financial Guidelines is considered organizational profit.

If an organization does not make a profit on an activity, any income received would revert back to the SGA budget line item from which it came.

The process to request funds through the OP account follows the same procedures and timing requirements as any other SGA event or financial request. However, OP account funding requests under \$250 can be approved one week in advance. Attendance to the Finance Committee is not mandatory unless encouraged by the SGA Treasurer. The OP may be accessed by the club president or treasurer, with the approval of the respective advisor, CASL representative and SGA Treasurer and/or Finance Committee. Failure to follow these guidelines will result in the Treasurer freezing the remaining funds.

Residence Life Committee Line

The SGA Residence Life Committee must approve all funding requests from this line. Proposals for funding must be presented by the SGA Residence Life Committee Chairperson to the Residence Life Committee prior to any commitments. The Residence Life Committee line should fund items, events, or activities in conjunction with the Committee’s mission.

Commuter Life Committee Line

The SGA Commuter Life Committee must approve all funding requests from this line. Proposals for funding must be presented by the SGA Commuter Life Committee Chairperson to the Commuter Life Committee prior to any commitments. The Commuter Life Committee line should fund items, events, or activities in conjunction with the Committee’s mission.

VI. EVENT INFORMATION

The following information should be submitted for both funded and non-funded events. All event information (except online event scheduling) should be submitted on-line via the SGA Financial System located at wpunj.collegiatelink.net.

Online Event Scheduling -Must be completed on-line in order to reserve all rooms or space on campus. This is the first step in scheduling an on-campus activity and must be completed with the Office of Hospitality Services. The on-line event scheduling page is available at www.wpunj.edu/studentcenter/. A printout of the email confirmation for campus space must be included in the financial request information that is submitted.

On Campus Event Information-Must be completed for all on campus activities. The information must be reviewed by advisor and a member of the Office of Campus Activities and Student Leadership. This information must accompany all financial requests and backup documentation prior to approval.

Off Campus Event Information-Must be completed if the activity planned is off campus and requires transportation, ticket, and student contact information. Information must be reviewed by a member of the Office of Campus Activities and Student Leadership and must accompany all financial requests and backup documentation prior to approval.

Financial Request Information-Utilized to initiate a funding request and must include all required details and any supplemental backup documentation. An authorized officer (President/Treasurer that have completed a current financial workshop) as well as the organization's advisor and staff member from the Office of Campus Activities are required to approve all financial requests. Each request is then approved by the SGA Treasurer and then processed into a purchase order by the SGA Financial Manager.

Pre-contract Information-Includes information required in order to book performers for an activity. Information including the performer's references and previous appearances must also be submitted to the appropriate treasurer. Information must be submitted on-line with the financial request before a formal request for a contract can be made.

Contract-A contract is a written binding agreement between two parties.

Please note: Students, advisors, and coaches are not authorized to enter into a contract on behalf of the SGA or William Paterson University.

The official performance agreement is in triplicate (SGA, performer, and Office of Campus Activities and Student Leadership copies). This is the only approved document to be used for activities involving speakers, performers or agencies of any type that appear on campus. Contracts provided by a performer or agencies representing the performer will not be accepted or endorsed by the Office of Campus Activities and Student Leadership. All performer information must be included on the financial request and pre-contract information prior to approval.

All contracts must be signed by the performer and a representative of the Office of Campus Activities and Student Leadership.

-Upon approval of SGA funds, the Office of Campus Activities and Student Leadership:

1. Receives the approved pre-contract information from the SGA Financial Manager and generates a University contract.
2. Sends the contract via email or regular mail to performer for approval.

-Upon receipt of contract back from performer:

1. The Office of Campus Activities and Student Leadership assesses any changes and initials them.
2. The Office of Campus Activities and Student Leadership sends contract to SGA Bookkeeper.

Please note the following:

-No contract for an SGA funded activity will be approved without a purchase order.

-Contracts must be submitted two, three or five weeks prior to the activity (based on funding amount) to guarantee payment of performer on day of performance. If the performer has not signed the contract two weeks prior to activity, the activity can be canceled.

-No club can advertise a performer unless there is a written contract with that respective performer.

-No deposits will be processed for contracted performers or vendors.

Quote Information-Consistent with the philosophy of obtaining the best value for general services or items (excluding performers) clubs should include three (3) vendor quotes for general items or services over \$350. Paper quotes are required to be submitted as backup documentation for a financial request for general items or services.

If it is deemed necessary to accept other than the lowest price for a general service or item, the reason must be documented. SGA members who purchase goods/services

with vendors who are family members, university employees or fellow students must disclose that information.

Co-Sponsorship Information-Agreement between clubs and/or classes that are sponsoring an activity. Each organization will outline what their contribution or duties will be for the participation in the activity. Once the respective boards have passed the co-sponsored activity, the SGA Treasurer must authorize any changes made in conjunction with the duties of the co-sponsored parties. Failure to do so may result in the cancellation of the activity.

VII. FORMS

Food Service Quote Form-The form verifies the quantity, description and cost of the food required for an activity. It must be filled out and signed by a Catering Office representative and submitted as backup documentation for a financial request. The form must be reviewed by advisor, Campus Activities representative, SGA Treasurer and SGA Financial Manager.

Post-Event Evaluation Form-Event budgeted clubs and organizations shall be required to submit a post-event evaluation form to the SGA Treasurer or SGA Financial Manager no later than three business days after the date of the event. The information from the form shall be used by the Finance Committee when reviewing the same or similar event in the future. Failure to submit this form may result in financial probation or financial suspension by the SGA Treasurer.

Annually budgeted clubs and organizations shall be required to submit a post-event evaluation form to their Treasurer no later than three business days from the date of the event. Copies of the form shall be made available to the SGA Treasurer or SGA Financial Manager upon request and should be used in preparing the budget reports. The information from the form shall be used by the club approval board when reviewing the same or similar event in the future. Failure to submit this form may result in financial probation by the SGA Treasurer.

Deposit Summary-Form is used when making a deposit with the SGA. The summary should contain complete deposit information including club name, date, activity and amount of deposit. Form should be signed by recipient of funds and individual depositing funds.

Acknowledgement Release Form-All students who attend a financial workshop must complete an Acknowledgement Release Form. This form verifies that each student has

agreed to abide by the Financial Guidelines and understands all rules and policies of the SGA's financial system.

VIII. FINANCIAL MANAGER - JOB DESCRIPTION

The Job Description for the Student Government Association's Financial Manager shall read as follows:

1. Responsible for the administration, maintenance, and security of the SGA financial system, including investment of reserve funds in cooperation with the SGA Legislature. The intent of this statement is that the person in this position will be responsible for ensuring the safety of actions concerning the expenditure of SGA funds. This means the creation and updating of our own SGA financial system, provide an alternate system of continuing financial services for the SGA in the event of an unforeseen crisis (the computer system goes off-line), and ensures that all SGA checks and deposits are protected and kept in a secure location. Investment of reserve funds will be done in conjunction with SGA wishes.
2. Responsible for the proper flow of all documents relating to the SGA financial system, including the timely approval of invoices.
3. Provide financial advice to SGA officers, nurture and assist SGA Treasurer in their role, including conducting workshops. Here, the intent is to convey the sense of guidance that a person in this capacity could provide. It is to be understood that never is the SGA Financial Manager to make the actual decision for any of the SGA members, but rather to aid them in making the actions of their decisions sound. It is in the expectation of the SGA that student leaders assume responsibility for all facets of their positions. In the case of a member acting in an inappropriate and/or detrimental capacity with the funds of the SGA, the SGA Financial Manager shall have the power to override that person's action. After such action has taken effect, the SGA Financial Manager must bring this to the attention of the Executive Board of SGA.
4. Be responsible for weekly submission of financial state of affairs. This simply means that the SGA Executive Board should receive a report during the Executive Board meeting under advisor's comments.
5. Responsible for providing expertise in the creation of budgets. Here again, it is encouraged that the students utilize their own ideas, but that the SGA Financial

Manager nurtures their process. Responsibility should be placed on the students to create their budgets.

6. Create and conduct workshops in an effort to familiarize students with the SGA financial system. Specifically, the SGA Treasurer must be trained proficiently in this system in the event that the SGA Financial Manager is unable to perform their duties for whatever reasons. This is intended to perpetuate the continuity of financial affairs of the SGA. Furthermore, the remaining three executive officers must be trained in the usage of the financial system. However, the SGA Financial Manager shall be responsible for training them only if the SGA Treasurer is unable to train them. Inability to train would be considered as the SGA Treasurer being inexperienced in the usage of the system.

However, if the SGA Financial Manager has trained the SGA Treasurer proficiently, then the SGA Treasurer should have the ability to conduct the training.

7. Responsible for training the SGA Treasurer to conduct workshops.
8. Responsible for encouraging students to make full use of SGA monies in a manner that best reflects the betterment of the student body.
9. Obtain all insurance plans for SGA and its clubs and sports teams.
10. Review all financial requests, purchase orders and checks to ensure that there are no errors in amount, information and that all forms are completed.
11. Responsible for attending a minimum of ten (10) SGA events per year. Must attend at least five events a semester, with the fall retreat and the senior celebration being mandatory events.
12. Record and maintain an inventory of all SGA equipment and supplies in conjunction with the SGA Vice President.

VIII. POLICIES

Advertising

All SGA funded activities must be advertised to all students. Most often this takes the form of flyers or an advertisement in *The Beacon*. All advertisements must contain name of activity, location, date and time of activity, sponsoring club, admission cost, and must state "Funded by the Student Government Association." Any deviation should be brought to the attention of and approved by the Finance Committee.

Advertising Rates

Changes in ad rates must be approved by the appropriate publication board and then brought to the Finance Committee for approval. SGA organizations must always be given an advantage over the off campus advertiser.

Rates for both SGA and the outside advertiser must be published and circulated within the SGA. All invoices/checks received must agree with published rates.

Alcohol

Student Government Association funds shall **not** be used to purchase any alcoholic beverages, for any on- and off-campus activities. Any organization not adhering to this policy faces a freezing of **ALL** funds and the possibility of charter suspension and position removal.

Bus Transportation

When procuring bus transportation please:

- Discuss your trip and transportation requirements with the Office of Campus Activities.
- Obtain three quotes and submit quote information along with your financial request.
- It is recommended that all buses approved charge per the SGA ticket policy, or at least a minimum of \$2.00 per person.
- Once a financial request is approved and a purchase order number has been assigned, the student organizer must provide a purchase order number to the bus company to confirm the bus service. Specific details regarding pick up, location, destination address and times should be confirmed as well by the student organizer.
- Forty-eight (48) hours prior to the trip, a review of the number of tickets sold is to be conducted. The sponsoring organization in consultation with the Office of Campus Activities and Student Leadership will determine if the trip is to be canceled due to a lack of ticket sales.
- If bus transportation is to be canceled, please notify the SGA Financial Manager and the Office of Campus Activities and Student Leadership as soon as possible.

Car Service

Car service can be requested for performers by submitting a financial request with the event information.

Cancellation/Postponement of an Activity

The Scheduling Office in Hospitality Services and the Office of Campus Activities and Student Leadership adviser in charge of the activity must be notified if an activity has been rescheduled or canceled. If an order was placed with the Catering Office, they must be notified as soon as possible. If it is a funded activity, the SGA Financial Manager and the SGA Treasurer must be notified as well. Failure to do so may jeopardize future requests for space and funding.

Conferences

“Annually- Budgeted” Organization officers may use part of their respective club’s annual budget for all expenses associated with conferences or retreats emphasizing leadership and programming development.

Additionally, members of the SGA Legislature and event budgeted organizations may request funding from the SGA Conference Line for expenses associated with conferences emphasizing leadership and programming development. Since conferences may require an adherence the relative guideline and substantial amount of monetary support, a meeting with the SGA Treasurer, SGA Financial Manager and representative of the Office of Campus Activities and Student Leadership must be scheduled prior to any planning.

Conference attendees shall submit a written report detailing learning outcomes within five business days after the conference to the SGA Treasurer or SGA Financial Manager. Failure to submit this report may result in individual financial probation or financial suspension by the SGA Treasurer.

Co-sponsored Activities

The SGA encourages all clubs to co-sponsor their activities with other clubs to promote participation and interaction among clubs as well as to foster attendance at activities. A non-funded group must demonstrate involvement with the activity. All co-sponsors must adhere to SGA Financial Guidelines.

Copy Machine

SGA clubs and organizations are assigned a limited number of copies on the SGA copy machine. Copying requirements exceeding that limit will be assessed a minimal charge by the SGA. All revenue will be recorded and deposited into the Copier Account.

Credit Cards

SGA clubs and organizations have access to two (2) credit cards. The following policy relates to usage of credit cards:

* Usage of the card must be authorized by a purchase order number only, issued upon approval of the financial request. The purchase order number must be presented to the Office of Campus Activities representative when requesting a credit card.

* Usage of the credit card is limited to the respective President and Treasurer of the requesting club or organization. This privilege is also extended to the executive officers of the SGA and respective chairpersons of SAPB and Greek Senate.

- * In the event the credit card is lost or stolen after SGA operating hours, immediately contact the credit card company or SGA Financial Manager.
- * Amount of purchase should not exceed amount approved by the SGA purchase order.
- * In the event that an amount charged excessively exceeds what was authorized by the Finance Committee and/or SGA Treasurer, funds for the club or organization will be frozen until the money has been paid back into the respective account.
- * Credit card must be picked up and returned the same day. Proper planning and time management is recommended when requesting the credit card.
- * Since signer is responsible for the card during the time signed out, it should never be transferred to anyone else. Card must be picked up, used, and returned by the President or Treasurer.
- * Receipts for purchases/credits must be submitted at the same time the card is returned to the Office of Campus Activities with purchase order number on the receipt. Any change in vendors should be noted on the receipt at this time.
- * Receipts must be clearly marked if merchandise/services are not to be charged to the same line item and/or more than one purchase order number.
- * The individual in charge of the budget line must initiate use of the credit card for a purchase against the respective SGA budget line.

Deposits

All revenue collected as a result of any SGA activity (even if revenue is generated as a result of an OP Account) should be deposited with the SGA Financial Manager or SGA Bookkeeper on a daily basis. Deposit summaries should contain complete information regarding club name, date, activity, amount, etc. and given to the SGA Financial Manager or Bookkeeper when depositing funds.

If revenue from an activity is 50-100% of total funds granted by the SGA, the SGA Financial Manager will appropriate deposits as follows:

<u>Activity Day</u>	<u>Club OP</u>	<u>SGA "Event-Budgeted" Account</u>
Monday - Thursday	25% of income	75% of income
Friday - Sunday	50% of income	50% of income

If revenue is less than 50% of amount granted by the SGA, all deposits are returned to the SGA Club Account. If revenue is over 100% of amount granted by the SGA that revenue over 100% will be credited to the club's OP. If a club-sponsored activity

utilizes only OP funds, all revenue from the activity is credited to their respective OP account.

Absolutely no reimbursements or remuneration for services rendered can be made from ticket sales or any cash receipts. Club presidents/treasurers are responsible for the deposit of all cash receipts.

Any violation of the above policy can result in the suspension of an organization's charter.

Food Service Policy

In collaboration with Food Service, the SGA has established guidelines concerning the use of food at SGA chartered club activities.

All food at club events must be purchased through Food Service/Sodexo.

Examples of food that must be purchased through Food Service:

Cold Food:	e.g. cold cuts, sandwiches, salads, etc.
Hot Foods:	e.g. hot platters, pizza, soup
Drinks:	e.g. coffee, tea, soda, water

Note:

Under no circumstances may electrical appliances be utilized by an organization.

Food Service Procedures

The following procedures must be followed for a club or organization to obtain food for an activity:

1. Food Service Quote Form is filled out in the Food Service Office three to four weeks prior to the activity.
 2. Financial requests are submitted and approved by the appropriate SGA committee or board for approval.
 3. After approval the SGA Financial Manager issues a purchase order number to the food request.
 4. Student organizer confirms food order via the Quote Form directly with Food Service after funds have been approved and purchase order has been issued.
- Confirmation of any food quote requires a minimum of five (5) business days notice for small requests and up to eight (8) working days for larger requests. Cancellation of a food order requires 48 business hours notice to Food Services.

It is imperative that clubs abide by the guidelines, clean up, and remove all remaining food at the conclusion of an activity. If cooperation is lacking, the privilege that the SGA clubs have gained will be revoked.

Fundraising

Any student group interested in fundraising must complete a fundraising application with the Office of Campus Activities at least 4 weeks prior to the commencement of the activity. Raffles require a proper permit unless something of equal value is given when ticket is purchased. In accordance with the Food Service contract, fundraisers involving baked goods must be home baked not purchased. See the Office of Campus Activities and Student Leadership for further information.

Lodging and Meals

Whenever funds are requested for hotel rooms, the Finance Committee can authorize up to \$80 per day per person. Whenever funds are requested for meals the Finance Committee can authorize up to \$40 per day.

If the intended destination warrants higher than average consideration, you may consult the Federal Government Website at www.gsa.gov/perdiem which lists each major destination and rate and attached copy to your request to justify higher rates.

Receipts must be submitted no more than five (5) business days after the return from the conference. Any funds not accounted for must be returned to the SGA.

Purchase Order

SGA generated [document](#) that [authorizes](#) a [purchase transaction](#). It [sets](#) forth the [descriptions, quantities, prices, discounts, payment terms](#), date of [performance](#) or [shipment](#), other [associated terms and conditions](#), and identifies a specific [vendor](#). After approval by the SGA Treasurer, the purchase order is assigned a number and processed by the SGA Financial Manager. No purchase is authorized by the SGA without a purchase order from the SGA Financial Manager.

Salary/Commission

The following policy applies to salaries or commissions generated by all organizations of the Student Government Association.

- Students should be checked for good academic standing prior to hire (2.0) at the start of each semester with the exception of key leadership positions as defined by University handbook.
- No more than one SGA salaried, commissioned, tuition-reimbursement, or hourly wage position per student, per semester.
- Paid positions not to exceed 20 hours per week per college policy.

- All open salaried positions must be advertised for two weeks outlining details of position and salary with all applications remaining on file for a minimum of one year.
- The club and the SGA Finance Committee must approve new position, salary and commission changes in minutes prior to assuming the responsibilities for that position.
- Students receiving an hourly wage, salary or tuition reimbursement from the SGA is not eligible for commission.
- Any proposed changes/additions to salary, commissions, ad rates, etc. must be based upon documentation submitted at the time of the request.
- Up to 15% commission on news ads only. (New ad is defined as an ad that has not run for a minimum of two full semesters). Commission would be paid on the first five (5) runs for ads generated on the initial contact providing the advertiser is charged the published outside rate and copy of check and ad is submitted.

Ticket Policy

1. The WILLIAM PATERSON UNIVERSITY SGA STUDENT ticket price for all events and activities, in which a ticket price is required (refer to items: a-c), must be at least 15% of the overall per-person cost to the Student Government Association when the total per – person, less approved complimentary ticket cost associated with the event is up to and including \$100. The William Paterson University SGA Student ticket price for all events and activities, in which a ticket price is required (refer to items: a-c), must be at least 40% of the overall per-person less approved complimentary ticket cost associated with the event to the Student Government Association when the total per – person cost is greater than \$100 and up to \$500. All prices for per-person costs exceeding \$500 shall be subjected to a price set by the SGA Finance Committee, Club Approval Boards, and/or Theme Month Committees.
 - a. The WILLIAM PATERSON UNIVERSITY SGA STUDENT price for all events or activities, less the amount of university fees imposed as of July 1, 2006, which fall within the price range of greater than \$0 and up to \$1500, will not have a ticket price; for off-campus events see the SGA Bus Transportation Policy.
- i. In the case of an event that is intended for Fundraising purposes, prices may be set for the event at the discretion of the Finance Committee, Club Approval Boards, and/or Theme Month Committees.
 - b. The WILLIAM PATERSON UNIVERSITY SGA STUDENT prices for all events or activities, less the amount of university fees imposed as of July 1, 2006, which fall within the price range of greater than \$1500 and up to \$3500, are to be enforced at the discretion of the club or organization requesting funds and approved by the SGA Finance Committee, Club Approval Boards, and/or Theme Month Committees.
 - c. The WILLIAM PATERSON UNIVERSITY SGA STUDENT price for all events or activities, less the amount of university fees imposed as of July 1,

2006, which fall over the price range of \$3500+, are to be enforced at the discretion of the SGA Finance Committee, Club Approval Boards, and/or Theme Month Committees.

STUDENTS are defined as individuals currently attending William Paterson University full or part time.

2. The WILLIAM PATERSON UNIVERSITY SGA GUEST price for all events or activities, if applicable and in which a ticket price is required (refer to items: a-c), must be at least 50% of the overall per-person less approved complimentary ticket cost to the Student Government Association when the total per - person cost associated with the event is up to and including \$100. The William Paterson University SGA Guest price for all events or activities, if applicable and in which a ticket price is required (refer to items: a-c), must be at least 75% of the overall per-person less approved complimentary ticket cost to the Student Government Association when the total per - person cost associated with the event is greater than \$100 and up to \$500. All prices for per-person costs exceeding \$500 shall be subjected to a price set by the SGA Finance Committee, Club Approval Boards, and/or Theme Month Committees.
 - a. The WILLIAM PATERSON UNIVERSITY SGA GUEST price for all events or activities, less the amount of university fees imposed as of July 1, 2006, which fall within the price range of greater than \$0 and up to \$1500, will not have a ticket price; for off-campus events see the SGA Bus Transportation Policy.
 - i. In the case of an event that is intended for Fundraising purposes, prices may be set for the event at the discretion of the Finance Committee, Club Approval Boards, and/or Theme Month Committees.
 - b. The WILLIAM PATERSON UNIVERSITY SGA GUEST price for all events or activities, less the amount of university fees imposed as of July 1, 2006, which fall within the price range of greater than \$1500 and up to \$3500, are to be enforced at the discretion of the club or organization requesting funds and approved by the SGA Finance Committee, Club Approval Boards, and/or Theme Month Committees.
 - c. The WILLIAM PATERSON UNIVERSITY SGA GUEST price for all events or activities, less the amount of university fees imposed as of July 1, 2006, which fall over the price range of \$3500+, are to be enforced at the discretion of the SGA Finance Committee, Club Approval Boards, and/or Theme Month Committees.

GUESTS are defined as individuals not currently attending William Paterson University as a registered student. Guests may not be allowed at some SGA events or activities based on availability and restrictions set by university policies.

3. The first five business days of ticket sales shall be reserved for “student-only” sales. Ticket sales will be made available to guests, when applicable, after the first five days of “student-only” sales. Tickets sales must be coordinated and facilitated by the Office of Campus Activities and Student Leadership unless otherwise approved by the Finance Committee and the Office of Campus Activities and Student Leadership.

The SGA Finance Committee reserves the right to increase prices based on special circumstances. The committee shall only authorize lowering prices if endorsed by 2/3rds vote of the legislature should the cost of the event exceed \$500 per person.

Ticket Sales

In an effort to offer fair and equal access to advanced ticket sales, with limited exceptions, all ticket sales occur through the Office of Campus Activities and Student Leadership. Advertising is provided by the student groups as well as either additional flyers or a specialized itinerary with all related information for each ticket buyer.

Complimentary Ticket Policy

Any club or organization that sponsors an activity on campus may distribute a specified number of complimentary tickets for those students involved in the coordination and implementation of the activities pending approval by the SGA Treasurer or SGA Finance Committee.

The number of complimentary tickets to be distributed must be presented and approved, along with the respective financial request, at the SGA Finance Committee meeting or Club Approval Board meeting.

For off campus activities the student organizer(s) will be given one complimentary ticket per organization. In addition, one advisor will be given a complimentary ticket.

VIOLATIONS OF FINANCIAL GUIDELINES

Any organization or individual found not to adhere to the procedures and guidelines faces the possibility of financial probation or financial suspension (see 2) by the SGA Treasurer. In some cases violations of these guidelines may indicate more serious consequences. All corrective actions that result in disciplinary recommendations may be appealed to the Finance Committee in writing no later than 5 business days after the issuance of the disciplinary action. The finance committee shall set a hearing date within 10 business days from the notice of appeal (see 1). The Court of Judicial Review shall formulate any subsequent recommendations.

1. Finance Committee Appeals Procedure

- a. Appeal meeting procedure is as follows:
 - i. The SGA Treasurer will yield the chair to the finance committee secretary for the duration of the appeal.
 - ii. If the finance committee does not have quorum, it will reserve the right to reschedule the appeal.
 - iii. Both the appellant and the SGA Treasurer will be allotted 5 minutes to speak with a one-time 2 minute extension opportunity approved only by committee vote.
 1. The SGA Treasurer will speak briefly about his/her decision.
 2. The appellant will present their appeal case.
 - iv. The committee may ask questions of all parties involved.
 - v. The chair (finance committee recording secretary) will call for a motion to grant the Club's appeal.
 - vi. The Chair (finance committee recording secretary) will call for a motion to have closed deliberations.
 - vii. The appeal will require a simple majority vote in favor of granting the appeal, denying the appeal, or changing the original consequence. The appellant will be notified of the committee's decision verbally and in writing no less than 5 business days after the appeal is heard.

This appeal process should last no longer than 45 minutes maximum. Both speakers will be given an allotted time of 5 minutes to speak (with 2 minute extensions if needed and approved.) The committee must be allowed to question both speakers for a total of 10 minutes between both speakers. This will give the committee at least 25 minutes to deliberate.

2. Definition of Consequences

- A. Club financial probation shall be defined as: All club financial activities will be closely monitored by the SGA Treasurer for a set period of time to be determined by the SGA Treasurer. In the event that the club violates the financial guidelines during the probationary period, they will be put up for financial suspension.(See C)
- B. Individual financial probation shall be defined as: All individual financial activities will be closely monitored by the SGA Treasurer for a set period of time to be determined by the SGA Treasurer. In the event that the individual violates the financial guidelines during the probationary period, they will be put up for financial suspension. (See D)
- C. Club financial suspension shall be defined as: the club's access to SGA funds, including fundraising and co-sponsoring, shall be prohibited for a set period of time to be determined by the SGA Treasurer.

- D. Individual financial suspension shall be defined as:
1. Revocation of signing privileges on all SGA financial paperwork
 - 2 Planning, implementing and coordinating any SGA funded activity is prohibited for a set period of time to be determined by the SGA Treasurer.
 3. Planning, implementing and coordinating any fundraising activities affiliated with any SGA chartered club/organization is prohibited for a set period of time to be determined by the SGA Treasurer.

FINANCIAL GUIDELINES-ALPHABETICAL INDEX

A

Accountability.....	4
Acknowledgement Release Form.....	16
Advertising.....	18
Advertising Rates.....	19
Alcohol.....	19

B

<i>Beacon Newspaper</i>	11
BUDGET.....	6
Bus Transportation.....	19

C

Cancellation/Postponement of an Event.....	19
Car Service.....	19
Classification of Student Groups.....	5
Club Approval Boards.....	7
Community Service Account.....	12
Commuter Life Committee Line.....	13
Conferences.....	20
Contracts.....	14
Copy Machine.....	20
Co-Sponsored Activities.....	20
Co-sponsorship Form.....	16
Credit Cards.....	20

D

Deposits.....	21
---------------	----

E
 “Event-Budgeted” Account..... 10
 Events Information..... 14

F
 FINANCE COMMITTEE..... 8
 Financial Manager - Job Description..... 17
 Financial Request APPEALS..... 9
 Financial Workshops..... 7
 Food Service Policy..... 22
 Food Service Procedures..... 22
 Food Service Quote..... 16
 Fundraising..... 23

G
 Grant Account..... 12
 Greek Senate (See Club Approval Boards)..... 7

I
 Items Requiring Executive/Legislature Approval..... 9

L
 Lodging and Meals..... 23

O
 On-Line Event Scheduling 14
 Organizational Profit (OP) Account..... 13

P
 Post-Event Evaluation..... 16
 Pre-contract Information 14
 Purchase Order..... 23

Q
 Quote Form..... 15

R

Residence Life Committee Line..... 13

S

Salary/Commission..... 23
SAPB (See Club Approval Boards)..... 7
SPECIAL PROJECTS Account..... 11
“Sports- Budgeted” Accounts 10

T

Ticket Policy/Complimentary Tickets..... 24
Traditional Program Accts. (THEME CELEBRATIONS) 11
Trip Information..... 14

V

Violation of Financial Guidelines..... 26