University of California, Los Angeles
Undergraduate Students Association

FINANCE COMMITTEE

To: **Undergraduate Students Association Council**
From: **Michael Miller, USA Finance Committee Chair**
Re: **2006-2007 USA Finance Committee Guidelines**
Date: **24 October 2006**

The following caps, maxes, and guidelines are recommended to be the **USA Finance Committee Guidelines** for the 2006-2007 year.

- To qualify for USA Contingency Funds, you must be an undergraduate student organization registered with the Center for Student Programming (CSP) with a signed statement of non-discrimination on file with CSP. Contact your CSP Advisor for more information.

1 ADVERTISING 6120, 6125

Allocation of contingency funding to the Advertising line item shall not exceed the cost of a third of a page Daily Bruin advertisement. The cost of a third of a page ad in the Daily Bruin for 2006-2007 is **$330.00**. The Daily Bruin advertisement cost shall serve as the cap for all other types of advertising
(i.e. newsmagazines).

2 GRAPHICS 6110

Allocation of contingency funding to this line item shall be limited to **$500.00 per program**.

3 HOSPITALITY 6510

Allocation of funds to this line item shall be limited to the Punch and Cookie rule except under the unique circumstances that high school or elementary school students are present at the program. If high school or elementary school students will be attending a program sponsored by the USAC contingency fund, then the group that receives consideration for contingency funding shall be eligible for hospitality funding as required by California State Law.

4 PARKING 6214

Parking costs shall be limited to one space per performer or per group.

5 RETREATS 6213

Allocation of contingency funding for the Retreats line item shall be limited to **$450.00** each retreat. Each group or office shall be allowed to receive funding for only one retreat per quarter.

6 TRAVEL 6210

a. *Ground Travel:* Allocations for ground travel shall not exceed **$40.00 per day** for three (3) days for a maximum of $120.00 (ground travel is defined as the usage of an individual's personal vehicle for transportation).

b. *Registration:* Allocations for registration fees shall not exceed **$110.00 per person** for up to **four (4) people** for a maximum possible allocation of $440.00. The Finance Committee shall have the power to determine how much funding a group will receive for this line item as long as the total allocation does not exceed the total cap.

c. *Accommodations:* Allocations for accommodations shall not exceed **$80.00 per room** for **five (5) people** for a maximum total allocation of $400.00. The Finance Committee shall have the power to determine how much funding a group will receive for this line item as long as the total allocation does not exceed the total cap.

d. ***Van and Air Travel:*** Van rental travel and air travel shall be determined and allocated based on demonstrated need as evaluated by the USAC Finance Committee.
   i. The Finance Committee shall use online resources in determining the actual amount allocated to each organization.
   ii. If the applicant's travel is local travel (within 250 miles of the UCLA campus) then the travel must be made with University vehicles or as deemed appropriate by the Finance Committee and the Student Government Accounting office.
   iii. Allocation of contingency funding for air travel shall be limited to twice per year for each office or group.

7   DISCRETIONARY

The discretionary powers of the USAC Finance Committee Chairperson in determining funding for an undergraduate registered student organization or student government office/commission shall be set at a cap of **$600.00**.

8   SUMMER CONTINGENCY FUNDS

The maximum total allocation that an undergraduate registered student organization or student government office/commission may receive during the Summer Contingency period shall be **$700.00** per program, with a limit of two (2) programs per organization.

9   EXCEPTIONS

Exceptions will be given to the above line items that are inherent and essential to the program.