

Spring 1-1-2003

Senate Bill SB-03S-1654 Title VIII - SG Finance Code

Student Government Association
University of North Florida

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SENATE LEGISLATION

NUMBER SB-03S-1654

SB-03S-1654: Title VIII - SG Finance Code

- 1
- 2 Whereas: The Student Government of the University of North Florida was established to
3 represent student concerns in all University wide matters, and;
- 4 Whereas: The Budget and Allocations Committee is a standing committee of the Student
5 Government Senate, responsible for funding only those entities that comply with
6 the Student Government mission which is to represent student concerns in all
7 university wide matters while developing and promoting programs and activities
8 of practical value and interest to students, and;
- 9 Whereas: As the Budget and Allocations Committee, it is our responsibility to review and
10 revise the Finance Code (Title VIII) when necessary, and;
- 11 Whereas: The Finance Code controls the funds that are budgeted each year by the B&A
12 Committee and is the governing statute of all money used through Student
13 Government, and;
- 14 Whereas: The Finance Code was somewhat disorganized and needed to be updated for
15 today's needs by the students, and;
- 16 Whereas: Attached to this legislation is the amended and updated copy as proposed by the
17 B&A Committee, and;
- 18 **Therefore: Let it be enacted, by the University of North Florida Student Government,**
19 **that the attached amended and updated copy of Title VIII as proposed by the**
20 **Budget and Allocations Committee become the current Title VIII of the SG**
21 **Statutes.**

Senate Action

Respectfully Submitted: Budget and Allocations Committee

Introduced by: Chairman Chas Jordan

Senate Action: Passed 22:01:00

Date: March 14, 2003

Signed, _____

Jordan Schemmel, Student Senate President

Executive Action

Let it be known that SB-03S-1654 is hereby

PASSED / VETOED / LINE-ITEM VETOED

on this 21st day of March, 2003.

Signed, **Hank Rogers**

Hank Rogers, Student Body President

A&S Guidelines and Information

Chapter 800 - Introduction

Chapter 801 - Definitions

Chapter 802 - Purpose & Use of the Activity and Service Fee Budget

A&S Fiscal Entities

Chapter 810 – B&A Committee

Chapter 811 – B&A Committee Chairperson

Chapter 812 – B&A Committee Vice-Chairperson

Chapter 813 – SG Business and Accounting Office

Chapter 814 – SG Comptroller

Chapter 815 – SG Accountant

Chapter 816 – SG Fiscal Assistant

Annual Budget Process

Chapter 820 – Request Process

Chapter 821 – Hearing Process

Chapter 822 – Balancing Process

Chapter 823 – Approval Process

Funded Entities Policies

Chapter 830 – General Funding Policies

Chapter 831 – Departments

Chapter 832 – Agencies

Chapter 833 – Registered Student Organizations

Chapter 834 – Transfers (Centralized and Decentralized Accounts)

Policies for Special Requests Funding

Chapter 840 – General Special Request Funding Policies & Process

Chapter 841 – Policies & Process for Travel Requests

University Procedures

Chapter 850 – Personnel Procedures

Chapter 851 – Contracts

Chapter 852 – Audits

Chapter 853 – Requisitions and University Processing

Chapter 854 – Other Procedures

Assessment and Penalty Process

Chapter 860 – Budgetary Assessment

Chapter 861 – Freezing of Funds

Chapter 862 – Budget Deficits

Chapter 863 – Penalty Measures

SG TITLE VIII – THE FINANCE CODE

Chapter 800 Introduction

- 800.1 The Student Governments of the Florida State University System are charged, by Florida Law, with the responsibility of the allocation of the Activity and Service Fee (A&S) portion of tuition paid by all students within that system. The Finance Code expresses the standards of financial accountability and fiscal management that the University of North Florida Student Government has established as an objective of self-governance.
- 800.2 The Finance Code is applicable to all entities that receive, use, and/or distribute Activity and Service Fee money.
- 800.3 The Finance Code governs the budgeting and expenditures of ALL Activity and Service Fees including revenue generated through the use of Activity & Services Fees.
- 800.4 The standing committee of the UNF Student Senate assigned the responsibility for oversight, review, and periodic update of the policies expressed in the Finance Code shall be known as the Budget and Allocations (B&A) Committee.
- 800.5 The Activity and Service Fee may be changed, increased or decreased, by an amount recommended by the Student Fee Assessment Committee and approved by the University President and Board of Trustees.
- 800.6 The Activity and Service Fee revenue shall be deposited into the Activity and Service fund at the University of North Florida.
- 800.7 Amendments to Title VIII are subject to the normal legislative process.

Chapter 801 Definitions

- 801.1 Fiscal Year – The financial year of the Student Government of the University of North Florida shall be from July 1 to June 30.
- 801.2 Special Request – Money requested throughout the fiscal year by groups or organizations for events or projects not previously budgeted.
- 801.3 Travel Request – Money requested throughout the fiscal year by groups or organizations for travel, which is not previously budgeted.
- 801.4 Registered Student Organization – a student club or organization that is recognized by Club Alliance, the Office of Recreation and Intramural Sports, or the Office of Greek Affairs.
- 801.5 Entity – Any, department or student organization partially or fully funded by A&S Fees. Entity also applies to the SG Business Office and staff and the B&A Committee and SG Officers.

- 801.6 Agency - An administrative division of the Executive Branch created to provide support for, entertainment for, or education on a particular select interest group of the University of North Florida whether it be racial, ethnic, academic, or philosophical in nature.
- 801.7 Department – A budgetary subunit within the University.
- 801.8 Reserve – an account or fund established to indicate a specific surplus necessary to meet contingent liabilities upon direction from the Student Senate
-
- 801.9 Business day – Business days, as referred to in statute, shall be defined as being weekdays (Monday through Friday) during academic sessions. Academic Sessions include Spring, Summer, and Fall semesters only.
- 801.10 Carry Forward Funds – Allocated funds not expended by June 30th, which become available for use in the new Fiscal Year.

Chapter 802 Uses and Purpose of the Activity and Service Fee Budget

- 802.1 All uses of the Activity and Service Fee budget shall be subject to and governed by the laws of the United States of America, the State of Florida, the rules and regulations of the University of North Florida, the UNF Board of Trustees, Constitution and Statutes of the Student Government of the University of North Florida, SG Budget Policies and procedures, and the provisionary language stated in the current fiscal year budget.
- 802.2 The Activity & Service Fee budget shall be expended by Student Government for lawful purposes to benefit the student body, in general. It may support activities that reflect genuine student interest and enhance the educational, social, cultural, and recreational interests of the University of North Florida students.
- 802.3 The Activity & Service Fee budget may be used to support lobbying efforts of Student Government as it relates to issues that affect the student body. However, A&S Fees may not be expended to support in whole or in part a candidate for political office, as provided by Florida law.
- 802.4 Prohibited Expenditures/Use – Includes but are not limited to the following:
1. Activities that solely benefit non-UNF students
 2. Construction, permanent structural improvements or remodeling unless approved by the Student Senate
 3. Enrollment in courses, academic requirements or required academic activities.
 4. Alcoholic beverages
 5. Travel reimbursements, event/program reimbursements above the amount actually expended
 6. Indirect travel expenses such as: excess baggage charge, valet service, trailer hitches

7. SG Scholarships (Funded with interest of the A&S fee only)
8. Entertainment that is not open to the student body, in general
9. Automobile rental other than through approved travel reimbursement.

Chapter 810 Budget and Allocations (B&A) Committee

- 810.1 The B&A Committee is one of four standing committees of the Student Government Senate. The B&A Committee is responsible for recommending funding to only those entities that comply with the Student Government Mission which is to represent student concerns in all university-wide matters while developing and promoting programs and activities of practical value and interest to students.
- 810.2 The B&A Committee shall consist of nine SG Senators, including the SG Budget and Allocation Committee Chairperson and a Vice-Chairperson. All voting members of the committee will be elected or appointed senators including the Vice-Chairperson. Non-voting Ex-Officio members include one Faculty Association Representative; Constitution and Statutes Committee (CSC) Chairperson; Elections, Selections, and Appointment Committee (ESAC) Chairperson; Student Advocacy Committee (SAC) Chairperson; SG Advisor; SG Accountant; and the SG Comptroller.
- 810.3 All requests pertaining to the allocation of A&S Fee money shall be heard first by the B&A Committee. If approved, the request shall be forwarded to the Student Senate in the form of a Bill.
- 810.4 The management of the A&S Budget is under direct control of the B&A Committee. The Committee has the responsibility and authority to curtail further appropriation and funding within the A&S Accounts found to be improperly expended.
- 810.5 The B&A Committee has the authority to amend, approve, or disapprove any request for funding. If approved by the Committee, the request shall be written in the form of a Bill and added to the Agenda of the next scheduled Senate Meeting.
- 810.6 The B&A Committee shall only hear requests if the Student Travel Account, the Special Requests Account, and the General Reserves Account have sufficient available balances.
- 810.7 If for any reason, expected revenues of the annual budget are not met, all budgeted authority shall be subject to reallocation by the B&A Committee and the Student Senate. The SG Comptroller shall consult with the university administration and determine the extent of the shortfall. The B&A Committee shall convene to resolve the situation at the earliest possible date.

810.8 If a request is heard by the B&A Committee and fails to pass, eight senators may sponsor the failed request and forward the request to the Student Senate in the form of a bill.

Chapter 811 B&A Committee Chairperson

811.1 The SG Senate shall elect an SG Senator as Chairperson of the Budget and Allocations Committee, each spring for a term of one year.

811.2 The B&A Chairperson shall follow all duties outlined in Senate Policies and Procedures.

811.3 The B&A Chairperson shall hold meetings according to Senate Policies and Procedures and Title VIII.

811.4 The B&A Chairperson shall report at every Senate meeting and B&A Committee meeting the account status for Special Requests, Travel, and Reserve Accounts.

811.5 B&A Chairperson shall display meeting times and dates ten business days before each meeting for the public to view.

811.6 The B&A Chairperson shall meet with the SG Business and Accounting Office to review funding requests for compliance with Title VIII prior to establishing the Agenda for the Budget and Allocations Meeting at which it will be presented.

811.7 The B&A Chairperson, when writing the proposed budget legislation for submission to the Senate, shall provide an itemized schedule by category of all funding requested. This includes the name of the group requesting funding, the proposed event/program, proposed date of the event/program, and requested monetary amounts by category.

811.8 The B&A Chairperson shall collect the Quarterly Budget Report from the SG Comptroller, which is required by the University Budget Office, to review the status of the A&S Fee Budget, and shall report this status to the SG Senate.

811.9 The B&A Chairperson may review the Budget and Accounting Office financial records of all A&S Fee Accounts, which are maintained by the SG Accountant.

811.10 The B&A Chairperson shall coordinate and administer the procedural workshop for funded Departments and Agencies, which will be facilitated by; the SG Business and Accounting Office. This workshop shall be held by the end of September.

811.11 Shall present the committee with all requests that meet the requirements set forth in B&A Policies and Procedures and Title VIII.

Chapter 812 B&A Committee Vice-Chairperson

Chapter 812.1 The B&A Committee Vice-Chairperson shall follow all duties outlined in Senate Policies and Procedures

Chapter 813 SG Business and Accounting Office

- 813.1 The SG Business and Accounting Office shall administer the allocation of the Student Activity and Service Fees (A&S Fees).
- 813.2 The SG Comptroller, SG Accountant, and the SG Fiscal Assistant staff the SG Business and Accounting Office.
- 813.3 The SG Business and Accounting Office may correct any computational errors within a bill, passed by Senate and approved by the Student Body President, that does not exceed 10% of the allocation amount, so long as original intent of B&A and Student Senate, with notification of the B&A Chair.
- 813.3 The SG Business and Accounting Office shall process all expenditures of centralized SG accounts.
- 813.4 All invoices or related correspondence for centralized A&S Fee accounts must be forwarded to the SG Business and Accounting Office for review and approval. If an organization is unsatisfied with the goods or services as received, the SG Accountant must be notified to consider withholding payment of invoice until the matter is resolved.
- 813.5 The SG Business and Accounting Office shall process all Legislated Special Request expenditures, including Travel Requests.
- 813.6 The SG Business and Accounting Office will facilitate the annual budget workshop that the B&A Chairperson coordinates and administers for funded Departments and Agencies.
- 813.7 Any negative budget balance, which is the result of a procedural error by the SG Business and Accounting Office or the University of North Florida Controller's Office, shall be charged to the Special Request account, with written notification to the B&A Chair.
- 813.8 The SG Office of Business and Accounting shall coordinate all cash flow processes for all SG sponsored events.
- 813.9 Receipts for reimbursements must be received in the SG Business and Accounting Office no later than four weeks after the date of the receipts.

Chapter 814 SG Comptroller

814.1 The SG Comptroller is responsible for assuring that the Finance Code is fully complied with.

- 814.2 The SG Comptroller shall serve as fiscal and budgetary advisor to the SG Budget and Allocations Committee Chairperson.
- 814.3 The SG Comptroller shall serve as chief liaison between the Student Senate and the A&S Fee Budget Directors.
- 814.4 The SG Comptroller shall monitor all A&S Fee funded accounts.
- 814.5 The SG Comptroller shall have signature authority over all SG accounts. The Vice President for Student Affairs has signature control over the SG accounts and must co-sign with the SG Comptroller on requisitions for Other Capital Outlay (OCO) items.
- 814.6 The SG Comptroller shall notify departments of Fiscal Year-End procedures and deadlines.
- 814.7 It is the responsibility of the SG Comptroller to keep the Vice President for Student Affairs, the SG Budget and Allocation Chairperson, and the SG Officers fully informed of budget issues as they arise.

Chapter 815 SG Accountant

- 815.1 The SG Accountant shall track all A&S Fee accounts to ensure compliance with Title VIII: The Finance Code, and notify the SG Comptroller of discrepancies and errors within these accounts.
- 815.2 The SG Accountant shall attend SG B&A Meetings and Student Senate Meetings.
- 815.3 The SG Accountant shall assist the B&A Chairperson and SG Comptroller in determining if Special Requests for Funding comply with Title VIII.
- 815.4 The SG Accountant will act on approved Student Senate Legislation that includes initiating Budget Amendments, transfer of funds, purchase requisitions, and misc. related paperwork.
- 815.5 The SG Accountant shall perform accounting functions required to administer the UNF A&S Fee Budget.
- 815.6 The SG Accountant shall assist the SG Comptroller in the preparation of annual operating budget requests.
- 815.7 The SG Accountant shall maintain fiscal records and process expenditures for Centralized SG Accounts.
- 815.8 The SG Accountant shall assist Decentralized A&S Fee accounts with various accounting services, if needed or requested.

815.9 The SG Accountant shall provide fiscal training for new SG Officers and Club Alliance.

815.10 The SG Accountant shall aid in continuous development of the SG Accounting System and provide input into operating policies and procedures.

Chapter 816 SG Fiscal Assistant

816.1 The SG Fiscal Assistant shall provide fiscal support to the Student Government Business and Accounting Office by:

- A. Posting details of daily transactions onto ledgers,
- B. Reviewing fiscal documents for accuracy,
- C. Preparing routine fiscal reports listing account balances and transactions, and
- D. Other fiscal management duties as assigned by the SG Accountant.

816.2 The SG Fiscal Assistant shall serve in the capacity of the Accountant, in such case as the Accountant is unable to perform their duties.

816.3 The SG Fiscal Assistant shall serve as Payroll Certification back-up to the SG Office Manager.

Chapter 820 Annual Budget Process

820.1 Each Fall semester, the SG Comptroller shall forward Budget Request Forms to the Budget Directors of each account currently funded by the Activity and Service Fee Budget. These Budget Request Forms are also available to any UNF entity not currently funded.

820.2 Funding requests will be heard during the budget hearing process. These requests will be evaluated based on the following criteria:

- A. The activities will be available to and benefit the students of the University of North Florida as defined by Florida Statute 1009.24
- B. The activities are not the primary responsibility of any other agency or department

820.3 In order to receive funding consideration, all completed and signed forms must be returned to the SG Comptroller by the deadline set by the SG Comptroller.

Chapter 821 Annual Budget Process/Hearing Process

821.1 During the spring semester, the Budget & Allocations Committee shall hold the budget hearings. The dates of these hearing will be set by the SG Comptroller and the Budget & Allocations Chairperson and sent with the Budget Request Forms.

- 821.2 Each Budget Director will be prepared to explain and justify their budget request by providing relevant documentation.
- 821.3 In the fall semester first meeting of the Budget and Allocations Committee meeting, the Chairperson shall submit a process, with consultation of the Accountant and Comptroller, for approval by the B&A Committee.

Chapter 822 Annual Budget Process/Balancing Process

- 822.1 The B&A Committee shall balance the budget and approve the balanced budget by a two-thirds vote.
- 822.2 The B&A approved budget shall be posted within two business days of approval and shall be displayed in public view for a minimum of five business days prior to the Senate meeting in which it will be placed on the agenda. During this period, a campus-wide open forum will be conducted by the B&A Chairperson to explain the budget process and the B&A recommended budget.

Chapter 823 Annual Budget Process/Approval Process

- 823.1 The Student Senate and the Student Body President shall approve a balanced budget.
- 823.2 The B&A Chairperson, Senate President, SG President, SG Comptroller, SG Advisor, and Vice President for Student Affairs shall sign the budget. The Vice President for Student Affairs shall forward the balanced budget to the University President for signature.
- 823.3 The University President shall have 15 school days from the date of presentation of the budget to act on the allocation and expenditure recommendations, which shall be deemed approved if no action is taken within the 15 school days. If any line item, or portion thereof, within the budget is vetoed, the Senate shall make new budget recommendations for expenditure of the vetoed portion of the fund within 15 school days. If the University President vetoes any line item or portion thereof within the new budget revisions, the University President may reallocate by line item that vetoed portion to bond obligations guaranteed by activity and service fees.
- 823.4 Upon approval of the A&S budget by the University President, the SG Comptroller shall request the University Budget Office to establish the budget.
- 823.5 Upon approval of the A&S budget by the University President, each Budget Director shall be informed in writing of their approved budget for the upcoming fiscal year. This will be in the form of an allocation sheet delineated by budget category.
- 823.6 Provisionary Language, as approved during normal legislative process, may be amended or revised after September.

Chapter 830 Funded Entities Policies

- 830.1 All A&S Fee funded entities, whether fully or partially funded, are required to be fiscally responsible and comply with Title VIII: Finance Code. A fiscally responsible entity is one which:
- A. Keeps a non-negative balance in the account at all times.
 - B. Spends within their allocations.
 - C. Keeps complete financial records for the past five years. I.e., copies of monthly ledgers and the supporting expenditure documentation.
-
- 830.2 New accounts shall be classified as centralized, which means that the SG Comptroller's signature shall be required for expenditures, unless Senate authorizes with a two-thirds vote that the account be classified as decentralized.
- 830.3 Any Carry Forward Funds and additional revenues up to \$100,000 shall be placed in the Special Requests Account. In the event that Carry Forward Funds are more, the excess will be placed in the General Reserve Account. These funds shall be released following the normal legislative process.
- 830.4 Any publications or notice of an event funded by the A&S Fees Budget shall be required to have the statement "Funded by UNF Student Government." Failure to comply places the Budget Director, Club and/or Organization in direct violation of the Finance Code. The violating account, Club and/or Organization shall be placed immediately on probation for a period of one year from the date of the infraction.
- 830.5 All revenues earned will be placed immediately into the organization's account in their revenue line.
- 830.6 All reimbursements shall have approval prior to expenditure. Approval shall be obtained through the SG Business and Accounting Office.
- 830.7 All funding expires at the end of the fiscal year on June 30 and must be spent or encumbered by the deadline by the SG Comptroller.

Chapter 831 Funded Departments

- 831.1 Departments funded in part or in whole by SG, shall be responsible for and shall comply with the SG Title VIII: Finance Code.
- 831.2 Funded Department Directors shall act as custodians of SG Accounts.
- 831.3 An accountable budget manager from each Department receiving funding must attend a procedural workshop coordinated and administered by the

B&A Chairperson and facilitated by the Business and Accounting Office, before the last business day of September.

- 831.4 A budget manager from each Department receiving funding shall maintain all fiscal records and reconcile funded budgets on a monthly basis.
- 831.5 Departments funded by SG must have current signature cards on file with Auxiliary Services, Purchasing, and the University's Controller's Office. Any changes to these authorized signatures must be reported to the SG Comptroller.
- 831.6 Any publications or notice of an event funded by the A&S Fees Budget shall be required to have the statement "Funded by UNF Student Government." Failure to comply places the Budget Director, in direct violation of the Finance Code. The violating Department account shall be placed immediately on probation for a period of one year from the date of the infraction.
- 831.7 If the Federal minimum wage increases during a fiscal year, the additional money needed to fund the already paid positions, at the same number of hours, shall be funded out of the General Reserve Account.
- 831.8 All reimbursements for centralized departmental accounts shall have approval prior to expenditure. Approval shall be obtained through the SG Business and Accounting Office.

Chapter 832 Funded Agencies

- 832.1 Agencies funded by Student Government shall be responsible for and shall comply with the SG Title VIII: Finance Code.
- 832.2 The Director or Assistant/Associate Director from each Agency receiving SG funding must attend a procedural workshop coordinated and administered by the B&A Chairperson and facilitated by the Business and Accounting Office, before the last business day of September.
- 832.3 All Agency Expenditures must be reviewed and approved in advance by the SG Comptroller and processed through the SG Business and Accounting Office.
- 832.4 Each Agency Director or Assistant/Associate Director shall meet monthly with the SG Accountant to review fiscal expenditures.
- 832.5 Each Agency Director or Assistant/Associated Director from each Agency receiving funding shall maintain all fiscal records and reconcile funded budgets on a monthly basis
- 832.6 Any publications or notice of an event funded by the A&S Fees Budget shall be required to have the statement "Funded by UNF Student Government." Failure to comply places the Agency Director, in direct

violation of the Finance Code. The violating Agency account shall be placed immediately on probation for a period of one year from the date of the infraction.

- 832.7 If the Federal minimum wage increases during a fiscal year, the additional money needed to fund the already paid positions, at the same number of hours, shall be funded out of the General Reserve Account.
- 832.8 All reimbursements shall have approval prior to expenditure. Approval shall be obtained through the SG Business and Accounting Office.

Chapter 833 Registered Student Organizations

- 833.1 Student Organizations recognized by the UNF Office of Student Organizations, the Office of Recreation and Intramural Sports or Greek Affairs may be eligible for annual funding in the amount set forth in the Activity and Service Fee Budgetary Provisionary language, effective July 1st of each fiscal year.
- 833.2 Student Organizations funded in part or in whole by SG shall be responsible for and shall comply with the SG Title VIII: Finance Code.
- 833.3 Student Organizations shall elect a financial officer to act as custodian of the account and a president to countersign for expenditures. These signatures shall be filed with the SG Business and Accounting Office.
- 833.4 Before the allocation of A&S Funds, the financial officer and the president of the organization shall countersign a statement of financial understanding.
- A. The original form will be retained in the SG Business and Accounting Office for audit purposes.
 - B. If there is a change of the financial officer and/or president within any Student Organization, a new statement of financial understanding shall be filed with the Office of Student Life and the SG Business and Accounting Office.
- 833.5 All Student Organization expenditures or reimbursements must be processed through the SG Business and Accounting Office.
- 833.6 A&S Fees shall not be allocated to Recognized Student Organizations for the purpose of salaries and/or OPS wages.
- 833.7 Any Student Organization who has been placed on suspension by Club Alliance will lose access to their club funding until the suspension is lifted.
- 833.8 Any publications or notice of an event funded by the A&S Fees Budget shall be required to have the statement "Funded by UNF Student Government." Failure to comply places the Student Organization, in direct violation of the Finance Code. The violating Organization account shall be

placed immediately on probation for a period of one year from the date of the infraction.

833.9 Club Alliance funds may not be used for Travel or Conference Registration.

833.10 The financial representative of each organization is required to turn over all financial records to their successor at the end of their term.

Chapter 834 Transfers (Centralized and Decentralized Accounts)

834.1 Centralized Budget Transfers

- A. Requests for centralized budget transfers shall be submitted on the Centralized Budget Transfer Form. The Form must be signed by the B&A Chair, SG Accountant, SG Comptroller, Senate President, Student Body President, and SG Advisor. A Budget Amendment will be prepared and processed once all authorized signatures have been obtained.
- B. Should any of the required signatures not be obtained, the request must be presented to the B&A Committee and then forwarded to the Student Senate for approval in the form of a bill.

834.2 Decentralized Budget Transfers

- A. Requests for budget transfers in decentralized accounts shall be submitted in writing to the B&A Committee at least five business days prior to the B&A Committee Meeting.
- B. The Budget Director or Designee from the Department must present at the B&A Committee Meeting and at the Student Senate Meeting to present the request for a budget transfer.

Chapter 840 Policies for Special Requests Funding

840.1 Student Organizations shall not be allocated A&S Funds if the Student Organization is not recognized by the UNF Office of Student Organizations or does not remain in good standing with Club Alliance, the Office of Recreation and Intramural Sports, or Greek Affairs.

840.2 Registered Student Organizations requesting funding for special events or for travel shall, upon request, present a five-year background of comprehensive annual reports to the B&A Committee and to the Student Senate.

840.3 Any A&S Fee funded Department and/or SG Agency may submit a Special Request for funding to the B&A Committee for additional wages, expenses, or programs, beyond their budgeted Fiscal Year allocation.

840.4 A properly submitted request for Special Request Funding or Travel by Student Organizations shall be received in the B&A Chairperson's mailbox a minimum of five business days prior the next scheduled B&A Committee

Meeting and a minimum of six weeks prior to the event or travel date and shall consist of nineteen date-stamped and stapled copies of the following materials:

1. Request Form, signed by the advisor and club president.
2. Total cost spreadsheet,
3. Total request spreadsheet,
4. Official conference schedule/agenda/program, and
5. Official business price quotes for accommodations, transportation, and expenses.

- 840.5 In order for the B&A Committee and Student Senate to vote on a Special Request for funding, at least one representative from the Department, Agency, or Student Organization submitting the request must attend the B&A Committee Meeting and Student Senate Meeting at which the request is presented.
- 840.6 Only the presiding officer or designee of each branch of SG may submit an A&S Special Request for Funding to the B&A Committee and shall follow the same procedures as a Student Organization requesting funding. The request may be only for additional wages, expenses, programs, transfers, and/or travel to that particular branch of SG. However, the signature of the advisor shall not be required.
- 840.7. Student Organization President or Budget Director shall schedule an appointment with the SG Accountant within five business days after legislation is approved from the Special Request Account. The meeting shall consist of an explanation of the internal procedures and funding arrangements. Failure to do so shall result in loss of funding. Notification of failure to meet with the SG Accountant will be given to the B&A Chairperson by the SG Business and Accounting Office. This funding will then be eligible for reallocation by the B&A Committee.

Chapter 841 Travel Policies and Process

- 841.1 University Recognized Student Organizations may request funding for travel.
- 841.2 Travel Funds shall be allocated to individuals, clubs and organizations one time per Fiscal Year as follows:
- A. The lesser of 50% of total travel costs per club or organization or \$1,500.
 - B. Individuals requesting travel funding are limited to \$300 one time per Fiscal Year.
 - C. Each request for travel funding shall be submitted on a separate form, e.g., Regional and National.
- 841.3 Food associated with travel shall not be requested nor paid for with A&S Fees.

- 841.4 All travel arrangements shall be made through the SG Business and Accounting Office, except for reservations for accommodations.
- 841.5 Student Organization President or Budget Director shall schedule an appointment with the SG Accountant within five business days after legislation is approved from the Travel Account. The meeting shall consist of an explanation of the internal procedures and funding arrangements. Failure to do so shall result in loss of funding. Notification of failure to meet with the SG Accountant will be given to the B&A Chairperson by the SG Business and Accounting Office. This funding will then be eligible for reallocation by the B&A Committee.
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- 841.6 Upon legislative approval, a list with the name of the Student Organization and names of all UNF students traveling, including Social Security Numbers, addresses, phone numbers, and email addresses shall be submitted to the SG Accountant.
- 841.7 All travel sponsored by A&S Fees must adhere to the University Travel Manual published by the University's Travel Office.

Chapter 850 University Policies and Procedures

- 850.1 Personnel - All requests for the establishment of new positions or the reclassification of existing positions must follow established University Policies and Procedures. Funding for these requests must follow normal legislative procedures.
- 850.2 During each budget hearing, the continuation of funded salaried positions shall be evaluated

Chapter 851 Contracts

- 851.1 Only the Vice President for Administration and Finance and/or the University President is authorized to sign entertainment and professional service contracts on behalf of the University. Any agreement signed by other parties is considered to be a private one that the University is under no obligation to honor.
- 851.2 All entertainment contracts are to be reviewed and approved by the Associate Dean for Student Activities prior to being forwarded to the Vice President for Administration and Finance.
- 851.3 Professional services contracts must be completed according to the instructions on the back of the contract form.
- 851.4 An Entertainment Contract Routing Form must accompany all entertainment contracts written on A&S Accounts. The following signatures are required on the form:
- A. Chairperson of Originating Committee or Department Head,
 - B. SG Comptroller,

- C. Associate Dean for Student Activities,
- D. Vice President for Student Affairs
- E. Vice President for Administration and Finance,
- F. SG President
- G. General Counsel,
- H. Director of Health, Safety, Insurance and Risk Management.

Chapter 852 Audits

- 852.1 Auditing of the A&S Fee Budget may be conducted annually through the use of an independent auditor.
- 852.2 Upon request, each Budget Director shall submit in writing to the SG Comptroller a Report of Budget Status, which will include expenditures to date.
- 852.3 The Auditor General, Inspector General, SG President, Senate President, B&A Committee Chairperson, Vice President for Student Affairs, and/or the SG Comptroller may audit the A&S Accounts.

Chapter 853 Requisitions and University Processing

- 853.1 Purchasing Requisition Forms for all Centralized A&S Accounts are to be processed by the SG Business and Accounting Office
- 853.2 After receipt of a processed Requisition by the UNF Purchasing Department, a Purchase Order shall be issued and sent to the vendor. This Purchase Order shall authorize the delivery of goods or services.
- 853.3 When the goods or services are delivered or picked up by an organization, the vendor renders a bill or an invoice. Invoices for expenditure from all centralized A&S Fee Accounts must be sent to the SG Business and Accounting Office.

Chapter 854 Procedures for Specific Items

- 854.1 Mailing - A Student Organization may utilize the UNF Postal Department for sending and receiving mail. All mail must be processed with a University Postage Charge Memo Form with appropriate signatures. The cost of this mailing shall then be charged directly to the A&S Fee Account.
- 854.2 Printing - Centralized account requests for printing shall be processed through the SG Business and Accounting Office for approval.

Chapter 860 Assessment and Penalty Process

- 860.1 Reassessment of budget lines may be deemed necessary upon any of the following:
 - A. Expenditures of funds inconsistent with the original intent of the approved allocations.

- B. Projected A&S Fee Revenue is not met.
- C. A Budget Transfer request.

Chapter 861 Freezing of Funds

861.1 A. Freezing of accounts is a tool to ensure effective management of the A&S Budget. Freezing of accounts can be utilized whenever:

1. Violations of the Finance Code occur.
2. Reassessment of the budget is required.
3. It is deemed necessary by the SG Comptroller.
4. It is deemed necessary by a two-thirds vote of the B&A Committee.
5. It is deemed necessary by a two-thirds vote of the Student Senate.

B. Upon finding any organization in violation of the Finance Code, the SG Comptroller may freeze an account for a period not to exceed thirty business days. Two business days prior to such action, the SG Comptroller must provide written notification to the Budget Director of the organization whose funds are being frozen, and to the Student Senate. Upon a two-thirds vote of the Student Senate, any action made by the SG Comptroller may be rescinded.

C. Student Senate may freeze the funds of an account for a period of time not to exceed ten business days if said organization violates the Finance Code, the intent of the allocation, or any Student Government Statutes. The Senate President must notify, in writing, the Budget Director and the Student Body President, of the reason such action and the duration of the freeze.

D. If the Budget Director has not received approval from the B&A Committee to have the account unfrozen before the end of ten business days, the B&A Committee shall make one of the following recommendations:

1. An extension of the freeze, or
2. To transfer unexpended funds into the General Reserve Account.

E. If the Budget Director has not received approval from the B&A Committee to have the account unfrozen before the end of ten business days, the B&A Committee shall make a recommendation in the form of a bill.

Chapter 862 Budget Deficits

862.1 No A&S funded entity may overspend their budget allocation without prior approval of the Student Senate by a two-thirds vote.

862.2 Any organization that acquires a deficit in an expenditure category in their account may be placed on probation by the SG Comptroller or by two-thirds vote of the Student Senate. The probation shall be terminated when

deficit is eliminated. While on probation the organization will not be eligible to receive additional funding unless granted by the Student Senate with a two-thirds vote.

- 862.3 The SG Comptroller shall give Notice of Probation and Notice of Removal from Probation, in writing, to the organization, the Student Body President, the Senate President, and the Budget & Allocations Chairperson.

Chapter 863 Penalty Measures

- 863.1 Misuse of A&S fees is an offense against the Student Body punishable by the Budget & Allocations Committee, Senate, and/or Judicial Council.
- 863.2 If an A&S funded entity is found to be in violation of the Finance Code, the following actions may be taken:
- A. On a first offense, in the same fiscal year, an entity's funds shall be frozen as per Chapter 861.
 - B. On a second offense, in the same fiscal year, the B&A Committee may initiate impeachment proceedings for the Director of said entity. This entity shall be placed on probation for a period of 16 weeks.
 - C. If said entity violates the Finance Code more than twice in one fiscal year, the Student Senate may restructure or disband said entity.
- 863.3 When an A&S funded account is placed on probation, the Budget Director of the account shall abide by the following during the probation period:
- A. Monthly reports must be presented to the Student Senate on the entity's efforts to comply with violations. The entity's Budget Director shall make the presentation.
 - B. All expenditures, budgetary matters, and funding requests of the entity must have prior written approval from the SG Comptroller.
 - C. The Budget Director and all officer's of the entity on probation shall be required to attend and complete a Finance Code counseling session set up by the SG Comptroller and the Budget & Allocations Chairperson.
 - D. At the end of each month all financial records of the entity shall be submitted to the SG Comptroller.