

Summer 5-1-2013

# Senate Bill SB-13SA-2691 Summer A 2013 Title VIII Revisions, Finance Codes

Student Government Association  
*University of North Florida*

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## Suggested Citation

Student Government Association, "Senate Bill SB-13SA-2691 Summer A 2013 Title VIII Revisions, Finance Codes" (2013).  
*Legislation*. 2393.  
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# SENATE LEGISLATION

## SB-13SA-2691

*SB-13SA-2691: Title VIII 2013 Summer A revision*

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2 Whereas: The Student Government of the University of North Florida was established to represent student  
3 concerns in all University wide matters, and;

4  
5 Whereas: Student Government is responsible for revising and updating the bylaws from time to time and;

6  
7 Whereas: The Senate is the appropriate body charged with approve such revisions, and;

8  
9 Whereas: Legislation dealing with necessary and proper statutory revisions shall be considered by Student  
10 Senate;

11  
12 Whereas: Title VIII is in need of revision;

13  
14 Therefore: The following changes are being proposed to Title VIII.

### TITLE VIII: THE FINANCE CODE

#### Chapter 800: Introduction

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21 800.1 The Student Governments of the Florida State University System are charged, by  
22 Florida Statute Title XLVIII Chapter 1009.24, with the responsibility of allocating  
23 the Activity & Service Fee (A&S) portion of tuition and fees paid by all students  
24 within that system. The Finance Code expresses the standards of financial  
25 accountability and fiscal management that the University of North Florida Student  
26 Government (SG) has established as an objective of self-governance.

27  
28 800.3 The Finance Code governs the budgeting and expenditures of all Activity & Service  
29 Fees, including revenue generated through the use of Activity & Service Fees.

30  
31 800.4 The standing committee of the UNF Senate assigned the responsibility for oversight,  
32 review, and periodic update of the policies expressed in the Finance Code shall be  
33 known as the Budget & Allocations (B&A) Committee. Said updates shall be  
34 approved by the Senate.

#### Chapter 801: Definitions

35  
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38 801.2 Special Request – Preapproved revenue authorized to be spent out of the general  
39 reserve and can be Money requested throughout the fiscal year by Registered Student



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40 Organizations, Student Government Branches and Agencies, or University  
41 Departments for expenses, events, projects, wages and benefits, or equipment  
42 purchases not previously budgeted.

43  
44 801.4 Registered Student Organization – a student club or organization at the University of  
45 North Florida that is registered with Club Alliance. RSOs must comply with Chapter  
46 803, Provisionary Language and the Club Alliance RSO Handbook in order to be  
47 eligible to receive A&S Fee funding.

48  
49 801.5 Academic Session – A period of time defined by the university when courses are in  
50 session, excluding university sanctioned holidays and breaks.

51  
52 801.13 Major Offense – Any action taken by a funded entity that is considered to be a  
53 criminal offense, fraudulent in nature, or in direct violation of University fiscal rules  
54 and regulations, Title VIII, or Provisionary Language.

55  
56 801.15 Cash Flow (Operating) Reserve – The portion of the Fund Balance designated in the  
57 amount of at least \$100,000\$300,000 to meet liabilities at the beginning of the fiscal  
58 year.

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

59  
60  
61 802.5 Prohibited Expenditures/Use – Includes but are not limited to the following:

- 62  
63  
64 15. Travel reimbursements for mileage for trips where it would  
65 have been more economical to rent a car and for travel under 50  
66 miles round trip.

### Chapter 810: Budget & Allocations (B&A) Committee

67  
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69  
70 810.1 The B&A Committee is one of five (5) standing committees of the Student  
71 Government Senate. The B&A Committee is responsible for recommending  
72 funding to only those entities that comply with the Student Government Mission,  
73 which is to represent student concerns in all University-wide matters while  
74 developing and promoting programs and activities of practical value and interest to  
75 students.  
76



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77 810.3 All requests pertaining to the allocation of A&S Fee money shall be heard first by the  
78 B&A Committee. The B&A Committee has the authority to amend, approve, or  
79 disapprove any request for funding. If approved, the request shall be forwarded to  
80 the Senate in the form of a bill, with the exception of travel requests as outlined in  
81 Section 841.4. If approved by the Senate, all legislation concerning the allocation of  
82 A&S Fee money must then be presented to the President as prescribed by Article II  
83 Section 8 and Title IV. ~~This process does not pertain to Student Conference Travel~~  
84 ~~requests.~~

85  
86 810.5 The management of the A&S Budget is under direct control of the B&A Committee.  
87 The Committee has the responsibility and authority to curtail further appropriations  
88 to the A&S indexes found to be improperly expended.

### Chapter 811: B&A Committee Chair

91  
92 811.8 The B&A Chair and the SG Treasurer shall collect the Quarterly Budget Report  
93 from the SG Business Manager, which is required by the University Budget Office,  
94 to review the status of the A&S Fee Budget, ~~and shall report this status to the SG~~  
95 ~~Senate.~~

96  
97 811.9 The B&A Chair may review the Business and Accounting Office financial records of  
98 all A&S Fee indexes, which are maintained by the SG Accountant(s): and Business  
99 Manager.

100  
101 ~~811.11 The B&A Chair shall maintain a bill numbering system for all requests made to the~~  
102 ~~B&A Committee.~~

103  
104 811.13 The B&A chair shall notify the B&A committee and the Senate of any newly created  
105 line item within the A&S fee budget.

### Chapter 813: SG Business and Accounting Office

106  
107 813.11 Receipts related to travels for reimbursements must be received in the SG Business  
108 and Accounting Office no later than ~~one (1)~~ two (2) business days after travel  
109 according to university guidelines.

### Chapter 814: SG Business Manager

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15 814.3 The SG Business Manager shall serve as fiscal and budgetary advisor to the SG  
16 Budget & Allocations Committee Chair, SG Treasurer, and B&A Committee.

17  
18 814.6 The SG Business Manager shall have approval authority over all SG indexes. -The  
19 Vice President for Student and International Affairs has approval control over the  
20 SG indexes. The SG Director of ~~Operations~~ must be informed by the SG Business  
21 Manager on all purchase in excess of \$5,000 for Other Capital Outlay (OCO) items.

22  
23 814.8 It is the responsibility of the SG Business Manager to keep the SG Director of  
24 ~~Operations~~, the SG Budget & Allocations Chair, and the SG Treasurer fully  
25 informed of all budget issues as they arise.

### Chapter 816: SG Treasurer

26  
27  
28  
29 816.6 The SG Treasurer shall meet regularly with the Budget & Allocations Committee  
30 Chair, the SG Director of ~~Operations~~, the SG Business Manager, the President, and  
31 SG Senate President to review fiscal matters pertaining to all ~~Centralized Accounts~~  
32 accounts.

33  
34 816.7 The SG Treasurer shall meet weekly with the SG Director of ~~Operations~~ to review  
35 expenditures of all A&S funded entities and all fiscal matters including audits.

36  
37 ~~816.8 The SG Treasurer shall set up and maintain a database of all funding requests by~~  
38 ~~Student Government according to the organization that presents them as subscribed~~  
39 ~~by Article III Section 7 and Chapter 304.~~

40  
41 816.10 The SG Treasurer shall inform the Budget & Allocation Committee of all transfers.

### Chapter 823: Annual Budget Process/Approval Process

42  
43  
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45  
46  
47 823.2 The B&A Chair, Senate President, President, SG Treasurer, SG Business Manager,  
48 SG Director of ~~Operations~~, ~~SG-Advisor~~ and Vice President for Student and  
49 International Affairs shall sign the budget. The Vice President for Student and  
50 International Affairs shall forward the balanced budget to the University President  
51 for signature.

52



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53 **Chapter 830: Funded Entities Policies**

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55 830.2 New indexes shall be classified as centralized, which means that the SG Business  
56 Manager's signature shall be required for expenditures, unless Senate authorizes with  
57 a two-thirds (2/3) vote that the index be classified as decentralized.

58  
59 830.3 The SG Business Manager may recommend to Senate to centralize or decentralize  
60 funded entities subject to a two-thirds (2/3) vote of the Senate.

61  
62 830.6 All revenues earned shall be placed immediately into the entity's ~~index in their~~  
63 ~~revenue line~~ General Reserve.

64  
65 830.9 All decentralized indexes ~~Funded entities~~ must obtain prior written approval from  
66 the SG Business Manager to change any line-item allocation. The SG Business  
67 Manager shall notify, in writing, the SG Treasurer and B&A Chair of any such  
68 changes.

69  
70 **Chapter 831: Funded Departments**

71  
72 831.1 Departments funded in part or in whole by SG, shall be responsible for and shall  
73 comply with the SG Title VIII: Finance Code and Provisionary Language.

74  
75 831.2 Funded Department Directors shall act as custodians of their respective index(es).

76  
77 831.3 An ~~accountable~~ Budget Director from each Department receiving funding must  
78 attend a procedural workshop coordinated and administered by the B&A Chair and  
79 facilitated by the Business and Accounting Office, before August 1st.

80  
81 **Chapter 832: Funded Agencies**

82  
83 832.1 Agencies funded by Student Government shall be responsible for and shall comply  
84 with the SG Title VIII: Finance Code and Provisionary Language.

85  
86 **Chapter 833: Registered Student Organizations**

87  
88 833.2 RSOs funded in part or in whole by SG shall be responsible for and shall comply  
89 with the SG Title VIII: Finance Code and Provisionary Language.



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91 833.7 All RSO expenditures or reimbursements must be processed through the SG  
92 Business and Accounting Office. All itemized receipts for reimbursement must be  
93 submitted no later than five business days (5) ~~one (1) weeks~~ from date of receipt. All  
94 expenditures shall have prior approval through Student Government Business and  
95 Accounting Office in compliance with line-item allocations. Violation of the  
96 Finance Code is punishable as outlined in Chapter 861.

97  
98 833.10 Club Alliance funds may not be used for Travel Conference Registration related  
99 expenses, philanthropic events, or academic/testing materials.

### Chapter 834: Transfers (Centralized and Decentralized Indexes)

#### 834.1 Centralized Budget Transfers

105 A. Requests for centralized budget transfers, including transfers between  
106 funding categories (operating expenses, OPS wages, salaries, OCO) or  
107 indexes, shall be submitted on the Centralized Budget Transfer Form. A  
108 Budget Amendment will be prepared and processed once all authorized  
109 signatures have been obtained. Should any of the required signatures not be  
110 obtained, the request may be presented to the B&A Committee and then  
111 forwarded to the Senate for approval in the form of a bill.

112  
113 B. ~~Should any of the required signatures not be obtained, the request must be~~  
114 ~~presented to the B&A Committee and then forwarded to the Senate for~~  
115 ~~approval in the form of a bill. Transfers of funds between line items shall~~  
116 require prior approval from the SG Treasurer and prior notification to the  
117 SG Business Manager. The SG Business Manager shall notify, in writing, the  
118 B&A Chair of any such changes or requests. If the SG Treasurer denies the  
119 transfer, the request would go to the next B&A committee meeting.

120  
121 C. The Budget Director shall have sole authority to request line item transfers  
122 within a category of his/her index.

#### 834.2 Decentralized Budget Transfers

123  
124  
125  
126 A. Requests for budget transfers in decentralized indexes, including transfers  
127 between funding categories (operating expenses, OPS wages, salaries, OCO),  
128 shall be submitted in writing to the B&A Committee at least five business



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29 days prior to the B&A Committee Meeting. The Budget Director or  
30 Designee from the Department must be present at the B&A Committee  
31 Meeting and at the Senate Meeting to present the request for a budget  
32 transfer which shall be in the form of a bill originating in the B&A  
33 Committee.

34  
35 B. ~~The Budget Director or Designee from the Department must present at the~~  
36 ~~B&A Committee Meeting and at the Senate Meeting to present the request~~  
37 ~~for a budget transfer. Transfers of funds between line items shall require~~  
38 ~~prior approval from the SG Business Manager. The SG Business Manager~~  
39 ~~shall notify, in writing, the SG Treasurer and B&A Chair of any such changes~~  
40 ~~or request. Any such request denied by the SG Business Manager can be~~  
41 ~~presented to the B&A Committee and then forwarded to the Senate for~~  
42 ~~approval in the form of a bill.~~

43  
44 C. The Budget Director shall have sole authority to request line item transfers  
45 within a category of his/her index.

### 46 47 Chapter 840: Policies for Funding Requests

48  
49 840.3 A properly completed Special Request shall be submitted to the B&A Chair a  
50 minimum of ~~ten (10)~~ nine (9) business days prior to the next scheduled B&A  
51 Committee Meeting. A Special Request that requires contractual services must be  
52 submitted seven (7) weeks prior to the event to accommodate the standard  
53 University contract processing time period.

54  
55 840.6 After the appropriate signatures have been obtained, the B&A Chair shall supply the  
56 request representative with a copy of the completed request. In order to be heard,  
57 the request representative must submit ~~twenty (20)~~ fifteen (15) copies of the request  
58 by the beginning of the scheduled B&A committee hearing.

59  
60 840.8 In order for the B&A Committee and Senate to hear a request for funding, both the  
61 Senate Sponsor, and at least one representative from the entity submitting the  
62 request must attend the B&A Committee Meeting and Senate Meeting at which the  
63 request is presented. The senate sponsor cannot, under any circumstances, be the  
64 entity's representative.

### 65 66 Chapter 841: Student Conference Travel Requests





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841.3 Travel funds may be requested by RSOs and currently enrolled A&S Fee-paying students up to ~~four (4)~~ five (5) times per Fiscal Year as follows:

### Chapter 843: General Reserve Policies and Process

843.3 A General Reserve request must be approved by two-thirds (2/3) of the B&A Committee and Senate.

843.5 After recommendations are made by the aforementioned fiscal officers, the request shall proceed through the Budget & Allocations Committee as a normal bill in legislative process subject to a two-thirds (2/3) vote, or directly to the Senate if sponsored by eight (8) senators after having been defeated by the B&A Committee.

### Chapter 851: Contracts

851.3 All contracts must be completed according to University Policies. All non-standard contracts or bids must be submitted six (6) weeks prior to the event. Standard contracts or bids must be submitted twenty-one (21) days prior to the event.

### Chapter 863: Penalty Measures

863.2 If an A&S funded department or agency is found to be in violation of the Finance Code, Provisionary Language, or commits a major offense, the following actions may be taken:

**Therefore: Let it be enacted, by the University of North Florida Student Government, that the following changes (along with the following revision: Section 801 Definitions shall be reordered alphabetically order by the Constitution and Statutes Chair at the time of the bills assumption into Title VIII) to Title VIII be made effective July 1, 2013**

#### Senate Action

Respectfully Submitted: Estrada  
Introduced by: Sen. Fransua Estrada \_\_\_\_\_  
Senate Action: 16-0-0  
Date: 7/11 2013  
Signed, **Christopher Brady**

*Christopher Brady, Student Senate President*

#### Executive Action

Let it be known that SB-13SA-2691 is hereby  
PASSED / VETOED / LINE-ITEM VETOED  
on this 1 day of July, 2013.  
Signed, **Carlo Fassi**

*Carlo Fassi, Student Body President*

*Reprinted to update*