

**Skidmore College Student Government Association
Bylaws**

Title VIII: Financial Policies and Procedures

Adopted by the SGA Senate: April 21, 2015

Last Amended: February 13, 2018

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6.0. PROCEDURE FOR AMENDMENTS

1.0. INTRODUCTION

- 1.1. Overview of SGA Finance Structure and Goals:** The financial branch of SGA is composed of the Vice President for Financial Affairs, the Budget and Finance Committee (B&F), and the SGA Accountant. These parties work in conjunction with the Office of Leadership Activities to maintain the flow of SGA accounts while upholding and executing the SGA Financial Policies and Procedures. The duties of the financial branch include: ensuring the continued financial success of SGA, providing assistance to those in need of financial policy and procedural explanation, ensuring that the SGA Financial Policies and Procedures are upheld and revised when necessary, and representing the financial interest of SGA and the Skidmore community in all matters.

The SGA Financial Policies and Procedures define the policies and procedures that pertain to the allocation and distribution of SGA funds. While SGA, along with the Office of Leadership Activities, strives to help all student groups to the fullest extent possible, due to the limited amount of funds, SGA serves only to subsidize the costs of clubs/committees and not to cover all expenses. The Financial Policies and Procedures are intended to promote enrichment of the Skidmore College community and to discourage excessive spending for personal benefit.

However, it is the responsibility of the financial branch of SGA with consultation from the Office of Leadership Activities to ensure that all allocations and endorsements of funding be sustainable and responsible. Certain requests for funding may be for unsustainable initiatives. The Budget and Finance Committee, with oversight from the Vice President for Financial Affairs and the SGA Accountant, has the ability and the responsibility to deny funding or to allocate less than the maximum that is allowed by policy for those

initiatives.

An *unsustainable initiative* is one that requires an excessive cost or an undue administrative burden on either SGA or the Office of Leadership Activities. An excessive cost would create an irresponsible drain on SGA resources or a particular budget, even if it is allowed by policy. An undue administrative burden requires an inordinate amount of administrative attention on the part of SGA officers or the Office of Leadership Activities. This undue administrative burden may derive from incomplete requests, legal barriers, or other internal and external obstacles beyond SGA's ability to overcome.

The expenditure of all funds must follow the guidelines set forth by the SGA Constitution, the Financial Policies and Procedures, and ultimately, the Skidmore College Financial Policies. Because of the administration's liability for the financial decisions of SGA, the financial branch will work in cooperation with the administration to ensure the consideration of all interests whenever possible.

1.2. Funding for Clubs/Committees

Funds for the SGA Budget are collected from the Student Activity Fee, paid by all students to create and sustain a vibrant, active, and inclusive social environment for Skidmore students while supporting individual initiatives; the focus is typically on community events and collaborations. The amount of the Student Activity Fee is voted upon annually by the Skidmore College Board of Trustees and is billed through tuition payments.

1.3. Guidelines for Budgeting:

Before making allocation or budgeting decisions of any nature, the following will be considered: (not in any particular order)

- 1.3.1.** The number of students involved in, benefited, or served by the club/committee's activities and the quality of the services provided.
- 1.3.2.** The degree of necessity to fund the club/committee in order to achieve the desired effectiveness in its activities.
- 1.3.3.** The contributions made by the club/committee's activities to an environment of greater student involvement in the Skidmore community.
- 1.3.4.** The club/committee's record of supporting goals of both SGA and Skidmore College.
- 1.3.5.** The club/committee's record of performance and financial responsibility.
- 1.3.6.** The impact as it relates to funding other clubs/committees, and their comparative benefits.
- 1.3.7.** When applicable, the club/committee's ability to raise revenue in order to lessen their need for SGA funds.
- 1.3.8.** The budget allocation to the club/committee the previous years.

1.3.9. It is applicable to a club's mission

2.0. FINANCIAL SCHEDULE

Event	General Date
Email Treasurers and Presidents Lists the SGA Financial Policies and Procedures	By the end of the first week each semester
Club Renewal (Budget Activation)	Within one week after classes start fall semester
Treasurer's Training Meeting	1-3 weeks after start of the year
Treasurer's Meeting	As needed
Fall Spending Review Email	One week before Thanksgiving Break
Fall Spending Review with B&F Committee	The week following Thanksgiving Break
Approval of Budget Changes in Senate	Last Senate of Fall Semester
Budgeting Info Meeting	1-2 weeks after Spring Break
Clubs/Committees submit proposed budgets to the B&F Committee	1-2 weeks after Info Meeting
The B&F Committee meets with clubs/committees about budgets as necessary; budget is balanced	For 1 week after budgets are submitted
Recommended budget is distributed to clubs/committees for review/appeals; Leadership Activities and Financial Services are consulted	1-2 weeks after B&F balances the budget
Budget is recommended to Senate for approval	End of second semester
Clubs/Committees are notified of approved budget	End of second semester

3.0. BUDGETING

3.1. Spring Budgeting Process

- 3.1.1.** The SGA Senate approves every club/committee's annual budget during the preceding spring semester.
- 3.1.2.** The SGA operating budget is derived through a method of shared responsibility between Senate and the B&F Committee, with review and input from the Office of Leadership Activities and Financial Services. The B&F Committee operates independently of the Senate and in consultation with the Director of Leadership Activities, the SGA Accountant, and the Director of Financial Services to compile and balance the budget before making a recommendation to the Senate.
- 3.1.3.** In the spring, clubs/committees apply for their budgets and meet with the B&F Committee upon request. Applications for budgets will be accepted in accordance with the Financial Schedule (See 2.0).
- 3.1.4.** The B&F Committee reviews all submitted budget requests, consults with the aforementioned parties from the Office of Leadership Activities and Financial Services, balances the budget, and announces the budget recommendation.
- 3.1.5.** Before the Senate votes, the B&F Committee will hold a period to hear appeals from clubs/committees not satisfied with their budgets. Additionally, any club/committee has the right to appeal directly to the Senate before the vote if they are still unsatisfied with their budget allocation.
- 3.1.6.** The Senate passes the entire budget and has the authority to make changes to the B&F Committee's recommendations.

3.2. Budgeting Policies and Procedures

3.2.1. Revenue/Fundraising Policy

- 3.2.1.1** Any club/committee may have a revenue category to supplement the budget allocated to them from the Student Activity Fee. Revenue is meant to offset the cost of an event or initiative. Revenue includes money made from the sale of goods/services, tickets, merchandise, member dues, and/or through donations to the club/committee.
- 3.2.1.2** All fundraising (including online or virtual fundraisers) must be approved by the Office of Leadership Activities prior to its start.
- 3.2.1.3** Fundraising may only be used to cover or offset the cost of a specific event or initiative and all revenue raised must be submitted through SkidSync.
- 3.2.1.4** SGA strongly encourages clubs/committee not to charge Skidmore students for admission to an event. Members of the Saratoga Springs community may be charged.
- 3.2.1.5** If a revenue requirement is not already included in the

club/committee's budget for a specific event, then a club/committee may apply for special permission to charge at that event by using a Budget Modification Request. Applications will be granted at the discretion of the B&F Committee.

3.2.1.6 Revenue accrued through fundraising can be evaluated as part of the spring budgeting process at the discretion of the B&F Committee.

3.2.2. Revenue Procedures

3.2.2.1. The B&F Committee will consult with a club/committee to decide reasonable revenue requirements for activities that include, but are not limited to, large entertainment events, the sale of goods or merchandise, trips, or activities that require a contribution from individual club/committee members.

3.2.2.2. Clubs/Committees are encouraged to use tickets for events to keep track of anticipated attendance and to provide a method for charging people from outside the Skidmore community. Skidmore students should be able to obtain tickets by showing their student identification card.

3.2.2.3. All revenue must be deposited into a club/committee's revenue category with a Deposit Form within three days of collection. Failure to deposit collected revenue into a club/committee's budget will be considered a violation of the Financial Policies and Procedures and the appropriate disciplinary actions will be taken.

3.2.2.4. A surplus in revenue is available for a club/committee's activities in the same manner as the allocated budget. All spending of revenue needs to be processed through the Office of Leadership Activities in the same way as other expenditures.

3.2.3. Refreshments/Entertainment Policy

3.2.3.1. Clubs may not use more than 6 percent of their allocated budget or \$300.00 (whichever is lower) for their refreshments category. Clubs with budgets smaller than \$1,000.00 are exempt from this policy; it is up to the discretion of the B&F Committee to recommend what they deem is an appropriate amount of funding for refreshments.

3.2.3.2. Refreshments are defined as food and drinks to be used occasionally for meetings, rehearsals, event production staff (event productions of an extraordinarily long nature and involving physical labor are exempt – the Event Production Expenses category may be charged).

3.2.3.2.1. Events associated with the purpose of the club (i.e. Shabbat dinner, barbecues, etc.) may be charged to other categories (i.e. Event

Production Expenses).

- 3.2.3.3.** SGA will pay for no more than 50% of entertainment or programs that do not expressly further the purpose of the club and/or are for personal enjoyment (i.e. e- board retreats, group entertainment). This policy may be waived on a case-by- case basis, at the discretion of the Vice President for Financial Affairs and the Director of Leadership Activities.

3.2.4. Travel Policy

4.0. Weekend Trips

- 4.1. Weekend trips are defined as a trip lasting one day, or an overnight trip (1 night).
- 4.2. SGA will pay for 100% of transportation, lodging, registration, and associated fees. SGA reserves the right to fund less than 100% any transportation or lodging that is deemed too expensive.
- 4.3. SGA will not pay for food on trips. Students may apply to Student Activity Financial Aid (SAFA) if needed.

5.0. Conferences

- 5.1. For north-east conferences lasting a weekend (two days, one night) SGA will pay for up to 100% of transportation, lodging, registration, and associated fees. SGA reserves the right to fund at less than 100% any transportation or lodging that is deemed too expensive.
- 5.2. If the conference lasts 3 days or more SGA will pay for up to 75% of transportation, lodging, registration, and other associated fees. The students involved must pay for the rest of the cost. Students must provide 25% of the estimated total cost (their contribution) prior to SGA purchases. If the expenses have increased over time, the club must reconcile their debt as soon as possible. The budget will be frozen until the deficit has been reconciled. Students who cannot afford to pay for their personal contribution can apply for SAFA.
- 5.3. SGA will pay for up to one conference per semester per club.
- 5.4. Students must make sure the same members are not attending the same conference yearly if other club members are interested in attending any one conference. If SGA or the Office of Leadership Activities (OLA) sees the same student attending the same conference multiple years when other students are also interested, SGA will deny the student to allow other students the opportunity to attend. If this becomes a problem, OLA and the Club Affairs Committee will work with the club to create a fair system in the club charter to decide who attends conferences.
- 5.5. SGA will not pay for food on trips. Students may apply to SAFA if needed.

6.0. Break Trips

- 6.1. Trips over Thanksgiving break, winter break, and spring break are considered break trips.
- 6.2. Smaller, expensive weekend trips may be included in this category at the discretion of SGA and OLA.
- 6.3. SGA will pay for up to 50% of transportation, lodging, registration, and other associated fees. The students involved must pay for the rest of the cost. Students must provide 50% of the estimated total cost (their contribution) prior to SGA purchases. If the expenses have increased over time, the club must reconcile their debt as soon as possible. The budget will be frozen until the deficit has been reconciled. Students who cannot afford to pay for their personal contribution can apply for SAFA.
- 6.4. SGA will not budget for break trips. All trips must come to the Budget and Finance Committee to both be approved and request funding. Clubs are required to come no less than 30 days prior to the trip's start day – but it is suggested that clubs come at least 60 days prior to allow for enough planning.
- 6.5. SGA will not pay for food on trips. Students may apply to SAFA if needed.
 - 6.5.1. Students using JSS Activism Funds or Academic Pursuit Fund are exempt from this policy as they are not eligible to apply for SAFA.
 - 6.5.2.
- 7.0. Service Trips
 - 7.1. Service trips will be defined as trips where their primary purpose is to participate in community service.
 - 7.2. SGA will pay for up to 75% of transportation, lodging, registration, and other associated fees. The students involved must pay for the rest of the cost. Students must provide 25% of the estimated total cost (their contribution) prior to SGA purchases. If the expenses have increased over time, the club must reconcile their debt as soon as possible. The budget will be frozen until the deficit has been reconciled. Students who cannot afford to pay for their personal contribution can apply for SAFA.
 - 7.3. SGA will not pay for food on trips. Students may apply to SAFA if needed.
 - 7.3.1. Disclosure Policy

All assets controlled by a club/committee (i.e. endowments, donations, and other capital) must be disclosed during the budgeting process. Failure to do so will result in disciplinary action up to and including loss of the budget for the year.

7.3.2. Closed Events Policy

SGA will not pay for closed events. Closed events are defined as events that are not advertised to the Skidmore community at least one week before the event or that limit attendance with preference given to certain individuals. Likewise, SGA will not pay for the activities of clubs/committees that restrict membership. Inter-Class Council and are exempt from this policy

if using class/dorm dues or the class budget.

7.3.3. Publicity

7.3.3.1. Appropriate advertising will be considered on a case-by-case basis, but should generally include announcements in public forums that are accessible to all Skidmore students (i.e. Student Activity Monitor (SAM), Student Announcements, Skidmore News, posters, etc.). Club/Committee e-mail lists do not qualify.

7.3.3.2. Both paper and electronic announcements are acceptable, however SGA will only reimburse for up to 25 posters per event.

7.3.3.3. Appropriate advertising may be confirmed with the Vice President for Financial Affairs or the Office of Leadership Activities prior to an event.

7.3.4. Giveaways/Gifts/Awards/Prizes Policy

7.3.4.1. SGA will allocate money for prizes under certain circumstances. Prizes for contests, tournaments, and raffles may not be used solely as incentive for attendance at an event. **Cash prizes are not allowed.**

7.3.4.2. SGA will not pay for a club/committee's giveaways/gifts/awards/prizes that are not intended for a specific event or promotional purposes (e.g. senior gifts, end-of-the-year awards).

7.3.4.3. SGA will pay for no more than \$75.00 for giveaways/gifts/awards/prizes at a single event. Additionally, SGA will pay for no more than \$35.00 per individual giveaway/gift/award/prize.

7.3.4.4. SGA will allocate money for gifts for advisors and noncontract honorariums. Clubs/committees may spend no more than 50 dollars for gifts for advisors and no more than 200 dollars for noncontract honorariums. Clubs/Committees must go to the B&F committee in order to obtain the funds for advisor or noncontract honorarium.

7.3.4.5. SGA clubs/committees may appeal for permission to distribute gifts/awards/prizes that cost more than the allowed amount by submitting a Budget Modification Request at least **three weeks** prior to the event. Appeals will be granted at the discretion of the B&F Committee.

7.3.5. Alcohol Policy

SGA will not subsidize the cost of alcohol at an off-campus venue or pay for alcohol for clubs/committees to sell for profit or give away for free on campus. Alcohol used for cultural/religious purposes (i.e. Shabbat Dinner) is exempt. A club/committee must apply for a beer/wine temporary permit to sell alcohol on campus. Clubs/Committees may apply for permits at the Office of Leadership Activities at least five weeks before the event.

7.3.6. Membership/Entry Fee Policy

SGA will only pay membership/entry fees if the student is associated with the club/committee. Only memberships/entry fees purchased in the name of the club/committee are permitted.

7.3.7. Induction Ceremonies Policy

SGA will not pay for the induction ceremonies

7.3.8. Athletic Gear/Required Clothing Policy

7.3.8.1. SGA will not pay for individual athletic gear that is to become the personal possessions of club/committee members. Protective gear (i.e. athletic equipment that can be passed down from one club/committee member to another) and required clothing items (i.e. costumes, security or event staff shirts) may be purchased with the allocated budget.

7.3.8.1.1. All clothing items purchased in part or in whole with the use of SGA funds must outwardly display the word(s) “Skidmore” or “Skidmore College” in a legible shape or form, except for theatrical costumes.

7.3.9. Shipping Policy

SGA will not pay for expedited shipping charges. This policy may be waived on a case- by-case basis, at the discretion of the Vice President for Financial Affairs and the Director of Leadership Activities

7.3.10. Promotional Giveaway Policy

7.3.10.1. SGA will pay for up to \$300 worth of promotional giveaways (e.g. t-shirts, wristbands, pens) per club per year to promote awareness for the organization. Clubs can choose to use this money to purchase items for members, but for all items that will become personal possessions, individuals must pay for 50% of the total cost per unit.

7.3.10.1.1. Interclass Council, Committee on Student Life, and the New Student Orientation budget are exempt from this policy.

7.3.10.1.2. All clothing items purchased in part or in whole with the use of SGA funds must outwardly display the word(s) “Skidmore” or “Skidmore College” in a legible shape or form except for theatrical costumes.

7.3.11. Budget Rollover Policy

7.3.11.1. If there is money left in a club/committee’s revenue line at the end of the fiscal year, the money may be rolled over

into the next year's revenue line if the following criteria are met:

7.3.11.1.1. The club/committee has used the allocated budget to earn the revenue while adding value to the Skidmore community in the forms of entertainment, education, and/or services.

7.3.11.1.2. There is an intended purpose for rolling revenue over into the next academic year. Clubs/Committees may apply to the B&F Committee for rollovers from the preceding year during the fall semester with a Budget Modification Request.

7.3.11.2. It is not permissible to roll over revenue if it has been in the club/committee's revenue account for longer than one year. These funds will be re-allocated to Retained Earnings

7.3.12. National Affiliation Policy

Any club/committee affiliated with a national or regional organization must declare that affiliation during the spring budgeting process and submit copies of the larger organization's constitution for review by the Vice President for Financial Affairs and the Director for Leadership Activities. In cases of conflict of policy between national organizations and Skidmore College, College policy shall prevail.

7.3.13. Advisor Policy

Clubs/Committees may not use SGA funds to pay for an advisor's expenses excluding the fees paid to instructors/coaches/advisors (i.e. salaries). An exception may be made if an advisor's attendance is required for a certain activity.

8.0. **SPENDING**

Spending Policies and Procedures

8.1. Raising Funds for Donation Policy

Because Skidmore College is a not-for-profit institution, there are certain regulations that clubs/committees must follow when raising money and making charitable donations.

8.1.1. Fundraising efforts should be for the benefit of charities and not-for-profit organizations unaffiliated with Skidmore College. SGA **will not** allocate funds directly to a charity.

8.1.2. The sponsoring club/committee must pay back all costs incurred by the operation of the program from collected revenue. After all expenses are paid back, the profit from an event/program/project may be donated to a not-for-profit organization. Separate "bucket drives" may be done at the event to raise additional revenue specifically for the

- charitable organization.
- 8.1.3. The parent group for which funds are raised must be registered as a not-for-profit organization, and be classified as a 501(c)-3 organization by the IRS.
 - 8.1.4. Fundraising events must include educational programs about the charity and the services it provides.
 - 8.1.5. Funds may not be raised for a political candidate or a political party.
 - 8.1.6. Student organizers of fund-raising events should not receive any payment from the charities for which they are raising funds.
 - 8.1.7. If publicity for an event (i.e. posters, etc.) advertises the event as a fundraiser, then the expenses associated with the event must be paid back in full to SGA before any funds can be donated to a not-for-profit organization.

8.2. Accepting Donations Policy

Student organizations may accept donations to be deposited by the Office of Leadership Activities. College department donations made to student organizations should be spent out of the respective departmental account and therefore money should not be transferred from a College department into the student organization fundraising account. Donations received from off-campus benefactors must be received by the Office of Advancement for proper processing, and will be assigned to the appropriate club account after receipt.

8.3. Donation Procedure

Collected money should be deposited into a club/committee's revenue category with the Deposit Form. There should be a distinction made between money collected for the club/committee and money collected on behalf of the charitable organization. A check will be made out to the charitable organization on behalf of SGA.

8.4. Tax-Exempt Policy

Skidmore College is a tax-exempt organization; therefore, SGA will not reimburse clubs/committees for sales tax. Before making purchases, provide vendors with SGA's tax-exempt information or pick up a tax-exempt form in the Office of Leadership Activities to bring to off-campus businesses.

8.5. Tip Policy

- 8.5.1. SGA will pay no more than a 15 percent tip for the delivery of food by an outside vendor (i.e. pizza delivery).
- 8.5.2. SGA will pay no more than a 20 percent tip on a restaurant bill.

8.6. Deficit Policy

- 8.6.1. Clubs/Committees are not permitted to carry out financial operations while they have a debt, except for fundraisers that are not expensed to SGA.
- 8.6.2. Any Club/Committee expenses in excess of their budget will not be

- reimbursed by SGA.
- 8.7. Wages/Stipends Policy
 - 8.7.1. Clubs/Committees may not pay their own members out of the allocated budget under any circumstances for services that are provided.
 - 8.7.2. Clubs/Committees may not pay other students out of the allocated budget without a valid contract.
 - 8.7.3. Clubs/Committees may pay other students up to \$25.00 an hour for services provided.
 - 8.7.3.1. When a club/committee creates a contract with a student, the student must specify how many hours and for what purpose they will work for that club/committee.
 - 8.7.4. It is at the discretion of the Vice President for Financial Affairs and the Director of Leadership Activities, to decide whether the monetary amount agreed upon between the club/committee and the performer in the contract is appropriate. If these parties deem that the monetary amount is inappropriate, the payment amount may be decreased at their discretion.
 - 8.8. Advisors/Coaches/Instructors Policy
 - 8.8.1. Advisors/coaches/instructors may be paid by the club/committee out of the allocated budget. The B&F Committee will try to maintain a level of uniformity in the salaries for advisors/coaches/instructors for similar activities.
 - 8.8.2. Advisors/coaches/instructors may advise the club/committee on financial matters, but they may not make financial approvals. SGA encourages the student officers of the club/committee to work collaboratively with their advisor/coach/instructor, but handle the majority of the financial workload and communication with the SGA financial branch and the Office of Leadership Activities on their own.
 - 8.9. Speaker Policy
 - 8.9.1. Clubs/Committees may pay to take a speaker to dinner. All expenses associated with the speaker should be charged to the Performers/Speakers category in the budget. Students accompanying the speaker (up to 8) may spend up to \$20.00 each excluding tip. The students are expected to go to the B&F committee to get the funds for the dinner with the speaker **at least 2 weeks** in advance.
 - 8.9.2. Funding for a speaker's fees, accommodations, meals, and/or transportation will not be allocated to a club/committee's budget. Clubs/Committees should apply to the Speakers Bureau for co-sponsorships for speakers. Refer to the gift policy for honorariums.
 - 8.9.3. Clubs/Committees may have funding allocated in their budget for receptions for speakers. This type of expense should be charged to the Event Production Expenses category. Receptions must be on campus, catered by Dining Services, and open to the entire Skidmore community.
 - 8.10. Summer Spending Procedure

Financial operations for SGA end on the last day of classes (with the exception of the Senior Class in the spring semester). Clubs/Committees that wish to spend during the summer must make previous arrangements with the SGA financial branch and the Office of Leadership Activities.

8.11. Membership Card Procedure

Membership cards (e.g. BJ's/Wal-Mart card) are available in the Office of Leadership Activities for clubs/committees to use on a temporary basis. Failure to return membership cards within 3 business days may result in a fine to the club/committee of \$10 for each additional day it is late.

8.12. Supplies Policy

Clubs/Committees shall be provided with cutlery (i.e. forks, spoons, and knives), plates and cups by SGA. Clubs/Committees will not be reimbursed for buying any of these supplies for events or meetings on campus. These items will be distributed by the Case Information Desk workers and managed by the Case Desk Manager. If more supplies are needed the Case Desk Manager shall be responsible for informing the Director of Leadership Activities and either the SGA Accountant or the VP for Financial Affairs.

9.0. **FINANCIAL FORMS**

All financial forms can be found outside of the SGA Accountant's office or online at the Office of Leadership Activities website and should be placed in the drop box below the financial forms upon completion. Financial forms are reviewed and approved twice a week by the SGA Vice President for Financial Affairs, the Director of Leadership Activities, the Assistant Director of Leadership Activities and the SGA Accountant during the check approval process. Some forms require additional review/approval by the B&F Committee, Academic Council, Dining Services, and/or the Senate. These additional requirements are noted in the descriptions below.

9.1. **Expense Requests**

- 9.1.1. The Expense Request Form can be used to request reimbursements up to \$200.00, cash advances up to \$200.00, on-line credit card purchases with the SGA credit card, payment for contracted students/employees, and/or checks to be made out directly to outside vendors. It is preferred that clubs/committees make checks out directly to outside vendors.
- 9.1.2. Documentation is required for most requests in the form of original, itemized receipts, price quotes/invoices, itemized lists of anticipated purchases, or written confirmation of prices from a vendor.
- 9.1.3. Only one cash advance may be taken out at a time per event. Left-over money and receipts from cash advances must be returned to the Office of Leadership Activities **within three days** of the purchase.

9.2. **Contract Approval**

- 9.2.1. The Contract/Event Approval should be used for any event involving contracts or expenditures greater than \$500.00. Attach contracts to the back of the Contract/Event Approval.
- 9.2.2. Contract/Event Approvals must be approved before Expense Requests are submitted. Contract/Event Approvals should be submitted at least **3 weeks** prior to the event, and at a minimum, must be approved before an event takes place.
- 9.3. **Travel Form**
 - 9.3.1. A Travel Form should be filled out for each member of a club/committee that spends money on a trip and should be submitted as documentation with an Expense Request.
 - 9.3.2. Only one check may be requested per Travel Form, but multiple days may be documented.
 - 9.3.3. All original itemized receipts must be attached to the Travel Form. A Google Maps (or comparable website) printout should be attached for mileage reimbursements. Clubs/Committees should not submit for gas reimbursement unless rented vehicles were used. SGA will reimburse for mileage driven up \$0.35 per mile; however, clubs/committees may choose to reimburse their members at a lower rate.
 - 9.3.4. The Travel Form may be used for mileage reimbursement, hotels, meals while traveling, tolls, etc. Refer to section 3.2.4. for details on spending limits, etc.
- 9.4. **Dining Services Authorization (Approval by Dining Services Representative Required)**
 - 9.4.1. The Dining Services Authorization should be used for any event involving Dining Services catering or equipment. Forms should be submitted **2 weeks** prior to an event. **4-3weeks** should be allowed for any events of an exceptionally large or complex nature.
- 9.5. **Co-Sponsorship Agreement**
 - 9.5.1. SGA encourages co-sponsorship among clubs/committees and departments as a means of financing activities. There are 3 types of co-sponsorship forms: Club to Club, Club to Department, and Department to Club. All parties involved in the co-sponsorship must sign the Co-Sponsorship Agreement before funds will be transferred. Clubs/Committees should only co-sponsor events that directly relate to the their mission and goals.
- 9.6. **Budget Modification Requests**
 - 9.6.1. All Budget Modification Requests must be reviewed during the check approval process before being approved or recommended to the Senate by the B&F Committee
 - 9.6.2. Program Support Fund
 - 9.6.2.1. Clubs/Committees may request a supplemental, uniform grant, technology grant, and conference grant from the Program Support Fund by filling out a Budget Modification Request.
 - 9.6.2.2. Requests for a supplemental generally take **2 weeks**. The

B&F Committee will meet with the requesting club/organization/Senator and make a recommendation to the Senate, which votes on final approval.

9.6.2.3. A Senator may allocate funds from Program Support to an already established line with a supplemental request. To create a new line or category, a combined resolution and supplemental must be passed by Senate for approval.

9.6.2.4. A new club chartered at a point in the year that does not allow the club to participate in the spring budgeting process may obtain an operating budget by applying for a supplemental. Clubs chartered during the first semester may apply for up to \$3,000.00 and clubs chartered during the second semester may apply for up to \$1,500.00. Clubs that did not submit budgets during the previous academic year for the current academic year shall be held to the same limits.

9.6.2.5. Clubs/Committees may apply for conference grants through the supplemental process at any time during the year.

9.6.2.6. The B&F Committee may vote on a supplemental of \$1000.00 and below without the consent of senate. Any monetary value above \$1000.00 shall need the approval of Senate. It is at the discretion of the B&F Committee to bring a supplemental under \$1000.00 to Senate.

9.7. **Category Transfers**

9.7.1. A category transfer is when a club/committee transfers funds from one category in their budget to another.

9.7.2. Clubs/Committees may apply for a category transfer if there is a justifiable reason (i.e. money is left over from an event, more money is needed in a category, etc.) by filling out a Budget Modification Request.

9.7.3. The VPFA in conjunction with the SGA Accountant must approve category transfers in order for them to take effect.

9.7.4. Category transfers are not intended to change the overall structure of a club/committee nor their budget.

9.7.5. Money may not be transferred into the Refreshments/Entertainment category.

9.8. **Conference Grants**

Conference grants are meant for SGA clubs/committees. Conference grant requests are not guaranteed, even if the conference theme is the central mission of the club/committee. Every application will be fully considered, but the criteria within the document “Criteria for Conference Grants” will guide the B&F Committee in recommending their requests to Senate.

9.8.1. These are SGA funded programs. Only Skidmore students may apply.

9.8.2. No funds shall be awarded to applicants who apply after the event has passed.

- 9.8.3. Accepted applicants are bound by the SGA Financial Policies and Procedures (i.e. logging expenses, receipts, and tax exemption).
 - 9.8.4. Within a month of the completed conference/activism/engagement, accepted applicants must contact the SGA Vice President for Inclusion and Outreach to be placed on the Committee on Inclusion and Outreach Agenda. In this meeting the accepted applicants will report on their experiences and assist in creating an appropriate plan to promote and educate the student body on their experience.
 - 9.8.5. Conference funds shall be pulled from the Program Support Fund and follow the same process as a supplemental request.
- 9.9. **The JSS Activism and Civic Engagement Fund**

The JSS Activism Fund was created in honor of Skidmore's sixth President, Jamiene S. Studley, to enable students to participate in political and social activism, or causes to expand their sense of community involvement, service, and awareness. The Civic Engagement Fund was created to provide financial support for worthwhile student civic engagement projects that actively pursue the alleviation of public concerns and the improvement of public life in a community. The JSS Activism and Civic Engagement Fund is meant to achieve the goals of both individual funds. The Fund is meant for all students. Fund requests are not guaranteed. Every application will be fully considered, but the criteria within the document "Criteria for the JSS Activism and Civic Engagement Fund" will guide Senate in granting funds.

- 9.9.1. These are SGA funded programs-only Skidmore students may apply.
 - 9.9.2. If students apply as a group they will not be reviewed individually, and must all come to the B&F Committee/Senate or submit a personal statement if they cannot attend.
 - 9.9.3. No funds shall be awarded to applicants who apply after the event has passed.
 - 9.9.4. Students may request JSS Activism and Civic Engagement funds by filling out a JSS Activism and Civic Engagement Form and following the same process as a supplemental request. (See 5.6.)
 - 9.9.5. Accepted applicants are bound by the SGA Financial Policies and Procedures (i.e. logging expenses, receipts, and tax exemption).
 - 9.9.6. Within a month of the completed conference/activism/engagement, accepted applicants must contact the Vice President for Inclusion and Outreach to be placed on the Committee on Inclusion and Outreach Agenda. In this meeting the accepted applicants will report on their experiences and assist in creating an appropriate plan to promote and educate the student body on their experience.
 - 9.9.7. The JSS Activism and Civic Engagement Fund shall have an individual allocated budget.
 - 9.9.8. No one student may receive more than \$500.00 from the JSS Activism and Civic Engagement Fund during an academic year.
- 9.10. Student Activity Financial Aid Fund (SAFA)
- 9.10.1. The SAFA fund can only be used to support students' participation in

clubs that are chartered by the SGA. The SAFA fund can only be used whenever there is a requirement for an individual contribution (e.g. membership dues, membership fees, individual registration or conference fees, and SGA elections).

- 9.10.2. SAFA may only be used to further subsidize initiatives, but not for initiatives for which SGA has not already allocated funding. The purpose of the SAFA fund is not to provide extra funding to clubs but to make up the difference for those students requiring financial assistance.
- 9.10.3. This fund is not meant to cover the entirety of a student's portion of the membership dues/fees, individual registration, conference fee, or personal SGA election budget. The student should only apply for the amount they need.
- 9.10.4. Only Skidmore students may request funding from SAFA. A student is defined as a one who pays the student activity fee. The student(s) applying for the SAFA fund must be considered an active member (according to the club's charter) of the club for which they are asking for money.
- 9.10.5. The Office of Leadership Activities (OLA) will oversee the fund. The OLA is tasked with monitoring and distributing the funds. When a student submits the online SAFA application, the application will be sent to the Director of Leadership Activities and the SGA Accountant. The SGA Accountant will transfer the appropriate amount of funding to the club's budget, notifying the student. The OLA must maintain confidentiality of those individuals applying for the SAFA fund.
- 9.10.6. The application for the SAFA fund is to be completed online. The online application questions may only be approved by the OLA. The online application questions are left to the discretion of the OLA. However, the online application for SAFA must include an Honor Code section to be electronically signed by the student.
- 9.10.7. Exceptions for the use of the SAFA funds can be made under special circumstances. The student must then meet with the Director of Leadership Activities and the SGA Accountant. The OLA is responsible for making the decision for the exception.
- 9.10.8. SAFA will have a limit of \$50 for those students who are not on financial aid. Those students who are on financial aid can apply for up to \$400. The approved amount will be based on each student's financial need. The OLA will request that the financial aid office provide OLA with the need of the student as low, medium, or high need.
 - 9.10.8.1. Full Scholarship – up to 100% of requested funding
 - 9.10.8.2. High need – up to 75% of requested funding
 - 9.10.8.3. Medium need – up to 50% of requested funding
 - 9.10.8.4. Low need – up to 25% of requested funding

9.11. **Out-of-Classroom Discussion Fund**

- 9.11.1. Academic Council establishes criteria for the Out-of-Classroom Discussion Fund.
- 9.11.2. Funds are appropriated from the Student Activity Fee and approved during the check approval process.

9.12. **Student Life Improvement Fund**

The Student Life Improvement Fund is intended to allow individual students or unofficial student groups to propose one-time costs for initiatives and projects that will directly impact and improve the student experience at Skidmore.

- 9.12.1. Proposals must be presented in writing to Vice President for Student Life, Chair of the Committee on Student Life (CSL).
- 9.12.2. Proposals must be for one-time costs that will go towards initiatives that will directly impact the student experience on Skidmore's campus. While initiatives need not be large, they must be in some way meaningful to more than a handful of current students.
- 9.12.3. To ensure that projects are adequately supported by the College and to mitigate concerns related to risk, space, and more, students proposing Student Life Improvement Funds must submit a signed letter from a Department Chair, Program Director, or Staff Member authorized by their office to sign onto projects that are relevant to the proposal. A signed letter of support from such a person who can reasonably oversee and advise projects must accompany all proposals.
- 9.12.4. Student Life Improvement Fund money may not be allocated to any student's credit-bearing experience, nor may it be combined with other SGA funding.
- 9.12.5. Initiatives supported by Student Life Improvement Funding must be student-led. For example, funds may not be used to for projects that are primarily coordinated by a faculty member, staff member, department, or campus office.
- 9.12.6. CSL will vote on the proposal's approval and decide on an allocation based on the proposal and the feasibility of the project.
- 9.12.7. After funds are allocated, students who receive funding must complete the project (or the relevant part for which funds are needed) by the end of a semester, or by an alternative date proposed to and approved by CSL. At the end of a semester, the student(s) must provide a written report to CSL, the Faculty/Staff member who co-signed the proposal, and the Office of Leadership Activities. Incomplete or inadequately finished projects may be subject to revocation of funding or required reimbursement to SGA.
- 9.12.8. All College regulations and SGA Financial Policies and Procedures must be followed.

9.12.9. Any publicity or printed/online materials used to promote or discuss the project must acknowledge the assistance of “SGA’s Student Life Improvement Fund.”

9.12.10. **Maximum Allocation for Each Proposal:** \$400

9.12.11. **Reporting and Oversight:** The Vice President for Student Life shall report all allocations to the Executive Committee. As needed, the Vice President for Financial Affairs, SGA President, and Office of Leadership Activities shall oversee all allocations and ensure that policies are followed and facilitate proper communication between all those involved in or affected by projects.

10.0. **PROCEDURE FOR AMENDMENTS**

10.1. Recommendations for amendments should be made in accordance with the SGA Constitution.

10.2. The procedure for amendments requires a resolution from any member of the Senate and approval as outlined in Senate Rules.

10.3. Senate must reapprove or amend the SGA Financial Policies and Procedures at least once every other academic year