

Skidmore College Student Government Association

ByLaws

Title VIII: Financial Policies and Procedures

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1.0 INTRODUCTION

1.1 Overview of SGA Finance Structure and Goals: The Student Government Association of Skidmore College (SGA) manages an annual budget of approximately \$800,000, acquired through the Student Activity Fee (SAF), which is disbursed annually by the SGA Senate, based on recommendations from the Budget and Finance Committee, to various committees, and student groups. These funds, made up of the Student Activity Fees collected from every member of the student body, are used to provide students with resources and activities that create a higher quality of life outside the classroom.

The purpose of this document is to define the financial policies and procedures of SGA. The Budget and Finance Committee, on behalf of the Student Senate and SGA Leadership, work cooperatively with the Office of Leadership Activities to maintain the SGA financial accounts, oversee all SGA and Student Activity Fee financial transactions, ensure that the SGA financial policies and procedures are followed, and review all amendments to the policies and procedures put forth in this document.

Additionally, the duties of the financial branch include, but are not limited to: ensuring the continued financial success of SGA, providing assistance to those in need of financial policy and procedural explanation, ensuring the financial policies and procedures are revised when necessary, and representing the financial interest of SGA and the Skidmore community in all matters.

1.2 SGA Vice President for Financial Affairs: Primary student representative and spokesperson in all matters pertaining to SGA Financial Policies and Procedures. Chairs the Budget and Finance Committee.

1.3 SGA Budget and Finance Committee: Chief management body of all SGA finances and funds. A standing committee of SGA, charged with allocating funds to each organization as well as financial policy review, and bringing their recommendations to the SGA Senate.

1.4 SGA Accountant: Office of Leadership Activities. Primary advisor to SGA, Budget and Finance Committee, all student clubs and organizations regarding allocations, budgeting, spending, policy, and training.

1.5 Office of Leadership Activities: Supports the efforts and activities of individual students, the Student Government Association and its approximate 130 diverse registered student clubs and the entire campus community in realizing a vibrant co-curricular and socially just student life.

1.6 Organization: Any club or organization chartered by the Student Government Association or a committee within the Student Government Association (i.e., Inter-Class Council, the SGA Executive Committee, the Student Entertainment Committee, Speakers Bureau, etc.) that is allocated SAF funding.

1.7 Organization Treasurers: Organization Treasurers are the financial managers of their organization and act as a liaison between the organization, SGA, and OLA. Only one member of the organization will have this authority. Every organization must have a treasurer in order to be active.

Their duties will include:

- Maintaining the organization's finances in SkidSync which provides a transaction history and a current balance
- Responsible for communicating to the organization's members the financial policies and procedures, as well as budget details, remaining budget balances, etc.
- Handling funding requests for the organization (purchase requests, budget requests, supplemental funding, etc.) and making deposits in a timely manner. Deposits are brought to the SGA Accountant in Leadership Activities.
- Responding to any and all financial questions from the SGA VPFA, B&F Committee, SGA Accountant, and OLA in a respectful and timely manner.
- Attending mandatory SGA finance meetings, workshops, and/or training

2.0 GENERAL FINANCIAL TIMELINE

Beginning of the Fall Semester	<p>Skidmore College Bursar's Office collects Student Activity Fees (SAF) and distribute funds to SGA</p> <p>SGA distributes SAF fund to clubs, organizations, and committees based on the budgeting process from the previous academic year</p>
Early Fall Semester	<p>SGA and OLA host a mandatory training for all club/organization/committee treasurers (1-3 weeks after start of classes)</p> <p>Treasurer Meetings, as needed, throughout the semester</p>
Beginning of Spring Semester	<p>Skidmore College Bursar's Office collects SAF and distributes funds to SGA</p>
Mid-Spring Semester	<p>SGA and OLA host the Budgeting Workshop (typically after Spring Break)</p> <p>Clubs/organizations/committees submit proposed budgets to B&F (dates for submission, deadlines, appeals, etc will be communicated in a reasonable time)</p> <p>B&F Committee reviews budgets in collaboration with the SGA Accountant and OLA. The committee will meet with clubs/organizations/committees as necessary</p>
End of Spring Semester	<p>B&F Committee presents recommended budgets to Student Senate for approval</p> <p>Clubs/organizations/committees will be notified of approved budgets through SkidSync</p>

3.0 THE SKIDMORE COLLEGE STUDENT ACTIVITY FEE

- 3.0 The Student Activity Fee:** The majority of the funds that make up SGA's annual operating budget are collected through the Student Activity Fee (SAF). The SAF is charged each semester to all matriculated students, both full and part-time, and on-matriculated students enrolled in 12 or more credits a semester. The amount of the SAF is voted upon annually by the Skidmore College board of Trustees and is bill and collected through tuition payments by the Bursar's Office.
- 3.1 Use of SAF Funds:** SAF funds are used by SGA, clubs, organizations, and other student-led groups, identified by SGA, to create and sustain a vibrant, active, and inclusive social environment for Skidmore students by supporting individual initiatives, community events, and collaborations.
- 3.2 Management of SAF Funds:** SAF funds are managed collaboratively by SGA and the Office of Leadership Activities (OLA). SGA is primarily responsible for regulating, distributing, and setting policy for the management and use of SAF funds, and OLA, via the SGA Accountant, is primarily responsible for the financial record keeping, transaction processing, reporting, financial disclosure, policy enforcement, and internal control of SAF funds.
- 3.3 Asset Disclosure Policy:** All assets, both tangible and intangible, purchased by SGA, or any organization, with SAF funds are considered SGA assets on permanent loan to that organization and therefore must be disclosed during the annual budgeting process. Failure to do so will result in disciplinary action.

4.0 Use of Student Activity Funds

- 4.0 SAF funds should be used to benefit the largest portion of the Skidmore College student body as possible
- 4.1 SAF funds may not be used for the personal benefit of student or other members of the Skidmore Community
- 4.2 SGA serves only to subsidize the costs of student club/ organizations and not cover all expenses.
- 4.3 The expenditure of all funds must follow the guideline set forth by the SGA Constitution, the SGA 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.

5.0 Guidelines for Budgeting

The SGA Senate is responsible for the final allocation funding approvals to organizations, with recommendations from the Budget and Finance Committee. These funds are acquired through the Student Activity Fee. When deliberating annual budget allocation decisions, the Budget and Finance Committee shall consider the following:

- The number of students involved in, benefited, or served by the organization activities and the quality of the service provided
- The degree of necessity to fund the organization in order to achieve the desired effectiveness in its activities.
- The contributions made by the organization activities to an environment of greater student involvement in the Skidmore community
- The organizations record of supporting goals of both SGA and Skidmore College

- The organization record of performance and financial responsibility
- The impact as it relate to funding other student organizations, and their comparative benefits
- When applicable, the organization’s ability to raise revenue in order to lessen their need for SGA funds
- The budget allocation for the organization’s in the previous year, and the degree to which it was utilized
- The accuracy of the budget submitted for the previous fiscal year and current fiscal year
- Any violations to these financial polices from the previous year
- It is applicable to the organization’s mission
- Certain requests may be for unsustainable initiatives. The B&F Committee, with oversight from the VPFA and SGA Accountant, has the ability and responsibility to deny funding or to allocate less than the maximum 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. And undue administrative burden requires an inordinate amount of administrative attention on the part of SGA officers of 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.

An organization’s budget contains all funds allocated to the organization during the Annual Budget Process (Spring Semester). Organizations are required to use their allocated funds only for the items requested in their current fiscal year budget. Any purchase(s) that are made and were not approved in the budget runs the risk of non-reimbursement. Organizations may redistribute funds within the approved budget but must speak with the SGA VP of Financial Affairs, the B&F Committee, and/or the SGA Accountant for approval. Any new initiatives will be required to go through the Supplemental Funding Process (See 10.0).

6.0 Spring Budgeting Process

- 6.0 The SGA Senate approves every organization’s annual budget during the preceding Spring semester
- 6.1 The SGA Operating Budget is derived through a method of shared responsibility between SGA Senate and the B&F Committee, with review and input from OLA and the Office of Financial Services. B&F operates independently of Senate, and in consultation with the Director of Leadership Activities and the SGA Accountant, compiles and balances the budget before making recommendations to Senate.
- 6.2 In the Spring semester, organizations apply for their budgets and meet with the B&F Committee upon request. Budget submissions will be accepted in accordance with the General Financial Timeline (Se 2.0)
- 6.3 The B&F Committee reviews all submitted budget requests, consults with the aforementioned parties, and creates a proposed budget that is presented to the SGA Senate for the final approval.

- 6.4 Before Senate votes, B&F will hold a period to hear appeals from organizations not satisfied with their budgets. Additionally, any organization has the right to appeal directly to Senate before the vote, if they are still unsatisfied with their budget allocation
- 6.5 Senate passes the entire budget and has the authority to make changes to the B&F committee's recommendations
- 6.6 Any organization affiliated with a national or regional organization must declare that affiliation during the budgeting process and submit copies of the larger organization's constitution for review by the SGA VPFA and OLA. In cases of conflict of policy between national organizations and Skidmore College, College policy shall prevail.
- 6.7 All assets controlled by the organization (i.e. inventory, 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.

7.0 Budget Balances and Revenue Funds Rollover Policies

- 7.1 Any balance remaining in an organization's budget is zeroed out and absorbed back into the SGA operating account and used in the following fiscal year's budgeting process.
- 7.2 If there are revenue funds left in an organization's budget at the end of the fiscal year, the funds may be rolled over into the next year's budget if the following criteria are met:
 - 7.2.1 The organization has used the funding allocated from the SAF to earn the revenue while adding value to the Skidmore community in the forms of entertainment, education, and/or services.
 - 7.2.2 There is an attended purpose for the revenue if it is rolled over into the next academic year.
 - 7.2.3 Excess funds may only be rolled over once. Any rollover funds that remain in an organization's budget for more than one (1) academic year may not be rolled over a second time, and are re-allocated to SGA's retained earnings account.
 - 7.2.4 Refer to Policy 9.21 for more information regarding Revenue Policy

8.0 Club Donations/Gifts Acceptance Policies and Procedures

- 8.1 Organizations officially chartered and recognized by SGA may accept donations/gifts from an individual(s) or business, organization, etc.
- 8.2 Any donations/gift received from an off-campus benefactor, organization, etc. must be received and processed by the Office of Advancement. Once complete, the Office of Advancement will transfer the funds to the student organization through the SGA Accountant. Failure to process external donations through the Office of Advancement by organizations will result in disciplinary action and may result in a freeze of all financial activities.
- 8.3 Club Treasurer will be notified by the SGA Accountant when their club receives the donation/gift and is posted to said organization's budget.
- 8.4 Club leaders are expected to follow-up with the gift donor when applicable. OLA will provide guidance.
- 8.5 Donation/gift monies will be rolled-over to the following fiscal year's budget
- 8.6 Funds must be used within a reasonable period of time.
- 8.7 Donation/gift monies may be used more liberally but must follow all financial policies and procedures.
- 8.8 Before using any donation/gift funds, an organization must meet with the Office of Leadership Activities to discuss any restrictions.

9.0 Spending Policy and Procedures

9.1 Tax-Exempt Policy

- 9.1.1 Skidmore College is a tax-exempt 501(c)3 organization and is exempt from paying New York State sales tax. Therefore, SAF funds may not be used to pay or reimburse individuals or organizations for sales tax.
- 9.1.2 Any organization, or individual, completing a purchase with SAF funds must provide vendors with Skidmore's tax-exempt information, which can be obtained from OLA.
- 9.1.3 Wholesale retail membership cards (BJ's) are available via OLA for organizations to use on a temporary, three (3) day basis. Failure to return memberships cards within three business days will result in a fine to the organizations budget of \$10.00 for every day not returned to OLA.

9.2 Refreshments Policy

- 9.2.2 General refreshments are defined as food and beverages used for meetings, rehearsals, and event production staff. Food and beverage used for larger or public events, that are associated with the purpose of the organization, are considered event production expenses, or event refreshments.
- 9.2.3 Organizations may not spend, or allocate to their refreshments category during the budgeting process, more than six percent (6%) of their annual budget or \$300.00, whichever is less, on general refreshments. Organizations with budgets smaller than \$1,000.00 are exempt from this policy. B&F will recommend an appropriate allocation for refreshments during the budgeting process.

9.3 Alcohol Policy

- 9.3.2 SAF funds may not be used to purchase, or subsidize the purchase of, alcohol for organizations to sell for profit or giveaway for free at events, both on or off campus.
- 9.3.3 Organizations purchasing alcohol for cultural/religious purposes (i.e. Hillel for Shabbat Dinner) are exempt from this policy, with the approval from OLA.
- 9.3.4 To sell alcohol on campus, organizations must submit an application for a temporary beer/wine permit to OLA at least five (5) weeks before an event.

9.4 Gratuity Policy

- 9.4.2 Delivery Gratuities: Organizations may use SAF funds to pay or be reimbursed for gratuities added to food and beverage deliveries, but may not exceed 15% of the subtotal, before taxes.
- 9.4.3 In-Person Dining Gratuities: SAF funds may be used to pay or reimburse for service gratuities at restaurants or other in-person dining establishments, but may not exceed 20% of the food and nonalcoholic beverage subtotal, before taxes.
- 9.4.4 Alcohol Purchase Gratuities: SAF funds may not be used to pay or reimburse for gratuities added to alcohol purchases.

9.5 Event Funding Policies:

- 9.5.2 SAF funds may not be used to pay for no more than 50% of entertainment or programs (i.e. e-board retreats, group entertainment, etc.) that do not expressly further the purpose of the club, committee, or other organization, and/or are for personal enjoyment only.

- 9.5.3 Closed Events and Activities: SAF funds may not be used for expenses related to a closed event. Likewise, SAF funds may not be used for activities of organizations that restrict membership.
 - 9.5.3.1 Closed events are defined as activities or events that are not open to the Skidmore community or that limit attendance to certain individuals or groups. Additionally, if an event or activity is not advertised to the Skidmore community at least one week prior, the event is automatically considered a closed event.
 - 9.5.3.2 Inter-Class Council are exempt from this policy if using the class budget.
- 9.6 Speaker Policy
 - 9.6.2 Speaker Fees: Funding for a speaker's fees, accommodations, meals, and/or transportation will not be allocated to an organization's budget. An organization should apply to the Speakers Bureau for co-sponsorship.
 - 9.6.3 Speaker Receptions: Organizations may allocate funding in their budget for receptions for speakers. This type of expense should be charged to the Event Production category. Speaker receptions must be on campus, catered by Skidmore College Dining Services, and open to the entire Skidmore community.
 - 9.6.4 Speaker Meals: Organizations may use SAF funds to take a speaker off campus for a meal. Up to eight (8) students may accompany a speaker to a meal, and each may spend up to \$20.00 on food and nonalcoholic beverages, excluding tax and tip. SAF funds may not be used to purchase or reimburse for the purchase of alcoholic beverages at a speaker's meal.
- 9.7 Publicity Expense Policy
 - 9.7.2 Organizations can print up to 25 copies per event, using Print Services.
 - 9.7.3 SGA will provide funding for most event print jobs, including large posters from Media Services
 - 9.7.4 Booklets, pamphlets, laminating, etc., will be charged to the organization's budget
- 9.8 Membership/Entry Fees Policy
 - 9.8.2 SAF funds may only be used to pay for membership/entry fee purchased in the name of an organization or club, not an individual student. Any organization member(s) who will benefit from a membership/entry fee beyond the academic year may be subject to partial payment of the fee.
- 9.9 Induction Ceremonies Policy
 - 9.9.2 SAF funds may not be used to pay or reimburse for induction ceremonies
- 9.10 Athletic Gear/ Required Clothing Policy
 - 9.10.2 SAF funds may not be used to pay or reimburse for the purchase of individual, or single use, athletic gear that will be used by and/or become personal possessions of an organization club members
 - 9.10.3 SAF funds may be used to pay or reimburse for the purchase of protective gear and required clothing items that can be used annually by an organization (i.e., athletic protective gear, costumes, event staff shirts, etc.)
 - 9.10.4 Athletic jerseys/uniforms may be purchased using SAF funds every three (3) years for club use. Athletic jerseys/ uniforms may not be personalized with member names.
 - 9.10.5 All non-costume or religious clothing items purchased partially or fully with SAF funds must display the word(s) "Skidmore" or "Skidmore College" in a legible

shape or form that complies with the Skidmore College Brand Style Guide, available through the Office of Communications and Marketing

9.11 Non-Promotional Giveaways/ Gifts/ Prizes Policy

- 9.11.2 Organizations may allocate funding, during the budgeting process, for non-promotional giveaways, gifts, or prizes, if the items are not used solely as an incentive for attendance to an event
- 9.11.3 Cash prizes are never allowed
- 9.11.4 SAF funds may not be used for non-promotional giveaways, gifts, or prizes not intended for a specific event or non-promotional purposes (i.e., senior gifts, end-of-year awards, etc.)
- 9.11.5 No more than \$75.00 of SAF funds can be used for the purchase of non-promotional giveaways, gifts, or prizes, at a single event
- 9.11.6 No more than \$35.00 of SAF funds can be used for non-promotional giveaways, gifts, or prizes per individual at a single event
- 9.11.7 SAF funds may be used for advisor gifts and non-contract honorariums, but must be approved by B&F. Advisor gift amount may not exceed \$50.00 and non-contract honorarium amount may not exceed \$200.00
- 9.11.8 Organizations may request exceptions to the policy by meeting with B&F Committee three weeks prior to event

9.12 Promotional Giveaway Policy

- 9.12.2 A single organization may use up to \$300.00 of SAF funds per year for the purchase of promotional giveaways (i.e., t-shirts, wristbands, hats, etc.) used to promote general awareness for the organization
- 9.12.3 If an organization does not intend to giveaway promotional items to the Skidmore community, meaning promotional will become property of individual members, the organization may only pay or be reimbursed for 50% of the cost per unit purchase with SAF funds up to \$20.00
- 9.12.4 If purchase is to be made by the OLA office, member portion must be deposited with the SGA Accountant before the purchase is made.
- 9.12.5 Inter-Class Council, Committee on Student Life, and the New Student Orientation budget are exempt from this policy
- 9.12.6 All non-costume or religious clothing items purchased partially or fully with SAF funds must display the word(s) "Skidmore" or "Skidmore College" in a legible shape or form that complies with the Skidmore College Brand Style Guide, available through the Office of Communications and Marketing.

9.13 Trip Policies

- 9.13.2 General Trip Policy
- 9.13.3 SAF funds may not be used for personal food or beverage purchased on trips.
- 9.13.4 After a trip concludes, if the total expenses for the trip that are paid by or reimbursed with SAF funds are higher than the initial amount budgeted, or approved by B&F, the organization's budget will be frozen until the financial deficit is remedied.
- 9.13.5 The organization is responsible for making up the difference with collected or donated funds.
- 9.13.6 All member contributions must be deposited with OLA before any accommodations, fees, travel, or other are paid through OLA.

- 9.13.7 If a student does not have the resources to incur such expenses, they may submit an application to the Student Activity Financial Aid Fund (SAFA) for funding
- 9.14 Weekend Trip Policies
 - 9.14.2 Weekend trips are trips that start after close of business on a Friday and end before midnight on Sunday of the same weekend. These trips usually last one or two days and contain one or two overnights.
 - 9.14.3 Transportation, lodging, and associated fees may be paid up to 100% for weekend trips. B&F reserves the right to approve less than 100% of funding if the expense is deemed too expensive
- 9.15 Conference Policy
 - 9.15.2 Expenses related to conferences located in the Northeastern United States (within 200 miles of Saratoga Springs, NY) and occur over weekends follow the same policies as Weekend Trips (17.2)
 - 9.15.3 SAF funds may not be used to pay for more than 75% of the expenses related to conference that last more than three days and/or are not held over weekends. Student attendees are responsible for paying the remaining 25% difference, and must submit, or provide proof of funds for, their contribution prior to spending SAF funds.
 - 9.15.4 An organization may request funding for one conference per semester
 - 9.15.5 Organizations with members that attend annual conferences, or different conferences each year, must ensure that the same students are not attending every year if other organization members, or members of the Skidmore community, are interested in attending any one conference.
 - 9.15.6 SGA or OLA have the authority to ensure organizations send different students to conferences every year, if either find that the organizations are not abiding to policy 17.3.4.
 - 9.15.7 SGA, OLA, and the Club Affairs Committee will work with organizations to create a fair system of deciding which students attend conferences, if the organization cannot do it on its own or is the organization continually violates policy 17.3.4.
- 9.16 Break Trip Policies
 - 9.16.2 Trips that last more than three days and are during Thanksgiving, Winter, or Spring Break, as defined by the Skidmore Academic Calendar, are considered break trips.
 - 9.16.3 SAF funds may not be used to pay for more than 50% of the expenses related to break trips. Student attendees are responsible for paying the remaining 50% difference and must submit, or provide proof of funds for their contribution prior to spending SAF funds.
 - 9.16.4 SAF funding for break trips are granted on a case-by-case basis. Organizations may not budget for break trips during the annual budgeting process. Organizations must submit requests for break trip funding no less than 30 days prior to the start of the trip, and are advised to submit funding at least 60 days before the trip, to allow time for the approval process.
- 9.17 Service Trips
 - 9.17.2 Trips with the primary purpose of participating in community service

- 9.17.3 SAF funds may not be used to pay for more than 75% of the expenses related to service trips. Student attendees are responsible for paying the remaining 50% difference and must submit, or provide proof of funds for their contribution prior to spending SAF funds.
- 9.18 Advisor, Coach, and Instructor Wage, Stipend, and Expense Policy
 - 9.18.2 SAF funds may be used to pay for an advisor, coach, and instructor compensation, with approval of B&F Committee and OLA.
 - 9.18.3 Advisors, coaches, and instructors may advise organizations on financial matters, but may not make financial approvals or conduct financial transactions on behalf of the organization, SGA, or Skidmore College.
 - 9.18.4 SAF funds may not be used to pay for personal expenses incurred by faculty, staff, or community advisor's expenses
 - 9.18.4.1 Exceptions to this policy are granted by the B&F Committee and OLA if an advisor's attendance to an event, conference, or trip is required.
- 9.19 Student Wages & Stipend Policies
 - 9.19.2 Organizations may not pay wages or provide stipends to their members with funds allocated from the SAF.
 - 9.19.3 Organizations may not pay wages or provide stipends to non-member students with funds allocated from the SAF without a valid executed contract.
 - 9.19.3.1 Organizations may pay non-member students up to \$25 per hour for any service provided (i.e., graphic design, dj, event production, etc.)
 - 9.19.3.2 Contracts between an organization and a non-member student must outline the services, deliverables, and hours worked that the student will complete for the organization
 - 9.19.3.3 The VPFA and OLA have the sole discretion to decide whether the monetary and contractual agreement between an organization and non-member is appropriate and have the authority to adjust the contractual terms.
- 9.20 Summer Spending Policy
 - 9.20.2 SGA financial operations end on the last day of classes of the Fall and Spring semesters. Organizations that wish to use SAF funds during summer break, must get approval from B&F Committee and OLA.
 - 9.20.3 The Senior Class Inter-Class Council is an exception from this policy in the Spring semester and can carry out financial operation until Commencement.
- 10.0 Revenue Policy
 - 10.1.1 Any organization may have revenue to supplement the funding the organization receives from the SAF for events and initiatives. Revenue includes money made from the sale of goods or services, ticket sales, merchandise, member dues, bakes sales, etc.
 - 10.1.1.1 SGA strongly encourages organizations not to charge Skidmore students for event admission.
 - 10.1.1.2 Non-student members of the Skidmore or Saratoga Springs community must be charged for event admission, if the event is over 50% funded by SAF.

- 10.1.2 All revenue generating or fundraising activities, both in-person or online/virtual, must be approved by OLA at least one (1) week before any money is collected.
- 10.1.3 Revenue generated or fundraised may only be used to offset the cost of an organization's specific event or initiative.
 - 10.1.3.1 If a revenue requirement is not already included in an organization's budget for a specific event, then the organization must apply for special permission to generate revenue or fundraise at that event by meeting with the B&F Committee and OLA.
- 10.1.4 All revenue must be reported through SkidSync or meeting with the SGA Accountant within three (3) days of collection. Failure to report revenue will result in disciplinary action and may result in a freeze of club financial activities.
 - 10.1.4.1 All outside accounts (i.e. bank accounts) are prohibited.

11.0 Raising Funds for Donation to Nonprofit Organization Policy

- 11.1.1 SAF funds may not be allocated or paid directly to a charity or other nonprofit 501(c)(3) organization.
- 11.1.2 Organizations, and SGA, may only raise and donate funds to organizations registered as and granted 501(c)(3) status with the IRS.
- 11.1.3 If an organization produces an event or undertakes an initiative to raise funds on behalf of a charity or external nonprofit organization, it must reimburse all operational costs incurred to raise those funds before submitting the donation. After all expenses are paid back and reconciled by OLA, the remaining profit from the event or initiative may be donated.
 - 11.1.3.1 Organizations are permitted to hold 'bucket drives' as part of an event or initiative to raise funds for the charity/nonprofit organization. The fundraising efforts may not be the main purpose, or advertised, as the reason for the event or initiative.
- 11.1.4 Events that raise funds for donation must be promoted/advertised as such and include educational programs about the charity or nonprofit, and the services it provides.
- 11.1.5 Organizations may not raise funds for or donate collected funds to political candidates or political parties.
- 11.1.6 Student organizer of fundraising for donation events may not receive any payment from the charities, or nonprofit, for which they are raising funds.

12.0 Supplemental Funding

SGA understands that organizations are not always able to plan every expense and there are sometimes unforeseen expenses or new initiatives an organization can incur. For those reasons, SGA reserves money each year in the Program Support Fund.

- 12.1 General Process and Procedures: Organizations may request a supplemental by completing the online application thirty (30) days prior to the event/initiative.
- 12.1.1 B&F Committee will communicate and set up a meeting time with the requesting organization or individual.
 - 12.1.2 All supplemental requests under \$1000.00 will be approved by the B&F Committee. Organizations/individuals will be notified within a reasonable time after meeting with the B&F Committee.
 - 12.1.3 All requests \$1000 and over are required to go to Senate for approval and will typically take up to two (2) weeks.
- 12.2 Supplements funding is to be spent ONLY for what is it specifically allocated for. Any unspent funds will be returned to the Program Support Fund.
- 12.3 Supplement funding must abide by all SGA Financial Policies and Procedures
- 12.4 Supplemental funding will be transferred to the organization's budget via the SGA Accountant
- 12.5 New Chartered Club/ Existing Club with no Budget: A 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 supplemental funding
- 12.5.1 Clubs chartered during the Fall semester may apply for up to \$3000 for the full academic year
 - 12.5.2 Clubs chartered during the Spring semester may apply for up to \$1500 for that semester
 - 12.5.3 Clubs that failed to submit budgets during the previous academic year for the current academic year shall be held to the same limits.
- 12.6 Conference Grants: Organizations may apply for conference grants through the supplemental process at any time during the year.
- 12.6.1 Conference grants are meant for SGA chartered organizations.
 - 12.6.2 Conference grants are not guaranteed
 - 12.6.3 Conference grants are comprised of SAF funds and only matriculated students, both full and part-time, non-matriculated students enrolled in 12 or more credits a semester may apply.
 - 12.6.4 Conference grants will not be approved and funds may not be allocated retroactively.
- 12.7 A senator may allocate funds from Program Support to an already established initiative with a supplemental funding request. To create a new initiative, a combined resolution must be passed and a supplemental grant approved by Senate.