

# Student Government

## *Allocations Manual*

*(revised August 2009)*

**Student Government Office**

Executive Officers

Campus Activities Center 138

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The ***Student Government Allocations Manual*** provides important information about the budget allocation process for Student Government and other pertinent information regarding Student Government financial rules and procedures. All organizations submitting for and utilizing A&S Funds allocated from Student Government are responsible for the information included in this manual and following its policies and procedures.

## Chapter 100

### Activity and Service (A&S) Fees and Budget

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- 100 The primary purpose of A&S Fees is to ensure that student activities, both University sponsored as well as the organizations, receive a subsidy that will help cover operational costs.
- 100.1 The USFSP St. Petersburg A&S Budget is created by the collection of a (as of 7/08) \$9.76 per credit hour fee. These fees are then allocated through the Student Government budget process.
- 100.2 Student Government may call for a fee increase in any year.
- 100.3 In order to increase the A&S fee there shall be a committee comprised of ½ students appointed by the Student Government President and ½ faculty or staff appointed by the University Chancellor (or the Vice Chancellor of Student Affairs if so delegated). Assuming that a proposed fee increase passes a committee, final approval rests with the University President and the Board of Trustees. This process takes time, so Student Government must consider the long-term needs of the campus.

## Chapter 101

### Budget Committee and Budget Process

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- 101 The purpose of the Budget Committee is to make recommendations to the Student Government concerning student organization budgets, Student Government's budget, and University department budgets funded by A&S Fees.
- 101.1 The Budget Committee shall be chaired by the SG Treasurer. There shall be at least three members on the Budget Committee in addition to the chairperson.
- 101.2 The Budget Committee will consider budget requests for the next allocations period (e.g. The current year's Budget Committee considers budget for the next year) and special requests for the current allocations period.
- 101.3 Clubs and Organizations will use the budget request form(s) supplied by the treasurer. Budget requests must be **typed** and **full explanations** must be given for each line item in order to be considered for funding.
- 101.4 Budget requests must be signed by the Treasurer, President, and Advisor of the organization.
- 101.5 In accordance with Student Government by-laws, budget requests for student organizations are due to the Budget Committee no later than the first school day of March for the allocation period of July 1 through June 30.
- 101.6 All other recipients of A&S Fees monies (other than organizations) shall present the appropriate Budget Request forms to the Student Government Budget Committee by the first school day of March to be considered for an allocation for the fiscal year of July 1 through June 30.

## Chapter 102

### Funding Restrictions

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- 102 Any expense judged to be the responsibility of the college or departments or the personal responsibility of the members of student organizations will not be funded.
- 102.1 Personal money spent without prior approval in excess of \$25.00 will not be reimbursed.
- 102.2 All tangible equipment and supplies purchased with A&S funds must be inventoried, tagged, and signed for by an active member of the organization. All A&S property must be housed or stored in an on-campus location that will be established and kept on file with the Student Government. All items purchased with A&S funds are property of all students of USF St Petersburg and must be available for all clubs and organizations to use. Student government reserves the right to designate the storage location of all items bought by A&S monies.

- 102.3 Any organization or department may check out any A&S equipment for use at their meetings or events.
- 102.4 Admission shall not be charged to any USFSP student with proper identification at any A&S funded event. Non-students may be charged a small fee to help cover costs associated with the event. Student Government may make an exception for major or high-cost events.
- 102.5 All monies raised from an A&S sponsored event or financed using A&S money must be deposited into the organization's A&S account.
- 102.6 A&S funds will be limited to \$300.00 total for the registration fees for any local or national conference for USFSP currently enrolled credit-seeking students who are active members in that organization. This allocation may only be utilized once every fiscal year. Travel, lodging, and meals for such a conference are the responsibility of the organizations. Exceptions may be granted for organizations that compete at other schools.
- 102.7 Once a funding request has been considered and funded, the same request cannot be resubmitted for additional funding during the same allocations period without extreme circumstances and approval by the SG Treasurer.
- 102.8 Any requests that were denied for an allocations period will not be reconsidered for funding within that allocations period without extreme circumstances and approval by the SG Treasurer.
- 102.9 Deficits incurred by the organization or department without prior approval of the Student Government will not be funded.
- 102.10 Every student organization is required to attend all Student Organizations Council meetings. Groups that fail to attend these meetings may be assessed a penalty from their operating budget.

## **Chapter 103**

### **Fundraising Policy**

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The following is a rule that the University must abide by in accordance with the section 6c4-6017 of the Florida Administrative Code, and is not related to the Student Government Constitution or the Allocations Manual.

- 103 Each student organization may engage in fund-raising activities, the proceeds of which may be devoted to the activities and projects of the organization itself in furtherance of its goals and objectives, subject to the following rules and regulations:
- 103.1 Registered student organizations desiring to engage in fund-raising activities must secure approval at least five working days in advance from the Department of Student Life & Engagement. The Department of Student Life & Engagement should notify the petitioning student organization in writing of the approval and conditions for the solicitation of funds or denial of the fund-raising request within three working days from the date of the request. If the request is denied, the reason for denial must be stated. If the request is approved, calendar-clearance and the conditions for the solicitation of funds will be given with the approval.
- 103.2 Fund-raising activities that require the use of University space or facilities must be reserved in advance and may be limited by space availability.
- 103.3 All funds raised must be reported to the Department of Student Life & Engagement. (Note: Where an organization uses A&S Fees to finance the fund-raising, all proceeds from the fund-raiser must be deposited into the proper A&S account. These funds will be available to the student organization to supplement their approved budget.)
- 103.4 An organization's privilege of engaging in fund-raising activities is subject to immediate cancellation if the methods used are disorderly, improper, or if they annoy or otherwise interfere with any individual's right to privacy and freedom from harassment.

## Chapter 104

### Activity and Service Fee Eligibility

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- 104 In order to be eligible for any A&S funding, a student organization must be registered with the Department of Student Life & Engagement.
- 104.1 Any student organization that discriminates against students based on race, gender, ethnicity, religion, or sexual orientation shall not receive any A&S funding.
- 104.2 Any student organization that requires dues (local or national) or that restricts membership to USFSP enrolled students in any way will not be eligible for A&S funding.
- 104.3 In order to be eligible for A&S funding a student organization must be comprised of at least 70% USFSP currently enrolled credit-seeking students. The other 30% of membership may be comprised of currently enrolled noncredit-seeking students or non-students. The membership roster will be used to determine the status of each member. An average membership will be taken from the attendance sheets to determine the amount of funding the organization qualifies for in regards to refreshments and banquet expenses.
- 104.4 A&S funding shall be based in part on the number of active members of a student organization. Active membership may comprise of currently enrolled credit-seeking students, currently enrolled noncredit-seeking students, or non-students. Active membership, as it applies to the budget process, is defined as the sum of the total number of members and advisors attending all meetings/functions divided by the number of meetings/functions. Membership figures will be taken from the attendance sheets.
- 104.5 Currently enrolled credit-seeking students are defined as any USFSP students who are currently enrolled for classes at USFSP who are earning credit.
- 104.6 Currently enrolled noncredit-seeking students are defined as any USFSP students who are currently enrolled in classes at USFSP who are not earning credit.
- 104.7 Non-Students are defined as any person who is not a USFSP student currently enrolled at a USFSP campus.
- 104.8 The attendance sheet included in this manual is the only sheet that can be used for an official student organization attendance sign in sheet. Signatures that are not on this sheet will not be accepted.
- 104.9 All officers must be currently enrolled credit-seeking students.
- 104.10 No organization shall allow a non-student or currently enroll noncredit-seeking student to vote on matters that involve the budget or the constitution.

## Chapter 105

### Student Organization Budget Requests

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- 105 Each organization shall prepare and present a budget request to Student Government for each allocation period in order to receive A&S funding. The request must include a written report describing how the funds that were allocated for the previous allocation period were utilized (types of events, attendance, refreshments, travel, etc).
- 105.1 The budget request must be clear and concise and must be **typed** on the forms provided by Student Government to the organization.
- 105.2 All budget requests shall be itemized (except for the club supplies line) and include explanations for each expenditure. The requests will be reviewed by the Budget Committee and will then be forwarded to Student Government with an allocation request.
- 105.3 All budget requests shall be reviewed according to the following guidelines:
- 105.3a The nature and expense of the proposed activities.
  - 105.3b The request in proportion to the funding of other A&S Fee funded activities comparable to the event.
  - 105.3c The past stability and productivity of the A&S Fee recipient.

- 105.3d The benefit of the proposed activities to the student body, the university, and the community.
- 105.3e Any cover letter or additional data, which may be made available by the A&S Fee recipient.
- 105.3f The number of current student members, the number of persons in attendance at the past activities, which are most similar to the proposed activities, and the estimated attendance for the proposed activities.
- 105.4 Budget hearings will be scheduled as necessary during Budget Committee meetings. Each organization will be allotted a maximum of 30 minutes to explain and defend their particular requests. A schedule will be posted outside of the Student Government Office, so each organization can sign up for a specific time.
- 105.5 Student Government officers and Budget Committee members reserve the right to verify if the number of active members indicated are in agreement with attendance sheets as well as any other areas in which irregularities may exist.
- 105.6 All budget requests must be signed by the student organization Advisor, President and Treasurer.
- 105.7 Any budget requests that do not follow the above regulations will not be considered for review.
- 105.8 Attendance (sign-in) sheets for all events must be provided to Student Government, in addition to the Department of Student Life & Engagement. They should be submitted with the budget request forms. Any organization, which does not turn in their sign in sheets, may not receive funding for any budget category based on membership such as meeting refreshments and banquets.
- 105.9 A maximum of 16 meetings per semester will be considered for refreshments funding.
- 105.10 Each student organization may request up to a maximum of \$1.50 per general meeting refreshments for the average number of members attending general organization meetings, not attendance at events or the attendance of non-active members. Active membership will be determined by the attendance sheets.
- 105.11 Each student organization may request up to a maximum of \$10.00 for banquet expenses per currently enrolled credit-seeking student based upon active membership taken from the attendance sheets.
- 105.12 A&S Fees may not be used to fund non-student events.

## **Chapter 106**

### **Utilizing Allocated Funds**

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- 106 Any department or organization wishing to utilize or transfer their allocated monies must complete an Expenditure Requisition Form (ERF).
- 106.1 The ERF is to be typed or printed and returned to the Department of Student Life & Engagement for approval of the expenditure prior to the actual purchase.
- 106.2 The maximum amount allowed for reimbursement for purchases made without an ERF is \$25.00 and reimbursements should be used only as a last resort. This will be allowed a maximum of three (3) times per allocation period. Failure to comply with this will result in funds not being reimbursed.
- 106.3 When making a purchase sign the purchase order and make sure you receive a receipt.
- 106.4 All original invoices or receipts must be returned to the Department of Student Life & Engagement within three (3) days of the purchase.
- 106.5 A copy of the attendance sheet must be submitted with the receipts when food is purchased.
- 106.6 A list of commonly used vendors for which blanket purchase orders have been established is available. If a vendor is not on the list, approval for the purchase order may take up to three (3) weeks.

## **Chapter 107**

### **Overspending**

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- 107 There is never a time when an organization may overspend its total allocation. Organizations that exceed the allocated amount will be penalized for that amount in their future budget allocations.
- 107.1 All student organizations are responsible for their own line item totals. In the event that an organization needs additional funds in a particular area, a line item total may exceed its total allocation by 20% only if the organization can take the amount from another area. (For example, if the organization's allocated amount for refreshments is \$200, the organization may take up to \$40 from another line item area to use as refreshment money. No more than 20% can be overspent in any line item area. Organizations that exceed the allocated amount by more than 20% in any area will be assessed penalties in that area for the following budget.)
- 107.2 If an organization has an area that has surplus of funds and wishes to use those funds in another area, they may come back to Student Government and ask to transfer that money into another line item. The organization may not do this without the approval of the Student Government.

## **Chapter 108**

### **Funding for Provisional Organizations**

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- 108 Provisional status may be granted to any student organization that does not already receive A&S funding as long as they comply with all A&S eligibility regulations.
- 108.1 Provisional student organizations may receive funding from the provisional organization line in the SG budget.
- 108.2 Budget requests for provisional student organizations may be submitted to the Budget Committee using the same forms that registered student organizations are required to use.

### **Budget Categories**

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The following categories are areas in which funding may be requested. Items submitted for funding must be within one of these categories to be considered.

#### **Club Supplies #210**

This category is used for things like copies, flyers, posters, stationary, and postage. Any amount requested which exceeds \$50.00 must be fully itemized.

#### **Meeting Refreshments #352**

Funding for meeting refreshments is limited to \$1.50 per currently enrolled credit-seeking student, per meeting, up to a maximum of 16 meetings, using active membership as a base for this calculation. Funding for currently enrolled noncredit-seeking students for meeting refreshments is \$.25 (10%) based on active membership.

#### **Banquets #353**

Banquets are budgeted at a maximum of \$10.00 per currently enrolled credit-seeking student per semester. The total amount of funds allocated for each organization may be capped, or the maximum amount per active member may not be given. This decision will be based on Student Government's current budget constraints.

#### **Campus Showcase #503**

Please keep in mind that all organizations must participate in Campus Showcase in order to receive a Campus Showcase budget allocation from Student Government. This allocation can only be used for the Campus Showcase for that allocations period and cannot be transferred to another line item. Provisional organizations or organizations

that are currently reorganizing may request to be excused from this requirement by attaching a letter to the budget request for the next allocations period explaining why they were absent from Campus Showcase.

### **Programs #599**

#### Speakers

- This category is usually, by most organizations, used for token gifts given to guest speakers. Individuals who are invited to speak at meetings or functions often realize that university organizations do not have the finances to pay them for their time. Most volunteer their services. As a result, Student Government has capped this category at \$75.00 per speaker.
- If your organization wishes to bring in a speaker who does charge an honorarium, you need to work in conjunction with the Department of Student Life & Engagement to find ways to generate the funds needed.

#### Inter-club events

- This category should be used when two or more organizations are planning joint activities.
- Please be specific about the type of event planned and which organization(s) will be participating.
- Funding for such activities may not be requested by more than one organization for the same event.

### **Equipment #730**

- This category may be used for equipment rental for special events, including audiovisual equipment check out in the library.
- It may also be used for small equipment purchases. Please keep in mind that any equipment purchased using A&S Fee money becomes property of the University. As such, this equipment must be turned over to the Division of Student Affairs, upon request or if the organization disbands.
- It is possible that Student Government may be able to find other funding sources for certain equipment deemed necessary.
- Equipment may be utilized by other organizations when available.

## **REIMBURSEMENTS**

**Step 1:** Complete an **Expenditure Requisition Form (ERF)** with the name, address, telephone number, and COcial security number of the person receiving the reimbursement. A receipt documenting the purchase must be provided. Whenever possible, receipts should be itemized. ***Two authorized signatures (treasurer and president or vice-president) are required on the ERF.***

ERFs can be obtained at the CAC Information Desk.

**Step 2:** Turn in the completed ERF to the Student Life Program Assistant, CAC 125.

**Step 3:** A reimbursement check will be mailed directly to the person.

**Important:** If an organization purchases items **without** an Authorization Letter and/or Purchase Order the maximum reimbursement possible is \$25.00.

**Reimbursements are not intended as a substitute for submitting expenditure requests in sufficient time for a purchase order. Also, reimbursement requests may be denied.**

# PURCHASING

## OBTAINING A PURCHASE ORDER – Food & Supplies

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**Step 1:** Refer to the **Accepts Purchase Orders List** for someone who provides the items needed.

***Please note: There are certain vendors that are willing to work with and are more understanding of our University purchasing process. Therefore, they have become our preferred vendors for certain services and are listed as such on the vendor list.***

If the vendor desired is not on the Purchase Order List, the organization must confirm the vendor accepts purchase orders and is willing to accept net 40 days for payment.

Quotes are required for any purchases over \$100 and/or involving printing or imprinting. Organizations will need to contact at least 3 vendors providing the items needed. From these 3 vendors, acquire the appropriate price quote information to complete the **Student Life Quote Form** that must accompany all such Expenditure Requests.

**Step 2:** Complete an **Expenditure Requisition Form (ERF)** itemizing all the items to be purchased, listing the prices for all items, and indicating the name and all appropriate information for the vendor you intend to use (attach the completed Student Life Quote Form if applicable). ***Two authorized signatures (treasurer and the 2<sup>nd</sup> signer) are required on the ERF.***

ERFs can be obtained from CAC 125. A list of the vendors who accept purchase orders can be obtained from the Student Life Program Assistant, CAC 125.

**Step 3:** Turn in the completed ERF to the Student Life Program Assistant, CAC 125.

**Step 4:** An **Authorization Letter** with a **Purchase Order** approving your purchase will be in your organization's mailbox within 10 working days if an existing PO is used. A new PO could take at least 2 weeks. Please allow no less than a week for processing.

**Step 5:** Take the Authorization Letter and Purchase Order with you to the vendor and purchase what you need. Be sure to sign the receipt/store invoice and include the name of the organization you represent. If applicable ensure the correct account number is on the invoice. This is found on the authorization letter.

**Step 6:** Turn in all **receipts/store invoices** to the Student Life Program Assistant, CAC 125 within **three working days**. Whenever possible, receipts should be itemized. Failure to return receipt/invoice within three working days may result in the loss of spending privileges.

***\*\*\*If an invoice is unable to be paid due to error on part of the organization spending privileges will be suspended until the vendor has been paid.***

**Important:** If an organization purchases items **without** an Authorization Letter and/or Purchase Order the maximum reimbursement possible is \$25.00.