



ANNUAL STUDENT GOVERNMENT ASSOCIATION

FINANCE POLICY

2019-2020

This document is subject to annual review by the SGA Treasurer and the Finance Committee.

BUDGET APPLICATION

In order for SGA recognized student organizations to receive a budget for the following 2019-2020 year, they must submit a budget application by the announced due date. The budget application will be submitted electronically via Formstack.

Student organizations are permitted to request up to 110% of their 2018/2019 budget allocation. No student organization will see an increase or decrease of more than 10% of their previous allocation.

This does NOT guarantee that every club will see an increase in their budget. Some clubs may have their budgets cut by up to (but no more than) 10% of their previous budget allocation.

The SGA Treasurer and the Finance Committee Chair, given their experience with student organizations, will be the ones determining how much a club is to receive based on the following criteria.

Criteria that will be focused on:

- Fundraising
- Use of Finance Committee and other SGA resources
- Spending of at least 80% of SGA-allocated budget by April 1st (unless otherwise excused by the SGA Treasurer)
- Previous take backs
- Proposed amount reflects need

NEWLY RECOGNIZED CLUB APPLICATION

Clubs who have been taken off of provisional status and are fully recognized may apply for a budget of up to \$100.

Criteria that will be focused on:

- Club size
- Prospective events

- Proposed amount reflects need

APPEALS

Any student organization who receives a budget has the right to appeal the budget allocation only if they believe an accounting error has been made. Any appeal must be submitted within 72 hours of receiving the budget allocation.

- (a) Student organizations will request an appeal by contacting the SGA Speaker with details and evidence of a calculation error
- (b) The Speaker will set a date for the organization's appeal during a SGA meeting
- (c) The appeal will be conducted in front of the Senate by the appealing organization
- (d) The Senate must have a 2/3 vote to supersede the BFC's allocation

GENERAL BUDGET AND FUNDING GUIDELINES:

The following section provides guidelines for requesting funding. Clubs and organizations must request funds based on the regulations provided below, and must adhere to them at all times when utilizing SGA provided funds.

- (a) All events receiving funding from SGA Finance Committee **must be open** and advertised to the general SHU community, unless granted an exception by the Finance Committee due to the nature of the organization/event.
- (b) Allocation recipients must incorporate the SGA logo on **all** of their promotional materials.

Definitions of Programming

- (a) Individual programs: sponsored by a single registered student group
- (b) Co-sponsored programs: supported by two or more organizations with common interest or goals. One of the Treasurer's from the groups will be the primary Treasurer for the event and responsible for funding and management of event funds/expenses.

EVENT FUNDING GUIDELINES:

Fundable items for On Campus Events

- a) Security
- b) Food
- c) Honorarium for speaker (No University staff, administrator, faculty member, or student may be paid as a speaker)
- d) Entertainment

Fundable items for Off Campus Events

- a) Security
- b) Rental of spaces
- c) Food (except for overnight events)

- d) Honorarium for speaker (No University staff, administrator, faculty member, or student may be paid as a speaker)
- e) Entertainment
- f) Admission and registration fees
- g) Travel costs for advisors/chaperones are fundable if required by the university
- h) 50% of transportation costs
- i) 50% of lodging costs (Must be at a safe and reasonably priced venue, quad occupancy as gender permits, double occupancy for advisors)
- j) 50% of registration costs
- k) Conference participation must be intended to receive information to better the larger campus community as a whole. Organizations may be required to sponsor programs or presentations on their trips upon return, unless preapproved by Finance Committee due to the nature of the organization/event.

THE SGA (INCLUDING FINANCE COMMITTEE) CANNOT FUND THE FOLLOWING:

- a) Bail
- b) Lawyer's fees
- c) Parking tickets
- d) Lobbying: direct monetary contributions to political parties or political candidates
- e) Personal loans
- f) Wages
- g) Reimbursements
- h) Honorarium for advisors, coaches, faculty members, administrators or students
- i) Debts incurred prior to recognition by SOAC
- j) Debts incurred prior to the current academic year
- k) Alcoholic beverages, illegal substances, or events where such are being served per the university policy
- l) Individual membership fees for national organizations
- m) Cash prizes and giftcards
- n) Athletic teams
- o) Direct donations to non-university organizations or charities
- p) Incidentals, fees for lost/damaged property, sight-seeing or tourist excursions, as well as any unapproved costs incurred on a trip
- q) Apparel
- r) Organizations that violate the university's policy on discrimination
- s) Events that benefit for-profit organizations
- t) More than \$3,000 per event

GDS PHILANTHROPIC POLICY:

Gourmet Dining Services generously gives a donation of funds to the SGA to allocate for food requests for Philanthropic events made by all SHU groups, whether they are SGA recognized or not.

Groups wishing to receive donated items from GDS must see the GDS office or Laurie Reid to get a quote for the total food cost. After receiving a quote, groups must submit a GDS formstack form to the SGA Treasurer at least three weeks prior to their event. A decision will be made by the Student Government Association and will be communicated.

- a) This donation is available for any student group on campus.
- b) The funds would be based upon GDS's student pricing menu. If purchasing any items that are not on the student menu, GDS will provide a cost.
- c) The event in which funds are requested must be 100% philanthropic in nature.
- d) Funds will be distributed to organizations on a first come, first served basis by the SGA.
- e) Donation recipients must incorporate the SGA logo on **all** of their promotional materials.

ACCOUNT MANAGERS

The Account Managers will be responsible for approximately 20-25 student organizations each. The Managers will first be given a list of the organizations he or she is supposed to establish communications with. From there they will contact their organizations four times each throughout the academic year. Attached to the emails they send out will be a screenshot of their organizations' balance sheet so that organizations are aware of how much money they have in their account. The Managers will be able to contact them more than four times if there are serious issues with their budgets that require immediate and constant attention or simply at their discretion. Each list will be provided to the Managers at the beginning of the academic year (around September 1) and will be created by the Finance Committee Chair and the Student Government Association Treasurer.