

Summer 5-1-2003

Senate Bill SB-03SB-1697 Title VIII Fund Balance Reform Bill

Student Government Association
University of North Florida

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SENATE LEGISLATION

NUMBER SB-03SB-1697

SB-03SB-1697: Title VIII F und Balance Reform Bill

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

Senate Action

Respectfully Submitted: Budget and Allocations Committee

Introduced by: Chairman James R. Johnson

Senate Action: 12:1:0

Date: July 24, 2003

Signed, **Charles R. Jordan**

Charles R. Jordan, Student Senate President

Executive Action

Let it be known that SB-03SB-1697 is hereby

PASSED / VETOED / LINE-ITEM VETOED

on this 30 day of July, 03

Signed, **Jerry Watterson**

Jerry Watterson, Student Body President

ATTACHMENTS TO FUND BALANCE REFORM BILL:

Under Chapter 801 Definitions:

801.13 Fund Balance – An Accumulation of money generated through excess tuition hours and unexpended budget allocations.

Under 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, the 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.

802.4 The Fund Balance is not part of the A&S Fee Budget.

Change old 802.4 to 802.5

Create Chapter 811 Budget and Allocations Fund Balance Subcommittee

811.1 During prescreening by the B&A Chairperson, Treasurer, SG Comptroller, and SG Accountant, it may be determined that the request could be considered for funding from the Fund Balance. I this occurs, information will be provided to the B&A Committee, regarding past Fund Balance expenditures, and particulars on organizations requesting funds, (i.e., funding sources), and history of SG funded projects

Change Chapters 811-817 to Chapters 812-818

Change Chapter 810 Polices for ~~Special Requests Funding~~ Funding Requests

Create Chapter 842 Fund Balance Policies and Process

842.1 The Fund Balance shall not be directly requested for funding. All requests must first be a Special Request.

842.3 The Comptroller, Accountant, Treasurer, and B&A Chairperson shall review and make recommendations to the B&A committee on whether the use of the Fund Balance is appropriate for the special request

842.4 After recommendations are made by the aforementioned fiscal officers, the request shall proceed to the B&A Committee as a normal bill in

Chapter 840 Policies for Special Requests Funding

- 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, SG Treasurer, Senate Sponsor, 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 to hear a request, the Student Organization must be sponsored by a member of the Student Senate. The SG Treasurer shall assist the student organization in finding a Senate Sponsor. If the Student Organization cannot find a Senate Sponsor, they shall be sponsored by the Senate Pro-Tempore.
- 840.6 In order for the B&A Committee and Student Senate to vote on a Special Request for funding, both the Senate Sponsor, and 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.

legislative process or directly to the student senate if sponsored by 8 senators.

Under Chapter 851 Contracts

851.2 All entertainment contracts are to be reviewed and approved by the Associate Dean for of Students Activities prior to being forwarded to the Vice President for Administration and Finance.

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 of Students 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.