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SB-17S-3118 Title VIII Revisions of Spring 2017

Student Government Association University of North Florida

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

3 Whereas: The Senate is the legislative body of the University of North Florida's Student Government given
4 the responsibility of carrying out such legislative acts that are necessary and proper for the Student
5 Body of the University of North Florida; and;

6 Whereas: Legislation dealing with necessary and proper statutory revisions to the System of Statutes shall be
7 considered by the Senate; and

8 Whereas: In the case of a faltering and unabashedly egregious exploitation of power and conflict with the
9 Constitution, revisions must be made, and;

10 Therefore: The following necessary and proper revisions to the Student Government System of Statutes are
11 being proposed in an effort to ensure future compliance with the law and the balance of our
12 democratic system:

13

TITLE VIII: THE FINANCE CODE

14

15

Chapter 800: Introduction

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17

18 800.1 The Student Governments of the Florida State University System are charged, by Florida
19 Statute Title XLVIII Chapter 1009.24, with the responsibility of allocating the Activity &
20 Service Fee (A&S) portion of tuition and fees paid by all students within that system.
21 The Finance Code expresses the standards of financial accountability and fiscal
22 management that the University of North Florida Student Government (SG) has established
23 as an objective of self-governance.

24

25 800.2 The Finance Code is applicable to all entities that receive, use, and/or distribute Activity
26 & Service Fee money.

27

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

30

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

35

36 800.5 The Activity & Service Fee may be increased or decreased annually by an amount
37 recommended by the Student Fee Assessment Committee and approved by the University
38 President and Board of Trustees.



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800.6 The Activity & Service Fee revenue shall be deposited into the Activity & Service Fund at the University of North Florida.

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Chapter 801: Definitions

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

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801.2 Agency – An administrative division of the Executive Branch created to provide support, entertainment, and/or education for a particular select interest group of the University of North Florida whether it be racial, ethnic, academic, or philosophical in nature.

10

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801.3 Business day – Business days, as referred to in statute, shall be defined as being weekdays (Monday through Friday 8:00 A.M. – 5:00 P.M.) during academic sessions. Academic Sessions include Spring, Summer, and Fall semesters only.

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17

~~801.3~~801.4 Business Manager – the professional staff member who is responsible for overseeing the operations of the Business and Accounting Office, as well as acting as a fiscal adviser to members of Student Government.

18

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21

~~801.4~~801.5 Carry Forward Funds – Allocated funds not expended by June 30th, which become available for use in the new Fiscal Year.

22

23

24

~~801.5~~801.6 Cash Flow (Operating) Reserve – The portion of the Fund Balance designated in the amount of at least \$200,000 to meet liabilities at the beginning of the fiscal year.

25

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~~801.6~~801.7 Centralized – An A&S Fee funded entity whose budget is managed by the SG Business and Accounting Office.

28

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~~801.7~~801.8 Centralized Budget Transfer Form – Authorization form for transfers between indexes or between funding categories (operating expenses, OPS wages, salaries, OCO) for centralized indexes. The form requires the signatures of the SG B&A Chair, SG Treasurer, appropriate SG Accounting Associates(s), SG Business Manager, SG Senate President, and the SG President. The Vice President for Student and International Affairs must sign on transfers over \$500.

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~~801.8~~801.9 Closed RSO – A Registered Student Organization that requires certain dues, grade point averages, majors, or any other qualifications outside of being a register A&S fee paying student from its members.

38

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41

~~801.9~~801.10 _____ Decentralized – An A&S Fee funded entity whose budget is managed by a Budget Director and overseen by the SG Business and Accounting Office.

42

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- 1
2 801.40801.11 _____ Department – A budgetary subunit within the University.
3
4 801.44801.12 _____ Encumbrance – Funds set aside within an index and/or line that are earmarked
5 to pay for planned and upcoming expenditures.
6
7 801.42801.13 _____ Encumbrance Rollover- Funds withdrawn from the General Reserve in order to
8 pay for previous year’s outstanding encumbrances, so as not to impact the budget of the
9 current fiscal year.
10
11 801.43801.14 _____ Entity – Any department, agency, or student organization partially or fully
12 funded by A&S Fees. Entity also applies to the SG Business and Accounting Office and
13 staff, the SG B&A Committee and SG Officers. Individual students requesting funding
14 from the Student Conference Travel Index shall also be considered entities and are subject
15 to the same applicable statutes, policies, and procedures as other entities.
16
17 801.44801.15 _____ Fiscal Year – The financial year of the Student Government of the University
18 of North Florida shall be from July 1 to June 30.
19
20 801.45801.16 _____ Fund Balance – An accumulation of money generated through excess tuition
21 hours and unexpended budget allocations. The Fund Balance includes the Scholarship
22 Reserve, the Cash Flow Reserve, and the General Reserve. As per 802.4, the Fund Balance
23 is considered part of the annual Activity & Service Fee Budget.
24
25 801.46801.17 _____ General (Equipment) Reserve – The portion of the Fund Balance after all
26 other reserves and restrictions are met.
27
28 801.47801.18 _____ Major Offense – Any action taken by a funded entity that is considered to
29 be a criminal offense, fraudulent in nature, or in direct violation of University fiscal rules
30 and regulations, Title VIII, or Provisionary Language.
31
32 801.19 _____ Non-Standard Contracts - contracts that consist of changes, additions, or modifications
33 to the UNF Standard Contract.
34
35 801.48801.20 _____ Normal Legislative Process – The process followed by all travel and special
36 requests, as stipulated in Chapters 840 through 843.
37
38 801.19801.21 _____ Open RSO – A Registered Student Organization that accepts membership from
39 all students regardless of ability to pay dues, meet a GPA requirement, or other
40 qualifications[gw1].
41
42 801.20801.22 _____ Personal Items – Any item deemed personal by the SG Treasurer and the SG



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1 Business Manager, with the SG Treasurer having final say.

2

3 ~~801.24~~801.23 Registered Student Organization – a student club or organization at the
4 University of North Florida that is registered with Club Alliance. RSOs must comply with
5 Title VIII, Provisionary Language and the Club Alliance RSO Handbook in order to be
6 eligible to receive A&S Fee funding.

7

8 ~~801.22~~801.24 Salary Reserve – The portion of the Activity & Service Fee Budget that is
9 reserved to pay for salary increases in the event that the Federal or State minimum
10 wage increases during a fiscal year. Special Requests for new or increased wages and benefits
11 may also be drawn from the Salary Reserve.

12

13 ~~801.23~~801.25 Scholarship (Operating) Reserve – The portion of the Fund Balance designated
14 in the amount of at least \$400,000 for the purpose of generating interest to provide funds
15 for annually awarded Student Government Scholarships.

16

17 ~~801.24~~801.26 Special Request – Preapproved revenue authorized to be spent out of the
18 general reserve and can be requested throughout the fiscal year by Registered Student
19 Organizations, Student Government Branches and Agencies, or University
20 Departments for expenses, events, projects, wages and benefits, or equipment purchases
21 not previously budgeted.

22

23 ~~801.25~~801.27 Standard Contracts - Contracts that have been approved for use by the
24 University President, appropriate University Vice President, the Office of the General
25 Counsel, and the Purchasing Office. They can be obtained from the Office of General
26 Counsel web-site.

27

28 ~~801.26~~801.28 Travel Request – Money requested throughout the fiscal year by Registered
29 Student Organizations (RSOs) or individual A&S Fee paying students for events taking
30 place off of the UNF campus, which is not previously budgeted.

31

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

32

33
34 802.1 All uses of the Activity & Service Fee Budget shall be subject to and governed by the laws
35 of the United States of America, the State of Florida, the rules and regulations of the
36 University of North Florida, the UNF Board of Trustees, the Constitution and Statutes of
37 the Student Government of the University of North Florida, all applicable SG Policies and
38 Procedures, and the Provisionary Language stated in the current fiscal year budget.

39

40 802.2 The Activity & Service Fee Budget shall be expended by Student Government for lawful
41 purposes to benefit the student body, in general. It may support activities that reflect genuine
42 student interest and enhance the educational, social, cultural, and recreational interests of



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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 The Fund Balance is part of the annual A&S Fee Budget, and funding may be allocated throughout the year from the General Reserve portion of the Fund Balance as outlined in Chapter 843.

802.5 ~~Prohibited Expenditures/Use~~—~~Includes but are not limited to the following:~~ The Activity and Service Fee shall not be used to:

~~A. Activities that solely benefit non-UNF students; such as materials, supplies, or resources that directly benefit philanthropic organizations. Support activities or purchase materials that solely benefit non-UNF students.~~

~~A.B. Donate to philanthropic organizations.~~

~~B.C. Construction Fund construction, permanent structural improvements or remodeling unless approved by the SG Senate or previously allocated for such purposes in the A&S Fee Budget.~~

~~C.D. Enrollment in courses, academic requirements, academic related projects, academic related trips, required academic activities, except for test forms, Scantrons, and testing booklets. Fund enrollment in academic courses, or other academically related activities, requirements, projects, or trips, except for test forms, scantrons, and testing booklets.~~

~~D.E. Alcoholic beverages. Purchase alcoholic beverages.~~

~~E.F. Travel reimbursements, and event/program reimbursements above the amount actually expended. Reimburse travel, event, or programming costs above the amount actually expended.~~

~~F.G. Indirect travel expenses such as: excess baggage charge, valet service, and trailer hitches. Fund indirect travel expenses such as excess baggage charge, valet service, or trailer hitches.~~

~~G.H. SG Scholarships (Other than scholarships funded with interest of the A&S fee only). Fund scholarships except for those funded by interest revenue earned on the Activity and Service Fee Fund Balance.~~

~~H.I. Fund entertainment that is not open to the student body, in general.~~



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- 1 I.J. ~~Automobile rental other than through approved travel reimbursement. Rent automobiles~~
2 ~~except through the approved travel reimbursement process.~~
- 3
- 4 J.K. ~~To p~~Purchase items that will be resold.
- 5
- 6 K.L. ~~Fund A~~Activities for which an admission fee is charged ~~for to~~ students, except for
7 Student Government ~~s~~Sponsored concerts.
- 8
- 9 L.M. ~~Monetary Prizes, Gift Certificates, or Raffles.~~Fund monetary prizes, gift certificates, or
10 raffles.
- 11
- 12 M.N. ~~Prizes in excess of \$35 dollars.~~Purchase prizes in excess of thirty-five dollars.
- 13
- 14 N.O. ~~Personal Items~~Purchase personal items.
- 15
- 16 P. ~~Travel reimbursements for mileage for trips where it would have been more~~
17 ~~economical to rent a car and for travel under 50 miles round trip.~~ Reimburse
18 travel costs related to vehicle mileage, unless reimbursing mileage would cost less than
19 renting a vehicle.
- 20
- 21 O.Q. ~~Reimburse travel costs related to mileage, where the distance traveled is less than fifty~~
22 ~~miles round trip.~~
- 23
- 24 P.R. ~~Travel reimbursements for fuel, unless the vehicle used is rented from a provider~~
25 ~~approved by the university.~~Reimburse travel related fuel costs, unless the vehicle used is
26 rented from a university approved provider.
- 27

Chapter 803: Funding Eligibility

- 28
- 29
- 30 803.1 A&S fees shall not be allocated to entities that engage in discrimination, as defined in Chapter
31 1002 of the Student Statues, unless to fund an event which is open to all students.
- 32

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

- 33
- 34
- 35
- 36 810.1 The SG B&A Committee is one of four (4) standing committees of the SG Senate. The
37 SG B&A Committee is responsible for recommending funding to only those entities
38 that comply with the Student Government Mission, which is to represent student
39 concerns in all University-wide matters while developing and promoting programs and
40 activities of practical value and interest to students.
- 41
- 42 810.2 Non-voting ex-officio members shall include the chairs of the standing SG Senate
43 Committees, the SG Senate President, the SG Advisor, the SG Director, the SG Assistant
44 Director, SG Treasurer, SG Business Manager, and SG Accounting Associate(s).



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- 810.3 All requests pertaining to the allocation of A&S Fee money shall be heard first by the SG B&A Committee. The SG B&A Committee has the authority to amend, approve, or disapprove any request for funding. If approved, the request shall be forwarded to the SG Senate in the form of a bill, with the exception of travel requests as outlined in Section 841.4. If approved by the Senate, all legislation concerning the allocation of A&S Fee money must then be presented to the SG President as prescribed by Article II Section 8 and Title IV.
- 810.4 The SG B&A committee shall hear all travel requests. If approved, all Travel Requests concerning the allocation of A&S Fee money must then be presented to the SG President as prescribed by Title VIII Chapter 841.
- 810.5 The management of the A&S Budget is under direct control of the SG B&A Committee. The Committee has the responsibility and authority to curtail further appropriations to the A&S indexes found to be improperly expended.
- 810.6 The SG B&A Committee shall only hear requests if the Student Travel Index, the Special Requests Index, the Salary Reserves Index, or under appropriate circumstances, the General Reserve Fund have sufficient available balances to fund that request.
- 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 SG B&A Committee and the SG Senate. The SG Business Manager shall consult with the University administration and determine the extent of the shortfall. The SG B&A Committee shall convene to resolve the situation at the earliest possible date.

Chapter 811: B&A Committee Chair

- 811.1 The SG Senate shall elect an SG Senator as Chair of the SG B&A Committee each spring for a term of one year.
- 811.2 The SG B&A Chair shall perform all duties outlined in the Senate Policies and Procedures and Title VIII.
- 811.3 The SG B&A Chair shall hold meetings according to Senate Policies and Procedures and Title VIII.
- 811.4 The SG B&A Chair shall report at every SG Senate meeting and SG B&A Committee meeting the index balances for Special Requests, Student Travel, and any changes in Salary Reserves.
- 811.5 The SG B&A Chair shall meet with the SG Business Manager and SG Treasurer to review funding requests for compliance with Title VIII prior to establishing the Agenda for the SG



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1 B&A Meeting at which it will be considered. The SG B&A Chair shall present to the
2 committee all properly submitted requests with the appropriate amount of paper copies of
3 the request.

4
5 811.6 The SG B&A Chair, when writing proposed budgetary legislation for submission to the
6 SG Senate, shall provide an itemized schedule by expenditure category, of all funding
7 requested, including the name of the group requesting funding, the proposed
8 event/program, proposed date of the event/program, the location and requested
9 monetary amounts.

10
11 811.7 The SG B&A Chair and the SG Treasurer shall collect the Quarterly Budget Report from
12 the SG Business Manager, which is required by the University Budget Office, to review
13 the status of the A&S Fee Budget.

14
15 811.8 The SG B&A Chair may review the Business and Accounting Office financial records of
16 all A&S Fee indexes, which are maintained by the SG Accounting Associate(s) and SG
17 Business Manager.

18
19 811.9 The SG B&A Chair shall coordinate and administer a procedural workshops, facilitated by
20 the SG Business and Accounting Office, for funded Departments and Agencies. There may
21 be as many workshops as necessary held at the SG B&A Chair's discretion.

22
23 811.10 The SG B&A Chair shall upload all properly submitted Fiscal Requests to the SG "O- Drive."

24
25 811.11 The SG B&A chair shall notify the SG B&A committee and the SG Senate of any newly
26 created line item within the A&S fee budget

27
28 811.11 811.12 In the event that the position of SG B&A Chair becomes vacant, the position's
29 signature authority pertaining to Chapter 840 shall fall to the SG Senate President.

30
31 **Chapter 812: B&A Committee Vice-Chair**

32
33 812.1 The SG B&A Committee Vice-Chair shall follow all duties outlined in Senate Policies and
34 Procedures.

35
36 **Chapter 813: SG Business and Accounting Office**

37
38 813.1 The SG Business and Accounting Office shall administer the allocation of Activity & Service
39 Fees.

40
41 813.2 The SG Business and Accounting Office shall be staffed by the SG Business Manager, SG
42 Accounting Associate(s), the Office Assistant and other personnel necessary to manage the
43 Activity & Service Fee Budget.

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- 1 813.3 The SG Business and Accounting Office may correct any computational errors or any
2 vendor price adjustments, within any bill passed by SG Senate and approved by the
3 SG President, which does not exceed 10% of the allocation amount so long as original
4 intent of the SG B&A Committee and SG Senate is not altered, with approval of the SG
5 B&A Chair.
- 6
- 7 813.4 The SG Business and Accounting Office shall process all expenditures of centralized SG
8 indexes.
- 9
- 10 813.5 All invoices or related correspondence for centralized A&S Fee indexes must be
11 forwarded to the SG Business and Accounting Office for review and approval. If an entity
12 is unsatisfied with the goods or services as received, the SG Accounting Associate(s)
13 must be notified to consider withholding payment of invoice until the matter is resolved.
- 14
- 15 813.6 The SG Business and Accounting Office shall process all legislated requests for
16 unallocated funds, including Special Request expenditures, Travel Requests, Salary Reserve
17 Index requests, and General Reserve requests.
- 18
- 19 813.7 The SG Business and Accounting Office shall facilitate any budget workshops that the SG
20 B&A Chair coordinates and administers for funded Departments and Agencies.
- 21
- 22 813.8 Any negative budget balance, which is the result of a procedural error by the SG
23 Business and Accounting Office or the University of North Florida Controller's Office,
24 shall be charged to the Special Request Index, with written notification to the SG B&A Chair.
- 25
- 26 813.9 The SG Business and Accounting Office shall coordinate all cash flow processes for all SG
27 sponsored events.
- 28
- 29 813.10 Receipts for reimbursements must be received in the SG Business and Accounting Office
30 no later than ten (10) business days after the date of the receipts.
- 31
- 32 813.11 ~~Receipts related to travels for reimbursements must be received in the SG Business and~~
33 ~~Accounting Office no later than two (2) business days after travel according to university~~
34 ~~guidelines. [c2]~~

35

Chapter 814: SG Business Manager

- 36
- 37
- 38 814.1 The SG Business Manager is responsible for assuring that the Finance Code is properly
39 and fully followed.
- 40
- 41 814.2 The SG Business Manager shall attend all SG B&A Committee Meetings and SG Senate
42 Meetings.
- 43



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- 1 814.3 The SG Business Manager shall serve as fiscal and budgetary advisor to the SG B&A Chair,
2 SG Treasurer, and SG B&A Committee.
- 3
- 4 814.4 The SG Business Manager shall serve as chief liaison between the SG Senate and the A&S
5 Fee Budget Directors.
- 6
- 7 814.5 The SG Business Manager shall monitor all A&S Fee funded indexes.
- 8
- 9 814.6 The SG Business Manager shall have approval authority over all SG indexes. The Vice
10 President for Student and International Affairs has approval control over the SG indexes.
11 The SG Director must be informed by the SG Business Manager on all purchases in
12 excess of \$5,000 for Other Capital Outlay (OCO) items.
- 13
- 14 814.7 The SG Business Manager shall notify departments of Fiscal Year-End procedures and
15 deadlines.
- 16
- 17 814.8 It is the responsibility of the SG Business Manager to keep the SG Director, the SG B&A
18 Chair, and the SG Treasurer fully informed of all budget issues as they arise.
- 19
- 20 814.8814.9 In the event that the position of SG Business Manager becomes vacant, the position's
21 signature authority pertaining to Chapter 840 shall fall to the SG Director.

22

Chapter 815: SG Accounting Associate(s)

- 23
- 24
- 25 815.1 The SG Accounting Associate(s) shall track all A&S Fee indexes for which they are
26 responsible to ensure compliance with Title VIII: The Finance Code, and notify the SG
27 Business Manager of discrepancies and errors within these Indexes.
- 28
- 29 815.2 The SG Accounting Associate(s) shall attend SG B&A Committee Meetings and SG Senate
30 meetings as it pertains to indexes for which they have accounting responsibilities.
- 31
- 32 815.3 The SG Accounting Associate(s) will act on approved SG Senate legislation that includes
33 initiating Budget Amendments, transfer of funds, purchase requisitions, and
34 miscellaneous related paperwork.
- 35
- 36 815.4 The SG Accounting Associate(s) shall perform accounting functions required to administer
37 the A&S Fee Budget.
- 38
- 39 815.5 The SG Accounting Associate(s) shall assist the SG Business Manager in the compilation
40 of annual operating budget requests.
- 41
- 42 815.6 The SG Accounting Associate(s) shall maintain fiscal records and process expenditures
43 for Centralized indexes.



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2 815.7 The SG Accounting Associate(s) shall assist Decentralized A&S Fee indexes with various
3 accounting services, if needed or requested.

4

5 815.8 The SG Accounting Associate(s) shall provide fiscal training for new SG Officers and Club
6 Alliance funded clubs.

7

8 815.9 The SG Accounting Associate(s) shall aid in continuous development of the SG
9 Accounting System and provide input into operating policies and procedures.

10

11 815.10 The SG Accounting Associate(s) shall meet a minimum of biweekly with the Budget Directors,
12 or designee.

13

Chapter 816: SG Treasurer

14

15
16 816.1 The SG Treasurer shall enforce all fiscal policies of Student Government as set forth in this
17 title, in the Provisionary Language of the current year's A&S Fee Budget, and in Policies and
18 Procedures passed by the SG Senate, and enacted by the SG President.

19

20 816.2 The SG Treasurer shall periodically check the A&S Fee accounts to correlate with
21 language and expenditures set by the current year's budget.

22

23 816.3 The SG Treasurer shall serve as a fiscal advisor to the SG Senate and as a non-voting
24 ex-officio member of the SG B&A Committee.

25

26 816.4 The SG Treasurer shall advise and aid RSOs on fiscal policies set by Student Government
27 and meet bi-weekly with the Club Alliance Director to review all fiscal matters relating to RSOs.

28

29 816.5 The SG Treasurer shall assist the SG Business and Accounting Office in facilitating the
30 procedural workshops for funded departments and agencies.

31

32 816.6 The SG Treasurer shall meet regularly with the SG B & A Chair, the SG Director, the
33 SG Business Manager, the SG President, and SG Senate President to review fiscal matters
34 pertaining to all accounts.

35

36 816.7 The SG Treasurer shall meet weekly with the SG Director to review expenditures of all A&S
37 funded entities and all fiscal matters.

38

39 816.8 The SG Treasurer shall submit a proposed balanced A&S Fee Budget during the Annual
40 Budget Process.

41

42 816.9 The SG Treasurer shall inform the SG B&A Committee of all transfers.

43

44 816.9816.10 In the event that the position of SG Treasurer becomes vacant, the President



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1 shall appoint another member of the SG Executive Cabinet to execute the Treasurer's
2 signature authority pursuant to chapter 840.
3

4 **Chapter 820: Annual Budget Process**

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6 820.1 Each Fall semester, the SG B&A Chair shall forward Budget Request Forms to the Budget
7 Directors of each index currently funded by the Activity & Service Fee Budget. These
8 Budget Request Forms are also available to any UNF entity not currently funded.

9
10 820.2 Funding requests will be heard during the budget hearing process. These requests will be
11 evaluated based on the following criteria:

12
13 The activities will be available to benefit the students of the University of North Florida as defined
14 by Florida Statute 1009.24. The activities are not the primary responsibility of any other agency or
15 department.

16
17 820.3 In order to receive funding consideration, all completed and signed forms must be
18 returned to the SG Business Manager 20 business days prior to the first budget hearing.

19 20 **Chapter 821: Annual Budget Process/Hearing Process**

21
22 821.1 In the fall semester, at the first meeting of the SG B&A Committee, the Chair shall submit
23 a process, with consultation of the SG Business Manager and the SG Treasurer, for approval
24 by the SG B&A Committee.

25
26 821.2 During the spring semester, the SG B&A Committee shall hold the budget hearings.
27 The dates of these hearing will be set by the SG Treasurer, SG Business Manager and the
28 SG B&A Chair and sent with the Budget Request Forms.



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1 821.3 Each Budget Director will be prepared to explain and justify their budget request by
2 providing relevant documentation.

3

4 **Chapter 822: Annual Budget Process/Balancing Process**

5

6 822.1 After the Budget Hearings, the SG Treasurer shall submit a proposed balanced Activity
7 and Service Fee Budget to the SG B&A Committee to begin the Deliberation and Balancing
8 Process.

9

10 822.2 The SG B&A Committee shall then deliberate on and amend, if necessary, the SG
11 Treasurer's proposed budget. In order for the balanced budget to be forwarded to the SG
12 Senate, it must be approved by a two-thirds (2/3) vote of the SG B&A Committee.

13

14 822.3 The SG B&A approved budget shall be posted within two (2) business days of approval
15 and shall be displayed in public view for a minimum of five (5) business days prior to the SG
16 Senate meeting in which it will be placed on the agenda. During this period, a campus-
17 wide open forum will be conducted by the SG B&A Chair to explain the budget process and
18 the SG B&A recommended budget.

19

20 **Chapter 823: Annual Budget Process/Approval Process**

21

22 823.1 The SG Senate and the SG President shall approve a balanced budget.

23

24 823.2 The SG B&A Chair, SG Senate President, SG President, SG Treasurer, SG Business
25 Manager, SG Director, and Vice President for Student and International Affairs shall sign the
26 budget. The Vice President for Student and International Affairs shall forward the balanced
27 budget to the University President for signature.

28

29 823.3 The University President shall have fifteen (15) business days from the date of presentation
30 of the budget to act on the allocation and expenditure recommendations, which shall be
31 deemed approved if no action is taken within the fifteen (15) business days. If any line item
32 or portion thereof, within the budget is vetoed, the SG Senate shall make new budget
33 recommendations for expenditure of the vetoed portion of the fund within fifteen (15)
34 business days. If the University President vetoes any line item or portion thereof within the
35 new budget revisions, the University President may reallocate by line item that vetoed portion
36 to bond obligations guaranteed by Activity & Service Fees.

37

38

39 ~~823.3~~823.4 Upon approval of the A&S Budget by the University President, the SG Business
40 Manager shall upon direction of university budget office post the establish budget in the



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1 University financial system.

2

3 ~~823.48~~23.5 Upon approval of the A&S Budget by the University President, each Budget Director
4 shall be informed in writing of his/her approved budget for the upcoming fiscal year. This
5 will be in the form of an allocation sheet delineated by budget category.

6

7 ~~823.58~~23.6 Provisionary Language, as approved during normal legislative process, may be amended
8 after September 1st for each fiscal year.

9

10 **Chapter 824: Budget Amendments**

11

12 824.1 The Annual A&S Fee Budget may be amended, once signed, through a Budgetary
13 Amendment. Budgetary Amendments are limited to the following enactments:

14

15 824.2 Centralized Budget Transfers

16

17 A. Requests for centralized budget transfers, including transfers between funding
18 categories (operating expenses, OPS wages, salaries, OCO) or indexes, shall be
19 submitted on the Centralized Budget Transfer Form. A Budgetary Amendment will
20 be prepared and processed once all authorized signatures have been obtained. Should
21 any of the required signatures not be obtained, the request may be presented to the SG
22 B&A Committee and then forwarded to the SG Senate for approval in the form of a
23 bill.

24

25 B. Transfers of funds between line items shall require prior approval from the SG
26 Treasurer and prior notification to the SG Business Manager. The SG Business Manager
27 shall notify, in writing, the SG B&A Chair of any such changes or requests. If the
28 SG Treasurer denies the transfer, the request would go to the next SG B&A
29 Committee meeting.

30

31 C. The Budget Director shall have sole authority to request transfers within his/her
32 index.

33

34 824.3 Decentralized Budget Transfers

35

36 A. Requests for budget transfers in decentralized indexes, including transfers between
37 funding categories (operating expenses, OPS wages, salaries, OCO), shall be submitted
38 in writing to the SG B&A Committee at least five business days prior to the SG
39 B&A Committee Meeting. The Budget Director or Designee from the Department
40 must be present at the SG B&A Committee Meeting and at the SG Senate Meeting to
41 present the request for a budget transfer which shall be in the form of a bill originating



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1 in the SG B&A Committee.

2

3 B. Transfers of funds between line items shall require prior approval from the SG Business
4 Manager. The SG Business Manager shall notify, in writing, the SG Treasurer and SG
5 B&A Committee Chair of any such changes or request. Any such request denied by the
6 SG Business Manager can be presented to the SG B&A Committee and then forwarded
7 to the SG Senate for approval in the form of a bill.

8

9 C. The Budget Director shall have sole authority to request transfers within his/her
10 index.

11

12 824.4 Transfers which Create New Budgetary Line Items

13

14 A. The creation of all new line items through Centralized or Decentralized Transfers
15 may occur through approval by the SG Treasurer and SG B&A Chair.

16

17 B. All Transfers which create new budgetary line items must be presented to the SG B&A
18 Committee by the SG B&A Chair.

19

20 **Chapter 830: Funded Entities Policies**

21

22 830.1 All A&S Fee funded entities, whether fully or partially funded are required to be fiscally
23 responsible and comply with Title VIII: Finance Code. A fiscally responsible entity is one
24 which:

25

26 A. Keeps a non-negative balance in the account at all times.

27

28 B. Spends within their allocations.

29

30 C. Keeps complete financial records for the past five years. (i.e., copies of monthly
31 reports and the supporting expenditure documentation.)

32

33 830.2 New indexes shall be classified as centralized, which means that the SG Business
34 Manager's signature shall be required for expenditures, unless SG Senate authorizes with a
35 two-thirds (2/3) vote that the index be classified as decentralized.

36

37 830.3 The SG Business Manager may recommend to SG Senate to centralize or decentralize
38 funded entities subject to a two-thirds (2/3) vote of the SG Senate.

39



- 1 830.4 Any Carry Forward Funds and additional revenues up to \$150,000 shall be placed in the
2 Special Requests index. In the event that Carry Forward Funds exceed that amount, the
3 excess will be placed in the General (Operational) Reserve portion of the Fund Balance.
4
- 5 830.5 Any printed items purchased all or in part by A&S Fees shall be required to either have
6 the statement "Funded by UNF Student Government", or a similar statement approved
7 by the SG Business Manager, in a conspicuous location and size proportional to
8 the item being printed. The decision may be overridden by the SG Treasurer. Failure
9 to comply places the Budget Director, and/or RSO in direct violation of the Finance Code,
10 which is punishable as outlined in Chapter 861 and Chapter 863.
11
- 12 830.6 All revenues earned shall be placed immediately into the General Reserve.
13
- 14 830.7 All expenditures shall require prior approval. Failure to do so will result in the purchaser
15 assuming all liability pertaining to the purchase. Approval for centralized entities shall be
16 obtained through the SG Business and Accounting Office and decentralized entity from
17 the respective Budget Director.
18
- 19 830.8 All funding expires at the end of the fiscal year on June 30 and must be spent or
20 encumbered by the deadline set by the SG Business Manager.
21
- 22 830.9 All decentralized indexes must obtain prior written approval from the SG Business
23 Manager to change any line-item allocation. The SG Business Manager shall notify, in writing,
24 the SG Treasurer and SG B&A Chair of any such changes.
25
- 26 830.10 All Budget Directors must sign a statement of financial understanding, to be kept by the SG
27 Business Manager, acknowledging that they accept and consent to any and all Student
28 Government Provisionary Language and legislation concerning their Funded Entity as a
29 stipulation of receiving Student Government money. Failure to comply places the Budget
30 Director, and/or RSO in direct violation of the Finance Code, which is punishable
31 as outlined in Chapter 861 and Chapter 863.
32
- 33 830.11 If the Federal or State minimum wage increases during a fiscal year, the additional money
34 needed to fund the already paid minimum wage positions, at the same number of hours, shall
35 be funded out of the Salary Reserve Index.
36

37 **Chapter 831: Funded Departments**
38

- 39 831.1 Departments funded in part or in whole by SG, shall be responsible for and shall comply with
40 the SG Title VIII: Finance Code and Provisionary Language.
41



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- 1 831.2 Funded Department Directors shall act as custodians of their respective index(s).
- 2
- 3 831.3 A Budget Director from each Department receiving funding must attend a procedural
- 4 workshop coordinated and administered by the SG B&A Chair and facilitated by the
- 5 Business and Accounting Office.
- 6
- 7 831.4 A Budget Director, or designee, from each Department receiving funding shall maintain
- 8 all fiscal records and reconcile funded budgets on a monthly basis.
- 9
- 10 831.5 A Budget Director, or designee, from each Department receiving funding shall meet a
- 11 minimum of biweekly with SG Accounting Associate(s) to review fiscal matters.
- 12
- 13 831.6 Departments funded by SG must have current signature cards on file with Auxiliary
- 14 Services and Postal Services and establish Banner approval hierarchy through the
- 15 University Controller's Office with Accounts Payable and Purchasing. Any changes to the
- 16 approval authority must be reported to the SG Business Manager.
- 17
- 18 831.7 Any printed items purchased all or in part by A&S Fees shall be required to either have the
- 19 statement "Funded by UNF Student Government," or a similar statement approved by the
- 20 SG Business Manager, in a conspicuous location and size proportional to the item being
- 21 printed. The decision may be overridden by the SG Treasurer. Failure to comply places the
- 22 Budget Director, and/or RSO in direct violation of the Finance Code, which is
- 23 punishable as outlined in Chapter 861 and Chapter 863.
- 24
- 25 831.8 Costs associated with search committees to fill administrative and professional positions that
- 26 are funded by A&S Fees may be funded from the General (Operating) Reserves. Approval
- 27 from the Vice President of Student and International Affairs, is required through the
- 28 completion of a Centralized Budget Transfer Form. This amount may not exceed \$10,000
- 29 per search. A detailed report must be provided to the SG Senate by the SG Treasurer at the
- 30 next regularly scheduled SG Senate meeting.
- 31

32 **Chapter 832: Funded Agencies**

- 33
- 34 832.1 Agencies funded by Student Government shall be responsible for and shall comply with
- 35 the SG Title VIII: Finance Code and Provisionary Language.
- 36
- 37 832.2 The Director or Assistant Director from each Agency receiving SG funding must attend
- 38 a procedural workshops coordinated and administered by the SG B&A Chair and
- 39 facilitated by the Business and Accounting Office.
- 40
- 41 832.3 Each Agency Director or Assistant Director shall meet a minimum of biweekly with the SG

Accounting Associate(s) to review fiscal matters.

832.4 Each Agency Director or Assistant Director from each Agency receiving funding shall maintain all fiscal records and reconcile funded budgets on a monthly basis.

832.5 Any printed items purchased all or in part by A&S Fees shall be required to either have the statement "Funded by UNF Student Government.", or a similar statement approved by the SG Business Manager, in a conspicuous location and size proportional to the item being printed. The decision may be overridden by the SG Treasurer. Failure to comply places the Budget Director, and/or RSO in direct violation of the Finance Code, which is punishable as outlined in Chapter 861 and Chapter 863.

Chapter 833: Registered Student Organizations

833.1 Registered Student Organizations (RSOs) may be eligible for annual funding in the amount set forth in the Activity & Service Fee Budget Provisionary Language, effective July 1st of each fiscal year.

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

833.3 RSOs shall not expend or be allocated A&S Funds if the RSO does not comply with Chapter 803, is not recognized by Club Alliance, or is not in good standing with Club Alliance.

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

833.5 RSOs shall elect a financial officer to act as treasurer of the A&S fund allocations and sign all requests and expenditures.

833.6 A president and advisor will be available to countersign for expenditures, when deemed necessary by the Business & Accounting Office. These signatures shall be filed with the SG Business and Accounting Office.

833.7 Before the allocation of A&S Funds, the financial officer, the president of the organization and the RSO's advisor shall countersign a statement of financial understanding.

A. The original form will be retained in the SG Business and Accounting Office for audit



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1 purposes.

2

3 B. If there is a change of the financial officer, advisor, and/or president within any RSO,
4 a new statement of financial understanding shall be filed with Club Alliance and the SG
5 Business and Accounting Office.

6

7 833.8 All RSO expenditures or reimbursements must be processed through the SG Business and
8 Accounting Office. All itemized receipts for reimbursement must be submitted no later
9 than ten business days (10) from date of receipt. All expenditures shall have prior approval
10 through Student Government Business and Accounting Office in compliance with
11 allocations. Violation of the Finance Code, is punishable as outlined in Chapter 861 and
12 Chapter 863.

13

14 833.9 The financial representative of each RSO is required to turn over all financial records to
15 his/her successor at the end of his/her term.

16

17 833.10 Any printed items purchased all or in part by A&S Fees shall be required to either have
18 the statement "Funded by UNF Student Government.", or a similar statement approved by
19 the SG Business Manager, in a conspicuous location and size proportional to the item
20 being printed. The decision may be overridden by the SG Treasurer. Failure to comply
21 places the Budget Director, and/or RSO in direct violation of the Finance Code, which is
22 punishable as outlined in Chapter 861 and Chapter 863.

23

24 833.11 Prohibited RSO expenditures include but are not limited to the following:

25

26 A. Salaries and/or OPS wages, for personnel in support of a RSOs operation.

27

28 B. Travel related expenses except for funding allocated in the travel request process in the
29 B&A committee.

30

31 C. Academic materials.

32

33 D. Internal operational expenses that will be used by a Closed RSO.

34

35 ~~D.E.~~ Travel related expenses that will be used by a closed RSO.

36

37 ~~E.F.~~ Events that are not open to all students.

38

39 ~~F.G.~~ Direct donations to a philanthropic or political organizations.

40

[GW4]



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Chapter 840: Policies for Funding Requests

2
3 840.1 RSOs requesting funding for special events or for travel shall, upon request, present a five-
4 year background of comprehensive annual reports to the SG B&A Committee and to the
5 SG Senate.

6
7 840.2 A properly completed Travel Request shall be submitted to the SG B&A Chair a minimum
8 of five (5) weeks prior to the event or travel date.

9
10 840.3 A properly completed Special Request shall be submitted to the SG B&A Chair a
11 minimum of six (6) business days prior to the next scheduled SG B&A Committee
12 Meeting. ~~A Special Request that requires contractual services must be submitted seven~~
13 ~~(7) weeks prior to the event to accommodate the standard University contract processing~~
14 ~~time period.~~

15
16 ~~840.4 The SG B&A Chair shall review and sign the submitted request upon receiving written~~
17 ~~confirmation that the club is in good standing with Club Alliance. During this time, the Chair~~
18 ~~must also obtain signatures from the SG Treasurer or his/her designee, SG Senate Sponsor,~~
19 ~~and the SG Business Manager or his/her designee.~~

20
21 840.5 The Budget and Allocations Committee shall hear no request that has not been signed by the
22 Budget and Allocations Committee Chair, the Treasurer, the Business Manager, and a Senate
23 Sponsor.

24
25 The Budget and Allocations Committee Chair shall only sign fiscal requests if they are compliant with
26 Chapters 840 through 843 of the SG Statutes, there are sufficient funds available in the index the request
27 would withdraw from, and, if the requesting entity is an RSO, Club Alliance communicates in writing
28 that the organization is in good standing and funding eligible.

29 The SG Treasurer shall only sign fiscal requests that are compliant with the SG Financial Code and A&S
30 Fee Provisionary Language.

31 The SG Business Manager shall only sign fiscal requests that are compliant with University of North
32 Florida policies and procedures, as well as any applicable state, federal, or municipal laws.

33 The Senate Sponsor shall sign fiscal requests they deem worthy of being entertained by the Budget and
34 Allocations Committee.

35 The Budget and Allocations Chair, SG Treasurer, and Business Manager may not withhold their
36 signatures from a request because they do not agree with the proposed allocation. In the event that any
37 of these parties withhold their signatures, they must identify to the requestor the law or policy the request
38 violates.

39



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1 840.4840.6 Once all necessary signatures have been collected, the SG B&A Chair shall time-stamp
2 the request a second time. This time stamp must occur no later than four (4) weeks prior to
3 the travel date for a travel request, and three (3) days prior to the next SG B&A meeting for
4 a special request. Once all appropriate signatures have been attained, no portion of the
5 request can, or shall be altered unless required by the SG B&A committee after being heard.
6

7 840.5840.7 After the appropriate signatures have been obtained, the SG B&A Chair shall supply
8 the request representative with a copy of the completed request. The SG B&A Chair must
9 supply the committee with hard copies of the request in order to be heard.
10

11 840.6840.8 In order for the SG B&A Committee to hear a request, the requesting entity or individual
12 must be sponsored by a member of the SG Senate. That sponsor shall give a brief
13 introduction of the presenter's request and shall then be seated in his/her assigned seat for
14 both the SG B&A Committee and SG Senate Hearings.
15

16 840.7840.9 In order for the SG B&A Committee and SG Senate to hear a request for funding, both
17 the SG Senate Sponsor, and at least one representative from the entity submitting the
18 request must attend the SG B&A Committee Meeting and SG Senate Meeting at which the
19 request is presented. The SG senate sponsor cannot, under any circumstances, be the entity's
20 representative.
21

22 840.8840.10 _____ If the SG Senate votes to allocate funding in the form of either a Travel Request
23 (through the SG B&A Committee) or a Special Request (through the normal legislative
24 process), the requesting entity shall meet with the SG Accounting Associate(s) within three
25 (3) business days after legislation is approved. The meeting shall consist of an explanation
26 of the internal procedures and funding arrangements. Failure to do so shall result in loss of
27 funding. Notification of failure to meet with the SG Accounting Associate(s) will be given
28 to the SG B&A Chair by the SG Business and Accounting Office. This funding will then
29 be eligible for reallocation by the SG B&A Committee.
30

31 840.9840.11 _____ If a request is heard by the SG B&A Committee and fails to pass, eight (8)
32 senators may sponsor the failed request and forward the request to the SG Senate in the
33 form of a bill on 2nd read. This bill is then subject to the normal legislative process.
34

Chapter 841: Student Travel Requests

35
36
37 841.1 RSOs and currently enrolled A&S Fee-paying students may request funding for travel from
38 the Student Travel Index.
39
40



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1 841.2 Travel Requests fall under the jurisdiction of the SG B&A Committee and are not subject
2 to SG Senate approval unless vetoed by the SG President or brought to the SG Senate
3 floor as outlined in Title VIII Chapter 840.9.

4
5 841.3 Travel funds may be requested by RSOs and currently enrolled A&S Fee-paying
6 students as follows:

- 7
8 A. Individuals requesting travel funding are limited to a total of \$500 per Fiscal Year.
9
10 B. RSOs requesting travel funding are limited to a total of \$2,000 per Fiscal Year, with
11 a cap of \$500 per student per trip.
12
13 C. No student shall expend, directly or through an RSO, more than \$500.00 from the Travel
14 Request Index throughout the fiscal year.
15
16 D. No more than \$3,000 may be allocated towards the same travel event per Fiscal Year.
17
18 E. Travel reimbursements for fuel are prohibited, unless the vehicle used is rented from a
19 provider approved by the university.
20
21

22 841.4 The legislative process for approving Travel Requests shall be as follows:
23

- 24
25 A. After being properly submitted and added to the SG B&A meeting agenda, the request
26 must receive a two-thirds (2/3) approval vote of the committee to pass.
27
28 B. After passage, the request form shall be written into a bill and signed by the SG Senate
29 President as a confirmation of legislative action.
30
31 C. The SG Senate President shall then forward the bill to the SG President for executive
32 action as prescribed by law.
33
34 1. If the president vetoes the bill, ~~eight (8) SG Senators may sponsor the failed bill~~
35 ~~and forward it to the SG Senate. The SG Senate may then shall~~ act on the bill in
36 the same manner as it would a bill in accordance with Article II Section 8E.
37

38 ~~841.5~~ Food associated with travel may not be requested.

39 ~~841.5~~ 841.6 Receipts related to travel reimbursements must be received by the SG Business and
40 Accounting Office no later than five (5) business days after the return date listed on the
41 travel authorization.
42



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1 841.6841.7 All travel arrangements shall be made through the SG Business and Accounting
2 Office, except for reservations for accommodations.

3
4 841.7841.8 All travel sponsored by A&S Fees must adhere to the University Travel Manual
5 published by the University's Travel Office.

- 6
7 A. A properly completed Travel Request Form shall consist of; Request Form including
8 applicable standard questions, signed by the appropriate advisor, club president, and
9 treasurer, or Budget Director.
- 10
11 B. Total Cost spreadsheet,
- 12
13 C. Total request spreadsheet,
- 14
15 D. Official event schedule/agenda/program,
- 16
17 E. Official business price quotes for accommodations, transportation, and expenses.
- 18
19 F. List of students, N#s, UNF email address, phone number and mailing address.
- 20
21 G. Statement of Travel Guidelines.
- 22

23 **Chapter 842: Special Requests**

24
25 842.1 Any A&S Fee funded Department or SG Agency may submit a Special Request for funding
26 to the SG B&A Committee for additional wages, expenses, or programs, beyond their
27 budgeted Fiscal Year allocation.

28
29 842.2 Only the presiding officer or designee of each branch of SG may submit a Special
30 Request for funding to the SG B&A Committee and shall follow the same procedures as any
31 other entity requesting funding. The request may be only for additional wages, expenses,
32 programs, and/or transfers to that particular branch of SG. However, the advisor signature
33 shall not be required.

34
35 842.3 RSOs may submit a Special Request for funding to the SG B&A Committee for events and
36 operations beyond the purview of the Club Funding Board (CFB).

37
38 842.4 No Special Requests will be heard during summer terms unless the amount is below \$15,000
39 and/or a quorum of 15 senators must be present during the time of the legislative proposal.

40
41 842.5 A properly completed Special Request Form shall consist of;

42



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- 1 A. Request From including applicable standard questions, signed by the appropriate
- 2 advisor, the club president, the club treasurer of Budget Director.
- 3
- 4 B. Total request spreadsheet, documenting expenses and/or wages for the
- 5 project/event.
- 6
- 7 C. Official supporting documents.
- 8
- 9 D. Officials business quotes.

10

Chapter 843: General Reserve Policies and Process

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- 843.1 During prescreening by the SG B&A Chair, SG Treasurer, SG Business Manager, it may be determined that the request could be considered for funding from the General Reserve. If this occurs, information will be provided to the SG B&A Committee, regarding past Fund Balance expenditures, and particulars on organizations requesting funds, (i.e., funding sources), and history of SG funded projects.
- 843.2 The General Reserve shall not be directly requested for funding, except in the case of encumbrance rollovers. All other requests must first be made in the form of a Special Request.
- 843.3 An encumbrance rollover bill may be only authored by the Treasurer, and may only be sponsored by the Budget and Allocations Chair.
 - A. Encumbrance rollovers shall only pertain to those encumbrances that remain outstanding through no fault of the related entity; in all other cases, outstanding encumbrances shall be carried forward in the manner prescribed by law.
- 843.4 Encumbrance rollover bills shall follow the normal legislative process of a Senate bill, as stipulated in the Senate Policies and Procedures.
- 843.5 A General Reserve request must be approved by two-thirds (2/3) of the SG B&A Committee and SG Senate.
- 843.6 The SG Business Manager, SG Accounting Associate(s), SG Treasurer, and SGB&A Chair shall review and make recommendations to the SG B&A Committee on whether use of the General Reserve is appropriate for the Special Request.



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Chapter 850: University Policies and Procedures

8

9

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.

10

11

12

13

850.2 During each budget hearing, the continuation of funded salaried positions shall be evaluated.

14

15

16

Chapter 851: Contracts

17

18

851.1 Only the Vice President for Administration and Finance and/or the University President are 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.

19

20

21

22

23

851.2 All non-standard contracts are to be reviewed and approved by the Vice President for Student and International Affairs or his designee prior to being forwarded to the Vice President for Administration and Finance.

24

25

26

27

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.

28

29

30

31

851.4 Contracts are necessary for all entertainment, entertainment support, lectures, vendor services, and contracted software. Entities should seek the SG Business Manager or SG Assistant Director for advisement on contract related matters.

32

33

34

35

851.5 All contracts expending A&S Fees should exclude travel arrangements such as airfare, lodging, and ground transportation.

36

37

38

851.6 All contracts expending A&S Fees should exclude meals and contain a buyout clause for food. If the contracting party is not honoring a food buyout these food requests must be approved by the SG Business Manager prior to expending A&S Funds.

39

40

41



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- 1 851.7 If A&S Fees are partially funding the contracted party the additional funds must be
 2 authorized and accessible in a University budget index to acquire the SG Business
 3 Manager's signature on the routing form.
 4
- 5 851.8 A standard contract routing form must accompany all standard contracts expending A&S
 6 funds. The following signatures are required on the form:
 7
- 8 A. Agency Director, RSO President, Department Head or Branch Head,
 - 9
 - 10 B. Appropriate Advisor if applicable,
 - 11
 - 12 C. SG Business Manager or his/her designee
 - 13
- 14 851.9 A non-standard contract routing form must accompany all non-standard contracts
 15 expending A&S funds. The following signatures are required on the form:
 16
- 17 A. Agency Director, RSO President, Department Head or Branch Head,
 - 18
 - 19 B. Appropriate Advisor if applicable,
 - 20
 - 21 C. SG Business Manager or his/her designee,
 - 22
 - 23 D. SG President or his/her designee,
 - 24
 - 25 E. Vice President for Student and International Affairs or his/her designee,
 - 26
 - 27 F. Director of Health, Safety, Insurance, and Risk Management or his/her designee,
 - 28
 - 29 G. Office of the General Counsel
 - 30
 - 31 H. Vice President for Administration and Finance or his/her designee.
 - 32

Chapter 852: Audits

- 33
- 34
- 35 852.1 Auditing of the A&S Fee Budget may be conducted annually through the use of an
 36 independent auditor.
 37
- 38 852.2 Upon the request, each Budget Director shall submit in writing to the SG Business
 39 Manager a Report of Budget Status, which will include expenditures to date.
 40
- 41 852.3 The University Internal Auditor, SG President, SG Senate President, SG B&A Committee
 42 Chair, SG Treasurer, Vice President for Student and International Affairs, and/or the SG



1 Business Manager may audit the A&S indexes.

2

3 **Chapter 853: Requisitions and University Processing**

4

5 853.1 Purchasing Requisition Forms for all Centralized A&S indexes are to be processed by the
6 SG Business and Accounting Office.

7

8 853.2 After receipt of a processed Requisition by the UNF Procurement Services Department,
9 a Purchase Order shall be issued and sent to the vendor. This Purchase Order shall
10 authorize the delivery of goods or services.

11

12 853.3 When the goods or services are delivered or picked up by an organization, the vendor
13 renders a bill or an invoice. Invoices for expenditure from all centralized A&S Fee indexes
14 must be sent to the SG Business and Accounting Office.

15

16 **Chapter 854: Procedures for Specific Items**

17

18 854.1 Mailing - A Student Organization may utilize the UNF Postal Department for sending and
19 receiving mail. All mail must be processed with a University Postage Charge Memo Form
20 with appropriate signatures. The cost of this mailing shall then be charged directly to the
21 appropriate A&S Fee index.

22

23 854.2 Printing - Centralized index requests for printing shall be processed through the SG
24 Business and Accounting Office for approval.

25

26 854.3 Property Control

27

28 A. Property purchased through A&S Fees is the property of the State of Florida, as
29 administered by the SG Business and Accounting Office of the University of North
30 Florida, and, as such, is subject to periodic inventory. Repeated loss or theft can be
31 sufficient cause to require all property returned and deny further funding.

32

33 B. When an RSO is declared inactive, all Student Government inventoried items purchased
34 through A&S Fees shall be relinquished to the SG Business and Accounting Office.

35

36 C. When a student is no longer enrolled concurrently, he/she shall relinquish to the SG
37 Business and Accounting Office all Student Government inventoried items purchased
38 through A&S Fees.

39

40 D. The SG Business Manager shall verify the inventory and notify the SG B&A Committee
41 of its condition and make a recommendation of possible future use. All property items



1

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1 deemed by the SG Business Manager as surplus shall be disposed of through established
2 University procedures, if the disposal is approved by the SG President.

3

4 E. Property purchased through A&S Fees, as administered by the SG Business and
5 Accounting Office, may be checked out with the following conditions:

6

7 1. The SG Business Manager and SG President must approve the use of all property
8 that is classified as OCO.

9

10 2. The SG Business Manager, S G President, or the appropriate Agency must
11 approve the use of all property. Agency Advisors will maintain a property log and
12 a check-out and check-in log for items that are maintained by that funded entity.
13 A Property Control Policy from each funded entity shall be provided to the SG
14 Business Manager and Monthly Property Control activity reports shall be provided
15 to the SG Business Manager.

16

17 F. Failure to comply with University or SG Property Rules and Regulations will be
18 considered a major offense in the management of A&S Fee funds.

19

Chapter 860: Assessment and Penalty Process

20

21 860.1 Reassessment of budget lines may be deemed necessary upon any of the following:

22

23 A. Violations of the Finance Code occur.

24

25 B. Expenditures of funds inconsistent with the original intent of the approved
26 allocations.

27

28 C. Projected A&S Fee Revenue is not met.

29

30 D. A Budget Transfer request.

31

Chapter 861: Freezing of Funds

32

33 861.1 Freezing of indexes is a tool to ensure effective management of the A&S Budget.

34

35 861.2 Freezing of indexes can be utilized whenever:

36

37 A. Violations of the Finance Code occur.

38

39 B. Reassessment of the budget is required.

40

41

42



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1

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- 1 C. It is deemed necessary by the SG Business Manager.
- 2
- 3 D. It is deemed necessary by the SG Treasurer.
- 4
- 5 E. Expenditures of funds inconsistent with the original intent of the approved
- 6 allocations.
- 7
- 8 F. It is deemed necessary by a three-fourths (3/4) vote of the SG B&A Committee.
- 9
- 10 G. It is deemed necessary by a two-thirds (2/3) vote of the SG Senate.
- 11

12 861.3 The SG Treasurer, the SG B&A Committee, or SG Senate may freeze the funds of an index
 13 for a period of time not to exceed ten (10) business days, or any line item within the index
 14 for the remainder of the current fiscal year. The SG Treasurer, SG B&A Chair, or the SG
 15 Senate President must notify, in writing, the entity, SG President, SG Business Manager,
 16 and the SG Director of the reason(s) for such action and the duration of the freeze.

17

18 861.4 The entity may appeal the decision to freeze under the normal appeals process (per Title
 19 V). If the decision is overturned, the funds will be returned to the entity. If the decision is
 20 upheld:

- 21
- 22 A. The index will be frozen to the end of the ten (10) business day decision, or
- 23
- 24 B. The line item will be transferred to Special Requests.
- 25

Chapter 862: Budget Deficits

26

27

28 862.1 No A&S funded entity may overspend their budget allocation without prior approval of the
 29 SG Senate by a two-thirds (2/3) vote.

30

31 862.2 Any entity that acquires a deficit in an expenditure category in their index may be placed on
 32 probation by the SG Business Manager or by two-thirds (2/3) vote of the SG Senate. The
 33 probation shall be terminated when deficit is eliminated. While on probation the entity will
 34 not be eligible to receive additional funding unless granted by the SG Senate with a two-
 35 thirds (2/3) vote.

36

37 862.3 The SG Business Manager shall give Notice of Probation and Notice of Removal from
 38 Probation, in writing, to the entity, the SG President, the SG Senate President, and the SG
 39 B&A Chair.

40



Chapter 863: Penalty Measures

2
3 863.1 Misuse of A&S fees is an offense against the Student Body punishable by the SG B&A
4 Committee, SG Senate, and/or the Supreme Court.

5
6 863.2 If an A&S funded department or agency is found to be in violation of the Finance Code,
7 Provisionary Language, or commits a major offense, the following actions may be taken:

8
9 A. On the first (1st) offense, in the same fiscal year, said department or agency shall again
10 be placed on thirty (30) day probation and written Notice of Probation shall be
11 provided by the SG Business Manager to the Vice President for Student and International
12 Affairs and SG President. If said department is not within the Division of Student
13 Affairs, written notice shall also be provided to the appropriate University Vice President.

14
15 B. On the second (2nd) offense, in the same fiscal year, decentralized indexes will
16 automatically become centralized. The SG Business Manager will inform the SG Senate
17 at the next regularly scheduled SG Senate meeting. The index shall remain centralized
18 until decentralization is approved by the SG Senate as per 830.2.

19
20 C. If the funded department or agency violates the Finance Code three (3) or more times in
21 one fiscal year, the SG B&A Committee shall recommend further penalty measures to
22 the SG Senate, which may include restructuring, disbanding, or freezing the funded
23 index.

24
25 863.3 Upon suspension from Club Alliance due to a major offense, an RSO shall be banned
26 from accessing club funds for the current fiscal year, and shall be further banned from
27 requesting Special Requests and Travel Requests from Student Government for the next
28 two (2) fiscal years, not including the current fiscal year.

29
30 863.4 When an A&S funded department or agency is placed on probation, the Budget Director
31 of the index shall abide by the following during the probation period:

32
33 A. Monthly reports must be presented to the SG Senate on the entity's efforts to comply
34 with violations. The entity's Budget Director shall make the presentation.

35
36 B. All expenditures, budgetary matters, and funding requests of the entity must have prior
37 written approval from the SG Business Manager.

38
39 C. The Budget Director and all officers of the entity on probation shall be required to
40 attend and complete a Finance Code counseling session set up by the SG Business
41 Manager and the SG B&A Chair.
42



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1 D. At the end of each month all financial records of the entity shall be submitted
2 to the SG Business Manager.
3

4 **Therefore:** Let it be enacted that the foregoing changes take effect on July 1st, 2017.
5
6
7

Legislative Action

Executive Action

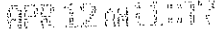
Author: Title VIII Ad-Hoc Committee
Sponsor: Senator Christopher Jordan
Committee: Budget and Allocations Committee
Committee Action: 3-0-0
Senate Action: Unanimous Consent
Date of Action: April 10th, 2017

Let it be known that SB-17S-3118 is hereby
APPROVED / VETOED / LINE-ITEM VETOED
on this 12th day of APR, 2017
Signed, 
Bella Genta, Student Body President

Signed and Delivered to the Student Body President
on this 11th day of April, 2017

Signed and Delivered to the Senate Secretary

Place Time Stamp Here


Place Time Stamp Here


Signed: 
Dallas Burke, Student Senate President