

Student Government Association Treasurer Packet





Budget Request Cover Sheet



Club Name: _____

Total Request Breakdown:

Item #	Event/ Item Name	Amount Requested (\$)	Amount Allocated (for official use only)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
Total:			



Student Government Association

Appropriations Quick Reference Sheet

Please refer to the Appropriations Policy Series for more detailed information.

Budget Request Guidelines:

- ✓ Any item that you wish to request funding for must have a corresponding quote. Quotes can be in the form of webpage printouts, receipts, or emails (if you are looking to request performers, speakers, or coaches).
- ✓ Any item over \$300 must have a minimum of three quotes from different sources. Exceptions are possible when there is only one source or you require a specific source. When requesting funding for a hotel, three (3) quotes must be attached, regardless of the price.

General Appropriations Policies:

- ✓ Formals, defined as any end of the semester event held at Hofstra or an off-campus location, cannot be funded for by the Student Government Association. If there is any confusion concerning whether an event is classified as a formal, please email the Appropriations Chair or the Comptroller for clarification.
- ✓ Food for any event must be purchased through Lackmann. In cases where they cannot provide catering, there must be an override given for the event by Lackmann.
- ✓ A maximum of eight (8) students can be funded to attend a conference(s) per year.
- ✓ Transportation may only be funded for if it is within 300 miles of New York City.
- ✓ A maximum of \$250 per year can be funded for apparel.
- ✓ A maximum of \$200 can be funded for a table drape or banner, every three (3) years.
- ✓ Decorations, DJs, and prizes or giveaways for events cannot be funded for by the Student Government Association.
- ✓ The Student Government Association only funds events that go towards a clubs purpose. Any event deemed to be a party, carnival, or celebration cannot be funded, unless it directly benefits a clubs purpose.
- ✓ Food cannot be funded for meetings.
- ✓ A maximum of \$150 per year may be funded for recruitment events.

A. **BUILDING REVIEW:** The Committee is to hold an annual Building Review of all of the academic buildings on campus and evaluate the buildings and make recommendations for changes. The criteria for the evaluations should be set by the Committee and full report made to Senate following completion. The report should then be sent to the Vice President for Student Affairs, the Vice President for Facilities and Operations, and the Office of Student Leadership and Activities.

B. **ACADEMIC CONCERNS & MATTERS:** If an academic problem or concern is to arise on campus and is brought to the attention of Student Government Association, it is then the Academic Affairs Committee's responsibility to investigate the problem and speak with the proper agencies to seek an appropriate resolution to the problem.

C. **PROVOST SCHOLAR RECEPTION:** The Academic Affairs Committee shall be responsible for assisting and cosponsoring the reception for the Provost Scholars.

III. APPROPRIATIONS COMMITTEE

A. ADDENDUM TO THE APPROPRIATIONS COMMITTEE UNDER THE JURISDICTION OF THE COMPTROLLER:

1. **Financial Records:** All Student Government Association funded organizations are required to maintain financial records which are subject to audit by the Internal Review and Control Board (IRCB). All organizations have a maximum of seventy-two (72) hours after receiving written or verbal notice that they will be audited to contact the IRCB or the Comptroller. Failure of the organization to produce its financial records at that time will result in that organization's budget being frozen. The budget will be unfrozen immediately upon receipt of the financial records by the IRCB.

2. Check Requisitions and Purchase Orders:

a. All Check Requisitions and Purchase orders (P.O.'s) will be honored only if there is sufficient money in the club or organization's budget to accommodate that purchase. No club will be allowed to have a negative (red) balance.

b. Check Requisitions and Purchase Orders are available in the Student Government Association office, online, or from the Student Government Association Bookkeeper, in the Office of Student Leadership and Activities, in 206 Student Center.

c. All forms must be completed correctly or they will not be honored.

All forms must be submitted at least two (2) weeks in advance of the event. Forms submitted less than two (2) weeks in advance may result in denial or mismanagement of budget. No "walking through" or "push purchases" will be permitted.

3. **Funding Form:** The Student Government Association will require that all organizations, fill out a funding form to access their budget. The funding forms must contain the following information: Organization's name, requester, budget number, description of event, date submitted, date of event, total amount requested, description of service or product, quantity, unit price as well as supporting documentation. Attached to this form must be three bids of purchasing items from a specific vendor exceeding \$300 or the current University policy as directed by the purchasing department. A funding form must accompany every purchase.

4. Overspending: The Student Government Association will deduct the amount of over expenditures by each individual Student Government Association funded organization from the following year's budget of that organization (if overspent in, 2011-2012, deduct from 2012-2013).

5. Inactive Clubs: All inactive clubs and organization's budgets shall be returned to the Student Government Association contingency.

a. The income of inactive clubs shall be absorbed into the Student Government Association contingency if the club does not become reactivated within two months of becoming inactive .

6. Frozen Budgets: All Student Government Association allocated budget in the clubs or organizations' accounts are held and no financial business is allowed.

7. Cash Advances or Reimbursements: All clubs and organizations requiring a cash advance may obtain a cash advance pending approval by the Comptroller prior to the club event. Clubs and organizations must use vendors who will accept P.O.'s and check requisitions.

a. A club, organization, or individual student seeking reimbursement for an expenditure must submit a receipt(s) to the Student Government Association's Bookkeeper within the Office of Student Activities and Leadership.

b. Reimbursements will only be seen within the same semester of the expenditure.

B. APPROPRIATIONS COMMITTEE:

1. General Policies:

a. The Appropriations Committee does not fund any club with a discriminatory attitude with regards to membership, as defined in Article I, Section II of the Constitution.

b. Meetings will take place every week during the fall and spring semesters, until the money allocated for the semester has depleted. The location and time will be posted on the Student Government Association office door.

c. An agenda of clubs will be posted for each meeting. All requests must be made in writing.

d. The Appropriations Committee reserves the right to limit a club's appearance at weekly Appropriations meeting for failure to appear. If a club reserves a spot on the Appropriations roster and fails to appear, the club will not be able to reserve a spot on the roster for the following week.

e. The Appropriations Committee Chairperson reserves the right to limit the number of clubs on its agenda for any meeting.

f. All financial business does not become official until it passes the Senate

g. Student Government Association will not fund any club or organization that is not registered on Collegiate Link.

h. Appropriations Committee members—president and treasurer of any club or organization may not serve on the Appropriations Committee as a voting member. Any other full-time undergraduate senator may be a member.

- i. Any member of the Appropriations Committee must abstain from voting if he or she is a member of a club or organization seeking budget.
- j. Contracts—when scheduling entertainment for a function, the following must be completed and signed by an Student Government Association advisor within the periods listed below:
 - i. Single Engagement: 10 Business Days
 - ii. Musician or Accompanist Contract: 10 Business Days
 - iii. Guest Lecturer Contract: 10 Business Days
 - iv. Artist Contract (with accompanied HU rider and certificate of Liability Insurance): 28 Business Days
 - v. University Food Services: 10 Business Days.
 - vi. If funding for these items is requested after the specified time period, funding will not be granted, unless it is unanimously agreed upon by the Appropriations Committee.
- k. The Student Government Association, the Comptroller and Hofstra University cannot guarantee payment of any financial transactions where all documents are not filled out completely and correctly at least two (2) weeks in advance.
- l. Student Government Association equipment, whether purchased by the Student Government Association itself or with Student Government Association budget by recognized clubs or organizations, may not be used by anyone outside the jurisdiction of the Student Government Association. Exceptions must be in writing and may only be granted by the Appropriations Committee Chairperson, the Student Government Association Comptroller, or the Student Government Association President, Exceptions will only be granted after consultation with the club or organization whose budget was used to purchase the item.
- m. The Student Government Association does not fund clubs or organizations to provide scholarships.
- n. All clubs and organizations seeking funds must use the appropriate documents provided by the Student Government Association.
- o. The Appropriations Committee may not allocate funds for inventory exceeding the price of \$100 per item unless the club has an appropriate location to store it and pending written confirmation by the program advisor.
- p. If a club or organization loses or destroys an item funded by the Student Government Association, the item will not be replaced for at least one academic year.
- q. All Committee Chairs are responsible for submitting a budget during the bi-annual budget meetings in order to receive funds for their respective Committee.

2. Rules and Appropriations Update Meetings:

- a. Fall semester— The Appropriations and Rules Committees will meet to update the rules and regulations and address concerns of all Student Government Association organizations during a special fall semester meeting. No other business will be conducted at this meeting (no budgets,

additional allocations, or re-allocations). All updates must be communicated to clubs and organizations at the first Club Congress of the academic year.

b. Appropriations in Club Congress Budget Request guidelines and inventory forms will be distributed during the Appropriations Club Congress to all Student Government Association organizations. This meeting will occur up to two weeks before Fall and Spring Budget Weekend. The Rules Committee Chairperson will issue the rules and regulations to all Student Government Association organizations.

c. The president and/or treasurer of every club and organization must attend both meetings. If they cannot attend, they must submit in writing a valid reason three (3) days in advance. Should a Student Government Association funded club or organization fail to provide representation at the meetings, they will be fined 10% of their budget. If neither position can attend, the club must find a representative from within their club or organization.

3. Bi-Annual Budget:

a. At the end of each semester, any club seeking Student Government Association funds may submit a budget to the Appropriations Committee for the following semester.

b. This shall henceforth be known as "budget weekend," to be held in November and April respectively unless otherwise specified by the Appropriations Committee.

4. Appropriations Committee Procedures:

a. When requesting a new budget, additional allocation, or reallocation, all requests must be presented at the Appropriations Committee meeting by an executive board member of the club. The request must be in writing with at least eight (8) copies for members of the Committee.

b. All monies allocated by the Appropriations Committee must be spent within the academic semester, unless otherwise specified. Any unused budget will be reabsorbed by the Student Government Association on the last day of the academic semester.

5. Advertising: All Student Government Association clubs have a certain amount of free advertising in *The Chronicle*. All club advertisements are subject to guidelines as published in *The Chronicle's* ad policy. For *The Chronicle*: All Student Government Association clubs are allowed any combination up to one-half (1/2) page per academic year.

6. Fundraisers: All organizations are strongly encouraged to sponsor fundraisers. All money must be deposited the day of the fundraiser to the Office of Student Leadership and Activities. Failure to do so will constitute mismanagement of funds. Any monies allocated for this purpose may be considered restricted income, as determined by the Appropriations Committee.

7. Additional Allocations: When an organization necessitates additional money from the Student Government Association, clubs or organizations must request these funds by writing a proposal and providing supporting documentation. The Appropriations Committee shall take into account the current financial status of

the Club or Organization in rendering their decision on the request. Any additional allocation request may be tabled for further investigation until the next Appropriations Committee meeting.

8. Re-Allocations: Money may be allocated from a Club or Organization's budget to a Student Government Association account.

9. Income: Income is defined as any money that enters a Club or Organization's budget other than Student Government Association allocations.

10. Prices: All clubs must purchase equipment at the lowest market price. Any items over \$300 requires three (3) bids motion as per the University purchasing department. An organization must present documentation upon submission of a check request.

11. Formal:

a. For our purposes, formals will include end of semester dinners held at Hofstra

USA, Hofstra University Club, and any off-campus location.

b. Student Government Association budget cannot be used for the funding of formals.

12. Conferences:

a. A maximum of eight (8) members of an organization may be funded by the Student Government Association to attend a conference(s) per academic year for each organization. The Appropriations Committee can fund more than one conference per year, but the total number of members funded each year (not per conference), shall not exceed eight members.

b. Three (3) bids will be mandatory before any allocations are to be disbursed for hotel and transportation costs unless the conference mandates a specific hotel.

c. Any spending on a conference, be it from an organization's income or from a member's private finances must be deposited with the Office of Student Leadership and Activities prior to the conference and prior to completing purchase orders and check requisitions (for the conference) for which the deposited money is to be used.

d. No Student Government Association budget will be allocated for food.

e. Gas money can be reimbursed, if the travel is within 300 miles of New York City.

13. Transportation: Transportation may be funded provided that the conference or event falls within a 300 mile radius of New York City, with the exception of the Colonial Athletic Association tournament bus(es) that is sponsored by Student Government Association.

14. Competitions: In order to enable those Student Government clubs or organizations that represent Hofstra at intercollegiate competitions the Student Government shall establish separate guidelines when determining the funding for those organizations. Those guidelines shall be:

a. When requesting funding for a competition, an organization must present the Appropriations Committee with all necessary registration materials and information regarding the competition.

b. When requesting funds for an Intercollegiate competition the Student Government Association. Appropriations Committee shall have discretion in determining funding.

15. Film: The Student Government Association shall not provide budget for the purchases of cameras, photo supplies, or developing costs. unless the mission of your club and organization states the necessity of such inventory purchases.

16 Fall Festival: Clubs or organizations may be funded for float building materials up to \$350, so long as the appropriated monies do not exceed the limit set by the Office of Student Leadership and Activities. Additional float building materials may be purchased with income within a monetary limit to be established by the Appropriations Committee Chairperson and the Comptroller.

17. Charitable Contributions: Any club or organization may donate income collected from any event of a philanthropic nature to charity, with a monetary limit and with prior approval of the Office of Student Leadership and Activities and all other necessary administrative offices.

18. Donations: Donated money shall be considered income. However, donated money is subject to all policies pertaining to the use of funds as stated in the Student Government Association Policy Series and must not violate University policies. Any organization receiving donations must deposit them with the Office of Student Leadership and Activities. Money donated by a department of Hofstra University outside of the Office of Student Leadership and Activities must be used by the 30th of June.

19. Clothing:

a. No apparel (shirts, jackets, uniforms etc.) shall be funded above \$250 per academic year. If a club wishes to fund above \$250, the club or organization must make up the difference with their income and a P.O. must be submitted. For all intents and purpose, padding will be considered equipment.

20. Table Drapes: A club or organization may only spend up to \$200 on a table drape while the club or organization is recognized by the Hofstra University.

a. A request for a table drape will only be seen once every three academic years.

21. Events: The Student Government Association will only fund events that go towards a clubs purpose.

a. Recruitment Events: Clubs or organizations may be funded up to \$150 per year on recruitment events.

22. Decorations: The Student Government Association will not fund for decorations.

23. Prizes: Prizes may not be funded with Student Government Association appropriated money.

24. Subscriptions or Memberships: Subscriptions or memberships must be endorsed to the name of the club and delivered to its office.

25. Inventories:

a. The Appropriations Committee may require inventories at the beginning of each semester from all clubs or organizations to assess possessions of all Student Government Association affiliated clubs and organizations.

b.-Items over the price of \$100 purchased by a club or organization with Student Government Association budget must be kept in a designated place on campus that shall be reported to the Appropriations Committee annually. Any exceptions must have prior approval of the Appropriations Committee Chairperson and the Comptroller.

26. Vendors List: The vendors list is a compilation of vendors who accept Hofstra University Purchase Orders from Student Government Association funded clubs and who have agreed to comply with the stated guidelines. The purpose of the vendors list is to facilitate the transactions of clubs or organizations with outside merchants and to insure the proper procedures are followed in order to guarantee payment to the vendor and to maintain Hofstra University's reputation in the business community.

a. Procedures for compilation

i. The list will be compiled by the Comptroller, Purchasing Department and Student Government Association bookkeeper and will be presented to the clubs at the first Joint Rules and Appropriations

meeting at the beginning of the academic year.

ii. Any correspondence with the vendor regarding its inclusion on this list must be cosigned by the Director of Purchasing or the Student Government Association advisor.

b. Conditions for the Inclusion on the Vendors List

i. Vendors shall agree to accept Hofstra P.O's from Student Government Association funded clubs.

ii. Vendors shall agree to mail all bills for payment directly to the Student Government Association bookkeeper.

iii. Vendors shall agree not to allow students to overspend without a properly authorized addendum.

c. Flexibility of Vendors List: The Vendors List is flexible. The Student Government Association is not committed to any supplier listed. If a club is able to get a lower price from another vendor, the vendor will be added to the list following the above procedures.

d. Procedures for Non-Compliance

i. Non-Compliance shall be defined as the deliberate use of a vendor not included in the list without prior approval.

ii. First offense—sole responsibility for payment of the bill without recourse to their allocated budget by the club.

iii. Second offense—same as 24. dii. Such club shall remain frozen for a period of time to be left to the discretion of the Appropriations Committee Chairperson and the Comptroller, but for no less than fourteen (14) days.

27. Tipping: Organizations cannot use Student Government Association allocated funds for tipping.

28. Paid in Advances: Throughout the Appropriations Committee Policy Series and By-laws, the phrase "paid in advance" means "deposited to the Student Government Association bookkeeper in advance of the event". For publications

the phrase “paid in advance of the event” is defined as “before the issue goes to print”.

29. Copying Prices:

- a. Student Government clubs and organizations will be allowed to have two hundred (200) copies of two (2) different flyers per event.
- b. If clubs or organizations exceed four hundred (400) flyers total for one event, there will be a \$0.05 rate per extra page.
- c. Only Student Government Association organizations may be allowed to use copy machines.

30. Disc Jockey: Organizations must use income to pay for DJ's should they choose not to use a campus organization which has the purpose of providing musical entertainment.

31. Coaching or Instructor Fees: The Student Government Association will fund up to \$1,500 per year for coaching or instructors fees.

32. Food for General Meetings- The Student Government Association shall not fund food for the general meetings of any club or organization.

33. Inter-Fraternity Sorority Council - All budget requests from Greek letter organizations underneath the Inter-Fraternity Sorority Council must be submitted by the President, Vice President, or Treasurer of IFSC. No social fraternity or social sorority or individual council may submit proposals on their own. The President, Vice President, or Treasurer of IFSC are the only representatives that will be seen by the Appropriations Committee, and like all other clubs and organizations, IFSC is limited to coming twice a semester.

34. Speaker Fees- The Student Government Association can fund specific speaker fees, but not optional honorariums.

35. Budget Appeals- In the event that a club or organization finds it necessary to appeal, a representative of the club must contact a member of Cabinet before the next Senate meeting takes place.

36. Negative (Red) Budget Lines and/or Misuse of a Budget

- a. The following procedures will be established for all Student Government Association funded organizations when a negative balance exists in a line or abuse occurs:
 - i. First offense—a warning will be given to the club in question.
 - ii. Second offense—the club will be levied a 20% fine of the reallocated or misused amount to be returned to Student Government Association SGA club contingency. In some cases, a written warning may be issued prior to any fines.
 - iii. Third offense—the club or organizations allocated budget will be immediately frozen and will remain frozen pending the approval of the IRCB after an official hearing is held.
 - iv. Fourth offense—if the IRCB unfreezes the allocated budget any additional misusage will result in the club or organizations allocated budget being terminated and absorbed back into the Student Government Association contingency under no exceptions.

v. The Student Government Association reserves the right to implement further penalties if the situation warrants.

37. End Notes:

- a. Misuse of Funds shall be defined as violating policies or procedures of the Appropriations Committee, the Student Government Association, or Hofstra University.
- b. It is within the power of the Student Government Association Comptroller and the Appropriations Chairperson to determine what shall be considered Mismanagement of Budget or Misuse of Budget, and he or she may take appropriate actions and levy appropriate fines after consulting the IRCB.
- c. All IRCB procedures regarding the unfreezing of budgets shall be found in the appropriate section of the Policy Series and strictly adhered to. All clubs or organizations begin a new academic year with a “clean slate” with regard to violations of the Misuse of Funds Policy. This is limited to those organizations not under any specific sanctions by the IRCB.
- d. The IRCB will also be responsible for overseeing and policing club to club transactions.

38. Internal Review and Control Board: Any club or organization that has violated the “Negative Lines or Misuse of a Budget” policy for a third time must appear before the IRCB at an official budget hearing to have the club’s or organization’s budget unfrozen if permitted by the IRCB. Below are the guidelines and procedures that the IRCB and the clubs or organizations must follow:

- a. The IRCB will notify the President or Treasurer of the organization in writing that they must schedule a hearing within ten (10) days of notification. The club or organization that must appear before the IRCB for a hearing must have forty eight (48) hours to prepare before the hearing is to commence.
- b. The club or organization must provide the IRCB with specific reasons as to why the violation of the “Negative lines or Misuse of Budget” policy occurred and offer a plan of action for ensuring that there are no future violations.
- c. The IRCB will be permitted to question the club representatives regarding the policy violation.
- d. When all evidence has been presented and all questions are asked, the IRCB will notify the club or organization within two (2) days of their decision.
- e. The IRCB can render any of the following decisions:
 - i. Unfreeze the organization’s budget.
 - ii. Keep the organization’s budget frozen for a specified time when another hearing can be held.
 - iii. Stipulate organizational changes as a condition of the organization’s budget becoming unfrozen.
 - iv. Stipulate and additional administrative procedures to the organization (ex. weekly contact with Comptroller,

mandatory fundraising efforts, etc.)

v. Revoke the organization's budget for a specified period of time.

vi. Terminate and absorb the club or organizations entire budget back into the contingency.

39. Student Government Association Club or Organization Budget: All monetary contributions donated to the Student Government Association Club or Organization Budget, a subdivision of the Student Government Association Budget, shall only be accessible to the Appropriations Committee, which shall be permitted to appropriate such additional budget to clubs and organizations in accordance with the rules and regulations of the Student Government Association By-Laws and Policy Series. In cases where donations are made to a specific Student Government Association club or organizations, these funds must be deposited through the Office of Student Leadership and Activities and designated as income.

40. Budget Appeals: In the event that a club or organization finds the allocated funds unsatisfactory, it may file an appeal to be read and passed by Cabinet prior to the Senate meeting in which the week's Appropriations minutes are up for Senate approval, wherein,

a. The concerned club or organization shall file an appeal to be submitted to the Vice President and Rules Chair within twenty-four (24) hours of the Appropriations meeting.

b. Pending the approval of the agenda in cabinet, the club or organization shall receive a notification via email and be given an opportunity to attend that week's Senate meeting and voice its concerns to the body at large.

41. Consistency: The criteria that is set for the limits of what the Student Government Association will fund will be held objectively across all clubs on a consistent basis.

IV. SPIRIT COMMITTEE

A. MISSION STATEMENT: The goal of the Spirit Committee is to help the Athletic Department and the Student Government Association Clubs and Organizations promote or increase attendance at all campus wide events.

B. FALL FESTIVAL DUTIES: The Spirit Committee shall be in charge of creating a theme and design for the Student Government Association float during Fall Festival. All Student Government Association members shall contribute office hours in building the float at the discretion of Cabinet.

C. PRIDE UNLEASHED: The Spirit Committee shall be responsible for hosting one event on behalf of the Student Government Association in conjunction with the Athletic Department during the fall semester, including but not limited to Pride Unleashed Week.

D. HOFSTRA CELEBRATES THE HOLIDAYS: The Spirit Committee shall be responsible for promoting Student Government's involvement in Hofstra Celebrates the Holidays.

E. COLONIAL ATHLETIC ASSOCIATION: The Spirit Committee shall plan the involvement and transportation of the student body to the Colonial Athletic Association Tournament.

F. MUSIC FEST: The Spirit Committee Chair shall sit on the Music Festival Committee.