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## **SB-20S-3504: Title VIII Changes**

Student Government Association University of North Florida

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***SB-20S-3504: Title VIII Changes***

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

3 Whereas: The Budget and Allocations Committee is a standing Committee of the Student Government  
4 Senate responsible for funding only those entities that comply with the Student Government  
5 mission which is to represent the student concerns in all university wide matters while developing  
6 and promoting programs and activities of practical value and interest to students, and;

7 Therefore: The following necessary and proper revisions to the Student Government System of Statutes are  
8 being proposed in an effort to ensure future compliance with the law in the case of emergency  
9 situations.

**TITLE VIII: THE FINANCE CODE**

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### Chapter 800: Introduction

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57	800.1	The Student Governments of the Florida State University System are charged, by Florida Statute
58		Title XLVIII Chapter 1009.24, with the responsibility of allocating the Activity & Service (A&S)
59		Fee portion of tuition and fees paid by all students within that system. The Finance Code
60		expresses the standards of financial accountability and fiscal management that the University of
61		North Florida Student Government has established as an objective of self-governance.
62	800.2	The Finance Code is applicable to all entities that receive, use, and/or distribute A&S Fee money.
63	800.3	The Finance Code governs the budgeting and expenditures of all A&S Fees, including revenue
64		generated through the use of A&S Fees.
65	800.4	The standing committee of the Student Government Senate of the University of North Florida
66		assigned the responsibility for oversight, review, and periodic update of the policies expressed in
67		the Finance Code shall be known as the Budget & Allocations (B&A) Committee. Said updates
68		shall be approved by the Senate.
69	800.5	The A&S Fee may be increased or decreased annually by an amount recommended by the
70		Student Fee Assessment Committee and approved by the University President and Board of
71		Trustees.
72	800.6	The A&S Fee revenue shall be deposited into the A&S Fund Balance at the University of North
73		Florida.

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75 Chapter 801: Definitions

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77 801.1 Academic Session – A period of time defined by the university when courses are in session,  
78 excluding university sanctioned holidays and breaks.

79 801.2 Agency – An administrative division of the Executive Branch created to provide support,  
80 entertainment, and/or education for a particular select interest group of the University of North  
81 Florida whether it be racial, ethnic, academic, or philosophical in nature.

82 801.3 Business day – Business days, as referred to in statute, shall be defined as being weekdays  
83 (Monday through Friday 8:00 A.M. – 5:00 P.M.) during academic sessions. Academic Sessions  
84 include spring, summer, and fall semesters only.

85 801.4 Business Manager – the professional staff member who is responsible for overseeing the  
86 operations of the Business and Accounting Office, as well as acting as a fiscal adviser to members  
87 of Student Government.

88 801.5 Carry Forward Funds – Allocated funds not expended by June 30th, which become available for  
89 use in the new Fiscal Year.

90 801.6 Cash Flow (Operating) Reserve – The portion of the Fund Balance designated in the amount of  
91 at least \$200,000 to meet liabilities at the beginning of the fiscal year.

92 801.7 Centralized – An A&S Fee funded entity whose budget is managed by the Business and  
93 Accounting Office.

94 801.8 Centralized Budget Transfer Form – Authorization form for transfers between indexes or  
95 between funding categories (operating expenses, OPS wages, salaries, OCO) for centralized  
96 indexes. The form requires the signatures of the B&A Chair, Treasurer, and the Business  
97 Manager. The Chief Officer of Student Affairs or Student Government Director must sign on  
98 transfers over \$10,000.

99 801.9 Closed RSO- Any RSO that restricts membership or attendance to events from the entire student  
100 body. Restrictions include, but are not limited to, dues, grade point averages, or majors.

101 801.10 Consumable Good – Any item or unit of items purchased through the A&S Fee, which can be  
102 dissipated, and once used cannot be reasonably re-utilized. Examples include food, plates,  
103 napkins, cutlery, paper, paperclips, staples, pens, and post-it notes.

104 801.11 Decentralized – An A&S Fee funded entity whose budget is managed by a Budget Director and  
105 overseen by the Business and Accounting Office.

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- 106 801.12 Department – A budgetary subunit within the University.
- 107 801.13 Durable Good – Any item purchased through the A&S Fee that cannot be dissipated, and that  
108 can be re-utilized an indefinite number of times by a reasonable person. Examples include office  
109 equipment, furniture, software, machinery, and tools.
- 110 801.14 Encumbrance – Funds set aside within an index and/or line that are earmarked to pay for  
111 planned and upcoming expenditures.
- 112 801.15 Encumbrance Rollover- Funds withdrawn from the General Reserve in order to pay for  
113 previous year’s outstanding encumbrances, so as not to impact the budget of the current fiscal  
114 year.
- 115 801.16 Entity – Any department, agency, or student organization. Individual students requesting  
116 funding from the Student Travel Index shall also be considered entities and are subject to the  
117 same applicable statutes, policies, and procedures as other entities, if they receive A&S money.  
118 Entities are classified as either A&S Funded or non-A&S Funded.
- 119 801.17 Fiscal Year – The financial year of the Student Government of the University of North Florida  
120 shall be from July 1 to June 30.
- 121 801.18 Fund Balance – An accumulation of money generated through excess tuition hours and  
122 unexpended budget allocations. The Fund Balance includes the Scholarship Reserve, the Cash  
123 Flow Reserve, and the General Reserve. As per 802.4, the Fund Balance is considered part of  
124 the annual A&S Fee Budget.
- 125 801.19 General (Equipment) Reserve – The portion of the Fund Balance after all other reserves and  
126 restrictions are met.
- 127 801.20 Major Offense – Any action taken by an A&S funded entity that is considered to be a criminal  
128 offense, fraudulent in nature, or in direct violation of University fiscal rules and regulations, Title  
129 VIII, or Provisionary Language.
- 130 801.21 Non-Standard Contracts - contracts that consist of changes, additions, or modifications to the  
131 UNF Standard Contract.
- 132 801.22 Normal Legislative Process – The process followed by all travel and special requests, as  
133 stipulated in Chapters 840 through 843.
- 134 801.23 Open RSO – A Registered Student Organization that accepts membership from all students  
135 regardless of ability to pay dues, meet a GPA requirement, or other qualifications.

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- 136 801.24 Other Capital Outlay: Any technological item or equipment (such as software or computers)  
137 with a value of \$1000 or greater. Note that any purchase of a computer, regardless of cost, will  
138 be transferred to the University for inclusion on the fixed assets lists.
- 139 801.25 Personal Expenditures: An expense or proposed allocation that bears no reasonably discernable  
140 relation to the purpose of the A&S Fee as defined by this title.
- 141 801.26 Property – Any item costing more than \$1,000 per unit
- 142 801.27 Registered Student Organization – a student club or organization at the University of North  
143 Florida that is registered with Student Involvement Center. RSOs must comply with Title VIII,  
144 Provisionary Language and the Student Involvement Center RSO Handbook in order to be  
145 eligible to receive A&S Fee funding.
- 146 801.28 Salary Reserve – The portion of the A&S Fee Budget that is reserved to pay for salary increases  
147 in the event that the Federal or State minimum wage increases during a fiscal year. Special  
148 Requests for new or increased wages and benefits may also be drawn from the Salary Reserve.
- 149 801.29 Scholarship (Operating) Reserve – The portion of the Fund Balance designated in the amount  
150 of at least \$400,000 for the purpose of generating interest to provide funds for annually awarded  
151 Student Government Scholarships.
- 152 801.30 Special Request – Preapproved revenue authorized to be spent out of the general reserve and  
153 can be requested throughout the fiscal year by Registered Student Organizations, Student  
154 Government Branches and Agencies, or University Departments for expenses, events, projects,  
155 wages and benefits, or equipment purchases not previously budgeted.
- 156 801.31 Standard Contracts - Contracts that have been approved for use by the University President,  
157 appropriate University Vice President, the Office of the General Counsel, and the Procurement  
158 Services. They can be obtained from the Office of General Counsel web-site.
- 159 801.32 Student – A member of the student body who is currently enrolled in at least 1 credit hour, and  
160 pays the Activity and Service fee.
- 161 801.33 Travel Request – Money requested throughout the fiscal year by RSOs or individual A&S Fee  
162 paying students for events taking place off of the UNF campus, which is not previously  
163 budgeted.

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

- 165  
166 802.1 All uses of the Activity & Service Fee (A&S Fee) Budget shall be subject to and governed by the  
167 laws of the United States of America, the State of Florida, the rules and regulations of the  
168 University of North Florida, the UNF Board of Trustees, the Constitution and Statutes of the

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- 169 Student Government of the University of North Florida, all applicable SG Policies and  
170 Procedures, and the Provisionary Language stated in the current fiscal year budget.
- 171 802.2 The A&S Fee Budget shall be expended by Student Government for lawful purposes to benefit  
172 the student body, in general. It may support activities that reflect genuine student interest and  
173 enhance the educational, social, cultural, and recreational interests of the University of North  
174 Florida students.
- 175 802.3 The A&S Fee Budget may be used to support lobbying efforts of Student Government as it  
176 relates to issues that affect the student body. However, A&S Fees may not be expended to  
177 support in whole or in part a candidate for political office, as provided by Florida law.
- 178 802.4 The Fund Balance is part of the annual A&S Fee Budget, and funding may be allocated  
179 throughout the year from the General Reserve portion of the Fund Balance as outlined in  
180 Chapter 845.
- 181 802.5 No Student Government official may deny or withhold signature from any distribution or  
182 proposed distribution of A&S fees because they do not personally agree with the ideology of the  
183 distribution.
- 184 802.6 In the event a Student Government official denies or withholds signature from any distribution  
185 of A&S fees, the official must provide the requestor their reasoning for the denial in writing.
- 186 802.7 The A&S Fee shall not be used to:
- 187 A. Support activities or purchase materials that solely benefit non-UNF students.
- 188 B. Donate to philanthropic organizations.
- 189 C. Fund construction, permanent structural improvements or remodeling unless approved by  
190 the Senate or previously allocated for such purposes in the A&S Fee Budget.
- 191 D. Fund enrollment in academic courses, or other academically related activities, requirement,  
192 projects, or trips, except for test forms, scantrons, and testing booklets. Student Government  
193 Scholarships are also an exception.
- 194 E. Purchase alcoholic beverages, tobacco, and/or firearms.
- 195 F. Reimburse travel, event, or programming costs above the amount actually expended.
- 196 G. Fund indirect travel expenses such as excess baggage charge, valet service, or trailer hitches.
- 197 H. Fund scholarships except for those funded by interest revenue earned on the A&S Fee Fund  
198 Balance.



# SENATE LEGISLATION

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- 199 I. Fund entertainment that is not open to the student body, in general.
- 200 J. Rent automobiles except through the approved travel reimbursement process.
- 201 K. Purchase items that will be resold.
- 202 L. Fund activities for which an admission fee is charged to students, except for Student  
203 Government sponsored concerts.
- 204 M. Fund monetary prizes, gift certificates, or raffles.
- 205 N. Purchase prizes in excess of thirty-five dollars.
- 206 O. Pay for personal expenditures.
- 207 P. Reimburse travel costs related to vehicle mileage, unless reimbursing mileage would cost less  
208 than renting a vehicle, with the exception of travel by the Lend-a-Wing Pantry for their  
209 internal operations.
- 210 Q. Reimburse travel costs related to mileage, where the distance traveled is less than fifty miles  
211 round trip, with the exception of travel by Lend-a-Wing Pantry for their internal operations.
- 212 R. Reimburse travel related fuel costs, unless the vehicle used is rented from a university  
213 approved provider.
- 214 ~~802.8 Any A&S Fee money that has been transferred to the UNF Student Relief Emergency Fund,~~  
215 ~~once dispersed, is not subject to the restrictions of Title VIII.~~

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### 216 Chapter 803: Funding Eligibility

- 217
- 218 803.1 A&S fees shall not be allocated to entities that engage in discrimination, as defined in Chapter  
219 1002 of the Student Statutes, unless to fund an event which is open to all students.
- 220 803.2 RSOs may not submit requests to receive funding until being deemed funding eligible by the  
221 Student Involvement Center.

222



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

224

225 810.1 The B&A Committee is one of three (3) standing committees of the Senate. The B&A  
226 Committee is responsible for allocating funding to only those entities that comply with the  
227 Student Government Mission, which is to represent student concerns in all University-wide  
228 matters while developing and promoting programs and activities of practical value and interest  
229 to students.

230 810.2 Non-voting ex officio members shall include the chairs of the standing Senate Committees, and  
231 the Senate President.

232 810.3 All requests pertaining to the allocation of A&S Fee money shall be heard first by the B&A  
233 Committee. The B&A Committee has the authority to amend, approve, or disapprove any  
234 request for funding. If approved, the request shall be forwarded to the Senate in the form of a  
235 bill, with the exception of travel requests as outlined in Section 842.4. If approved by the Senate,  
236 all legislation concerning the allocation of A&S Fee money must then be presented to the  
237 President as prescribed by Article II Section 8 and Title IV.

238 810.4 The B&A committee shall hear all travel requests. If approved, all Travel Requests concerning  
239 the allocation of A&S Fee money must then be presented to the President as prescribed by Title  
240 VIII Chapter 842.

241 810.5 The oversight of the A&S Fee Budget is under direct control of the B&A Committee. The  
242 Committee has the responsibility and authority to curtail further appropriations to the A&S  
243 indexes found to be improperly expended.

244 810.6 The B&A Committee shall only hear requests if the Student Travel Index, the Special Requests  
245 Index, the Salary Reserves Index, or under appropriate circumstances, the General Reserve Fund  
246 have sufficient available balances to fund that request.

247 A. If for any reason, expected revenues of the annual budget are not met, all budgeted  
248 authority shall be subject to reallocation by the B&A Committee and the Senate. The  
249 Business Manager shall consult with the University administration and determine the  
250 extent of the shortfall. The B&A Committee shall convene to resolve the situation at the  
251 earliest possible date.

252 Chapter 811: B&A Committee Chair

253

254 811.1 The Senate shall elect a Senator as Chair of the B&A Committee each spring for a term of one  
255 year.

256 811.2 The B&A Chair shall perform all duties outlined in the Senate Policies and Procedures and Title  
257 VIII.

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- 258 811.3 The B&A Chair shall hold meetings according to Senate Policies and Procedures and Title VIII.
- 259 811.4 The B&A Chair shall report at every Senate meeting and B&A Committee meeting the index  
260 balances for Special Requests, Student Travel, and any changes in Salary Reserves.
- 261 811.5 The B&A Chair shall meet with the Business Manager and Treasurer to review funding requests  
262 for compliance with Title VIII prior to establishing the Agenda for the B&A Meeting at which  
263 it will be considered. The B&A Chair shall present to the committee all properly submitted  
264 requests with the appropriate documentation of the request.
- 265 811.6 The B&A Chair, when writing proposed budgetary legislation for submission to the Senate, shall  
266 provide an itemized schedule by expenditure category, of all funding requested, including the  
267 name of the group requesting funding, the proposed event/program, proposed date of the  
268 event/program, the location and requested monetary amounts.
- 269 811.7 The B&A Chair and the Treasurer shall collect the Periodic Budget Report from the Business  
270 Manager, which is required by the University Budget Office, to review the status of the A&S Fee  
271 Budget.
- 272 811.8 The B&A Chair may review the Business and Accounting Office financial records of all A&S  
273 Fee indexes, which are maintained by the Accounting Associate(s) and Business Manager.
- 274 811.9 The B&A Chair shall coordinate and administer procedural workshops, facilitated by the  
275 Business and Accounting Office, for funded Departments and Agencies. There may be as many  
276 workshops as necessary held at the B&A Chair's discretion.
- 277 811.10 The B&A Chair shall upload all properly submitted Fiscal Requests to the portion of the UNF  
278 computer network used by Student Government.
- 279 811.11 The B&A chair shall notify the B&A committee and the Senate of any newly created line item  
280 within the A&S fee budget
- 281 811.12 In the event that the position of B&A Chair becomes vacant, the position's signature authority  
282 pertaining to Chapter 840 shall fall to the Senate President.
- 283 **Chapter 812: B&A Committee Vice-Chair**
- 284
- 285 812.1 The B&A Committee Vice-Chair shall follow all duties outlined in Senate Policies and  
286 Procedures.
- 287 **Chapter 813: SG Business and Accounting Office**
- 288
- 289 813.1 The Business and Accounting Office shall administer the allocation of A&S Fees.

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- 290 813.2 The Business and Accounting Office shall be staffed by the Business Manager, Accounting  
291 Associate(s), the Office Assistant and other personnel necessary to manage the A&S Fee Budget.
- 292
- 293 813.3 The Business and Accounting Office may correct any computational errors or any vendor price  
294 adjustments, within any bill passed by Senate and approved by the President, which does not  
295 exceed 10% of the allocation amount so long as original intent of the B&A Committee and  
296 Senate is not altered, with approval of the B&A Chair.
- 297 813.4 The Business and Accounting Office shall process all expenditures of centralized indexes.
- 298 813.5 All invoices or related correspondence for centralized A&S Fee indexes must be forwarded to  
299 the Business and Accounting Office for review and approval. If an entity is unsatisfied with the  
300 goods or services as received, the Accounting Associate(s) must be notified to consider  
301 withholding payment of invoice until the matter is resolved.
- 302 813.6 The Business and Accounting Office shall process all legislated requests for unallocated funds,  
303 including Special Request expenditures, Travel Requests, Salary Reserve Index requests, and  
304 General Reserve requests.
- 305 813.7 The Business and Accounting Office shall facilitate any budget workshops that the B&A Chair  
306 coordinates and administers for funded Departments and Agencies.
- 307 813.8 Any negative budget balance, which is the result of a procedural error by the Business and  
308 Accounting Office or the University of North Florida Controller's Office, shall be charged to  
309 the Special Request Index, with written notification to the B&A Chair.
- 310 813.9 Receipts for reimbursements must be received in the Business and Accounting Office no later  
311 than ten (10) business days after the date of the receipts.
- 312 **Chapter 814: SG Business Manager**
- 313
- 314 814.1 The Business Manager is responsible for assuring that the Finance Code is properly and fully  
315 followed.
- 316 814.2 The Business Manager shall attend all B&A Committee Meetings and Senate Meetings.
- 317 814.3 The Business Manager shall serve as fiscal and budgetary advisor to the B&A Chair, Treasurer,  
318 and B&A Committee.
- 319 814.4 The Business Manager shall serve as chief liaison between the Senate and the A&S Fee Budget  
320 Directors.

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- 321 814.5 The Business Manager shall monitor all A&S Fee funded indexes.
- 322 814.6 The Business Manager shall have approval authority over all indexes. The Chief Officer of  
323 Student Affairs or designee has approval control over the SG indexes. The Director must be  
324 informed by the Business Manager on all purchases in excess of \$5,000 for Other Capital Outlay  
325 (OCO) items.
- 326 814.7 The Business Manager shall notify departments of Fiscal Year-End procedures and deadlines.
- 327 814.8 It is the responsibility of the Business Manager to keep the Director, the B&A Chair, and the  
328 Treasurer fully informed of all budget issues as they arise.
- 329 814.9 In the event that the position of Business Manager becomes vacant, the position's signature  
330 authority pertaining to Chapter 840 shall fall to the Director.
- 331 **Chapter 815: Accounting Associate(s)**
- 332
- 333 815.1 The Accounting Associate(s) shall track all A&S Fee indexes for which they are responsible to  
334 ensure compliance with Title VIII: The Finance Code, and notify the Business Manager of  
335 discrepancies and errors within these Indexes.
- 336 815.2 The Accounting Associate(s) are recommended to attend B&A Committee Meetings and Senate  
337 meetings as it pertains to indexes for which they have accounting responsibilities.
- 338 815.3 The Accounting Associate(s) will act on approved Senate legislation that includes initiating  
339 Budget Amendments, transfer of funds, purchase requisitions, and miscellaneous related  
340 paperwork.
- 341 815.4 The Accounting Associate(s) shall perform accounting functions required to administer the A&S  
342 Fee Budget.
- 343 815.5 The Accounting Associate(s) shall assist the Business Manager in the compilation of annual  
344 operating budget requests.
- 345 815.6 The Accounting Associate(s) shall maintain fiscal records and process expenditures for  
346 Centralized indexes.
- 347 815.7 The Accounting Associate(s) shall assist Decentralized A&S Fee indexes with various accounting  
348 services, if needed or requested.
- 349 815.8 The Accounting Associate(s) shall provide fiscal training for new Officers and Student  
350 Involvement Center funded clubs.

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351 815.9 The Accounting Associate(s) shall aid in continuous development of the Accounting System and  
352 provide input into operating policies and procedures.

353 815.10 The Accounting Associate(s) shall meet a minimum of biweekly with the Budget Directors, or  
354 designee.

355 **Chapter 820: Annual Budget Process**

356  
357 820.1 Each Fall semester; the B&A Chair shall forward Budget Request Forms to the Budget Directors  
358 of each index currently funded by the A&S Fee Budget. These Budget Request Forms are also  
359 available to any UNF entity not currently funded.

360 820.2 Funding requests will be heard during the budget hearing process.

361 820.3 The activities will be available to benefit the students of the University of North Florida as  
362 defined by Florida Statute 1009.24. The activities are not the primary responsibility of any other  
363 agency or department.

364 820.4 In order to be heard during the budget hearing process, all completed and signed forms must be  
365 returned to the Business Manager no less than fifteen (15) business days prior to the first budget  
366 hearing.

367

368 **Chapter 821: Annual Budget Process/Hearing Process**

369  
370 821.1 In the fall semester, at the first meeting of the B&A Committee, the Chair shall submit a process,  
371 with consultation of the Business Manager and the Treasurer, for approval by the B&A  
372 Committee.

373 821.2 During the spring semester, the B&A Committee shall hold the budget hearings. The dates of  
374 these hearing will be set by the Treasurer, Business Manager and the B&A Chair and sent with  
375 the Budget Request Forms.

376 821.3 Each Budget Director will be prepared to explain and justify their budget request by providing  
377 relevant documentation.

378 821.4 Personnel – All requests for the establishment of new positions or the reclassification of existing  
379 positions must follow established University Policies and Procedures. Funding for these requests  
380 must follow normal legislative procedures.

381 821.5 During each budget hearing, the continuation of funded salaried positions shall be evaluated.

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382 Chapter 822: Annual Budget Process/Balancing Process

383

384 822.1 After the Budget Hearings, the Treasurer shall submit a proposed balanced A&S Fee Budget to  
385 the B&A Committee to begin the Deliberation and Balancing Process.

386 822.2 The B&A Committee shall then deliberate on and amend, if necessary, the Treasurer's proposed  
387 budget. In order for the balanced budget to be forwarded to the Senate, it must be approved by  
388 a two-thirds (2/3) vote of the B&A Committee.

389 822.3 The B&A approved budget shall be posted within two (2) business days of approval and shall be  
390 displayed in public view for a minimum of five (5) business days prior to the Senate meeting in  
391 which it will be placed on the agenda. During this period, a campus-wide open forum will be  
392 conducted by the B&A Chair and Treasurer to explain the budget process and the B&A  
393 recommended budget.

394 Chapter 823: Annual Budget Process/Approval Process

395

396 823.1 The Budget and Allocation Committee, the Senate and the President shall approve a balanced  
397 budget.

398 823.2 The B&A Chair, Senate President, President, Treasurer, Business Manager, Director, and Chief  
399 Officer of Student Affairs shall sign the budget. The Chief Officer of Student Affairs shall  
400 forward the balanced budget to the University President for their signature.

401 823.3 The University President shall have fifteen (15) business days from the date of presentation of  
402 the budget to act on the allocation and expenditure recommendations, which shall be deemed  
403 approved if no action is taken within the fifteen (15) business days. If any line item or portion  
404 thereof, within the budget is vetoed, the Senate shall make new budget recommendations for  
405 expenditure of the vetoed portion of the fund within fifteen (15) business days. If the University  
406 President vetoes any line item or portion thereof within the new budget revisions, the University  
407 President may reallocate by line item that vetoed portion to bond obligations guaranteed by A&S  
408 Fees.

409 823.4 Upon approval of the A&S Budget by the University President, the Business Manager shall upon  
410 direction of university budget office post the established budget in the University financial  
411 system.

412 823.5 Upon approval of the A&S Budget by the University President, each Budget Director shall be  
413 informed in writing of their approved budget for the upcoming fiscal year. This will be in the  
414 form of an allocation sheet delineated by budget category.

415 823.6 Provisionary Language, as approved during normal legislative process, may be amended after  
416 September 1st for each fiscal year.

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417 Chapter 824: Budget Amendments

418

419 824.1 The Annual A&S Fee Budget may be amended, once signed, through a Budgetary Amendment.  
420 Budgetary Amendments are limited to the following enactments:

421 824.2 Centralized Budget Transfers

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

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

432 C. The Budget Director shall have sole authority to request transfers within their index.

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434 Chapter 824.3: Decentralized Budget Transfers

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

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

445 C. The Budget Director shall have sole authority to request transfers within their index.

446 824.4 Budgetary Restructure

447 A. If the restructuring of an index occurs after the annual budget process, its budget will be placed  
448 under review by the Business Office and Treasurer.

449 B. After approval by the Business Office and Treasurer, the altered budget will be sent to the B&A  
450 committee for review.

451 824.5 Process for Terminating a Branch or Agency

452

453 A. If a Student Government Branch or Agency is terminated, its budget will be transferred into the  
454 A&S Fee Fund Balance after review by the Budget and Allocations Committee.

455 Chapter 830: Funded Entities Policies

456

457 830.1 All A&S Fee funded entities, whether fully or partially funded are required to be fiscally  
458 responsible and comply with Title VIII: Finance Code. A fiscally responsible entity is one which:

459 A. Keeps a non-negative balance in the expenditure categories at all times.

460 B. Spends within their expenditure categories.

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



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- 463 830.2 New indexes shall be classified as centralized, which means that the Business Manager's signature  
464 shall be required for expenditures, unless Senate authorizes with a two-thirds (2/3) vote that the  
465 index be classified as decentralized.
- 466 830.3 The Business Manager may recommend to Senate to centralize or decentralize A&S funded  
467 entities subject to a two-thirds (2/3) vote of the Senate.
- 468 830.4 Any Carry Forward Funds and additional revenues up to \$150,000 shall be placed in the Special  
469 Requests index. In the event that Carry Forward Funds exceed that amount, the excess will be  
470 placed in the General (Operational) Reserve portion of the Fund Balance.
- 471 830.5 Any printed items purchased all or in part by A&S Fees are required to have an appropriate level  
472 of SG branding. Branding may include, but is not limited to: logos, slogans, and other texts. This  
473 decision can be overridden by the SG Treasurer. Failure to comply places the Budget Director,  
474 and/or RSO in direct violation of the Finance Code, which is punishable as outlined in Chapter  
475 861 and Chapter 863.
- 476 830.6 All revenues earned shall be placed immediately into the General Reserve.
- 477 830.7 All expenditures shall require prior approval. Failure to do so will result in the purchaser  
478 assuming all liability pertaining to the purchase. Approval for centralized A&S Funded entities  
479 shall be obtained through the Business and Accounting Office. Approval for decentralized A&S  
480 Funded entities shall be obtained from the respective Budget Director.
- 481 830.8 All funding expires at the end of the fiscal year on June 30 and must be spent or encumbered by  
482 the deadline set by the Business Manager.
- 483 830.9 All decentralized indexes must obtain prior written approval from the Business Manager to  
484 change any line-item allocation. The Business Manager shall notify, in writing, the Treasurer and  
485 B&A Chair of any such changes.
- 486 830.10 All Budget Directors must sign a statement of financial understanding, to be kept by the  
487 Business Manager, acknowledging that they accept and consent to any and all Student  
488 Government Provisionary Language and legislation concerning their A&S Funded Entity as a  
489 stipulation of receiving money. Failure to comply places the Budget Director, and/or RSO in  
490 direct violation of the Finance Code, which is punishable as outlined in Chapter 861 and Chapter  
491 863.
- 492 830.11 If the Federal or State minimum wage increases during a fiscal year, the additional money  
493 needed to fund the already paid minimum wage positions, at the same number of hours, shall be  
494 funded out of the Salary Reserve Index.

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495 830.12 The Treasurer has the authority to deem any expense or proposed allocation a personal  
496 expenditure. The related entity may appeal the treasurer's decision within five (5) business days  
497 through a petition for Judicial Review, as outlined in Title V.

#### 498 Chapter 831: Funded Departments

499  
500 831.1 Departments funded in part or in whole by SG, shall be responsible for and shall comply with  
501 the Title VIII: Finance Code and Provisionary Language.

502 831.2 Funded Department Directors or Assistant Directors shall act as custodians of their respective  
503 index(s).

504 831.3 A Budget Director from each Department receiving funding must attend a procedural workshop  
505 coordinated and administered by the B&A Chair and facilitated by the Business and Accounting  
506 Office.

507 831.4 A Budget Director, or designee, from each Department receiving funding shall maintain all fiscal  
508 records and reconcile funded budgets on a monthly basis.

509 831.5 A Budget Director, or designee, from each Department receiving funding shall meet a minimum  
510 of biweekly with Accounting Associate(s) to review fiscal matters.

511 831.6 Departments funded by A&S fees must have current signature cards on file with Auxiliary  
512 Services and establish Banner approval hierarchy through the Procurement Services. Any  
513 changes to the approval authority must be reported to the Business Manager.

514 831.7 Any printed items purchased all or in part by A&S Fees are required to have an appropriate level  
515 of SG branding. Branding may include, but is not limited to: logos, slogans, and other texts. This  
516 decision can be overridden by the SG Treasurer. Failure to comply places the Budget Director,  
517 and/or RSO in direct violation of the Finance Code, which is punishable as outlined in Chapter  
518 861 and Chapter 863.

519 831.8 Costs associated with search committees to fill administrative and professional positions that are  
520 funded by A&S Fees may be funded from the General (Operating) Reserves. Approval from the  
521 Chief Officer of Student Affairs, is required through the completion of a Centralized Budget  
522 Transfer Form. This amount may not exceed \$10,000 per search. A detailed report must be  
523 provided to the Senate by the Treasurer at the next regularly scheduled Senate meeting.

#### 524 Chapter 832: Funded Agencies

525  
526 832.1 Agencies funded by SG shall be responsible for and shall comply with the Title VIII: Finance  
527 Code and Provisionary Language.

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- 528 832.2 The Director or Assistant Director from each Agency receiving SG funding must attend  
529 procedural workshops coordinated and administered by the B&A Chair and facilitated by the  
530 Business and Accounting Office.
- 531 832.3 Each Agency Director or Assistant Director shall meet a minimum of biweekly with the  
532 Accounting Associate(s) to review fiscal matters.
- 533 832.4 Each Agency Director or Assistant Director from each Agency receiving funding shall maintain  
534 all fiscal records and reconcile funded budgets on a monthly basis.
- 535 832.5 Any printed items purchased all or in part by A&S Fees are required to have an appropriate level  
536 of SG branding. Branding may include, but is not limited to: logos, slogans, and other texts. This  
537 decision can be overridden by the SG Treasurer. Failure to comply places the Budget Director,  
538 and/or RSO in direct violation of the Finance Code, which is punishable as outlined in Chapter  
539 861 and Chapter 863.
- 540 **Chapter 833: Registered Student Organizations**
- 541
- 542 833.1 RSOs may be eligible for annual funding in the amount set forth in the A&S Fee Budget  
543 Provisionary Language, effective July 1st of each fiscal year.
- 544 833.2 RSOs funded in part or in whole by SG shall be responsible for and shall comply with the Title  
545 VIII: Finance Code and Provisionary Language.
- 546 833.3 RSOs shall not request, expend, or be allocated A&S Funds if the RSO does not comply with  
547 Chapter 803, is not recognized by the Student Involvement Center, or is not in good standing  
548 with the Student Involvement Center.
- 549 833.4 RSOs requesting funding for special events or for travel shall, upon request, present a two-year  
550 background of internal financial statements and A&S Fee expenditures to the B&A Committee  
551 and to the Senate.
- 552 833.5 RSOs shall elect a financial officer to act as treasurer of the A&S fund allocations and sign all  
553 requests and expenditures.
- 554 833.6 A president and advisor will be available to countersign for expenditures, when deemed necessary  
555 by the Business & Accounting Office. These signatures shall be filed with the Business and  
556 Accounting Office.
- 557 833.7 Before the allocation of A&S Funds, the financial officer, the president of the organization and  
558 the RSO's advisor shall countersign a statement of financial understanding.
- 559 A. The original form will be retained in the Business and Accounting Office for audit purposes.



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- 560 B. If there is a change of the financial officer, advisor, and/or president within any RSO, a new  
561 statement of financial understanding shall be filed with the Student Involvement Center and  
562 the Business and Accounting Office.
- 563 833.8 All RSO expenditures or reimbursements must be processed through the Business and  
564 Accounting Office. All itemized receipts for reimbursement must be submitted no later than ten  
565 business days (10) from date of receipt. All expenditures shall have prior approval through  
566 Student Government Business and Accounting Office in compliance with allocations. Violation  
567 of the Finance Code, is punishable as outlined in Chapter 861 and Chapter 863.
- 568 833.9 The financial representative of each RSO is required to turn over all financial records to their  
569 successor at the end of their term.
- 570 833.10 Any printed items purchased all or in part by A&S Fees are required to have an appropriate  
571 level of SG branding. Branding may include, but is not limited to: logos, slogans, and other texts.  
572 This decision can be overridden by the SG Treasurer. Failure to comply places the Budget  
573 Director, and/or RSO in direct violation of the Finance Code, which is punishable as outlined  
574 in Chapter 861 and Chapter 863.
- 575 833.11 Prohibited RSO expenditures include but are not limited to the following:
- 576 A. Salaries and/or OPS wages, for personnel in support of an RSOs operation.
- 577 B. Travel related expenses except for funding allocated in the travel request process in the B&A  
578 Committee.
- 579 C. Academic materials.
- 580 D. Internal operational expenses that will be used by a Closed RSO.
- 581 E. Travel related expenses that will be used by a closed RSO.
- 582 F. Events that are not open to all students.
- 583 G. Donations to philanthropic or political organizations.
- 584 H. Purchase T-shirts in excess of seven (7) dollars per item.
- 585 I. Purchase polo shirts or uniforms in excess of fifteen (15) dollars per item.

### 586 Chapter 840: Policies for Funding Requests

- 587
- 588 840.1 A properly completed Travel Request for an Individual or Group shall be submitted to the B&A  
589 Chair a minimum of five (5) weeks prior to departure.

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- 590 840.2 A properly completed Special Request shall be submitted to the B&A Chair a minimum of three  
591 (3)business days prior to the next B&A meeting. If the request is for an event, the request should  
592 be submitted a minimum of five (5) weeks prior to the planned event date.
- 593 840.3 The B&A Committee shall hear no request that has not been signed by the B&A Committee  
594 Chair, the Treasurer, the Business Manager, and a Senate Sponsor.
- 595 A. The B&A Committee Chair shall only sign funding requests if they are compliant with  
596 Chapters 840 through 843 of the SG Statutes, there are funds available in the index the  
597 request would withdraw from, and, if the requesting entity is an RSO, the Student  
598 Involvement Center communicates in writing that the organization is in good standing and  
599 funding eligible.
- 600 B. The SG Treasurer shall only sign funding requests that are compliant with the SG Financial  
601 Code and A&S Fee Provisionary Language.
- 602 C. The SG Business Manager shall only sign funding requests that are compliant with University  
603 of North Florida policies and procedures, as well as any applicable state, federal, or municipal  
604 laws.
- 605 D. The Senate Sponsor shall sign funding requests they deem worthy of being entertained by  
606 the B&A Committee.
- 607 E. The Budget and Allocations Chair, SG Treasurer, and Business Manager may not withhold  
608 their signatures from a request because they do not agree with the proposed allocation. In  
609 the event that any of these parties withhold their signatures, they must identify to the  
610 requestor the law or policy the request violates.
- 611 840.4 It shall be the responsibility of the B&A Chair, Treasurer, and Business Manager to maintain the  
612 continuity of the fiscal request process in good faith. Each shall review fiscal requests for  
613 compliance with reasonable expediency: failure to do so shall constitute nonfeasance as outlined  
614 in Title VIII.
- 615 840.5 After the appropriate signatures have been obtained, the B&A Chair shall supply the request  
616 representative with a copy of the completed request. The B&A Chair must supply the committee  
617 with copies of the request in order to be heard.
- 618 840.6 In order for the B&A Committee to hear a request, the requesting entity or individual must be  
619 sponsored by a member of the Senate. That sponsor shall give a brief introduction of the  
620 presenter's request, move for adoption, and shall then be seated in their assigned seat for both  
621 the B&A Committee and Senate Hearings.
- 622 840.7 In order for the B&A Committee and Senate to hear a request for funding, both the Senate  
623 Sponsor, and at least one representative from the entity submitting the request must attend the

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624 B&A Committee Meeting and Senate Meeting at which the request is presented. The Senate  
625 sponsor cannot, under any circumstances, be the entity's representative.

626 840.8 If the Senate votes to allocate funding in the form of either a Travel Request (through the B&A  
627 Committee) or a Special Request (through the normal legislative process), the requesting entity  
628 shall meet with the Accounting Associate(s) within three (3) business days after legislation is  
629 approved. The meeting shall consist of an explanation of the internal procedures and funding  
630 arrangements. Failure to do so shall result in loss of funding. Notification of failure to meet with  
631 the Accounting Associate(s) will be given to the B&A Chair by the Business and Accounting  
632 Office. This funding will then be eligible for reallocation by the B&A Committee.

633 840.9 If a request is heard by the B&A Committee and fails to pass, eight (8) senators may sponsor the  
634 failed request and forward the request to the Senate in the form of a bill on 2nd read. This bill is  
635 then subject to the normal legislative process.

636 840.10 In the event that the position of Treasurer becomes vacant, the President shall as soon as  
637 possible, appoint either the Attorney General or Vice President to execute the Treasurer's  
638 signature authority pursuant to this chapter

639 **Chapter 841: Grant Requests**

640  
641 841.1 RSOs may request funding for operations and events from the Club Funding Index.

642 841.2 Grant Requests fall under the jurisdiction of the Club Funding Board, outlined in Title XI  
643 Chapter 1105.6-1105.7.

644 **Chapter 842: Student Travel Requests**

645  
646 842.1 RSOs and currently enrolled A&S Fee-paying students may request funding for travel from the  
647 Student Travel Index.

648 842.2 Travel Requests fall under the jurisdiction of the B&A Committee and are not subject to Senate  
649 approval unless vetoed by the President or brought to the Senate floor as outlined in Title VIII  
650 Chapter 840.9.

651 842.3 Travel funds may be requested by RSOs and currently enrolled A&S Fee-paying students as  
652 follows:

653 A. Individuals requesting travel funding are limited to a total of \$500 per Fiscal Year.

654 B. RSOs requesting travel funding are limited to a total of \$2,000 per Fiscal Year, with a cap of  
655 \$500 per student per trip.

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- 656 C. No student shall expend, directly or through an RSO, more than \$500 from the Travel  
657 Request Index throughout the fiscal year.
- 658 D. No more than \$3,000 may be allocated towards the same travel event per Fiscal Year.
- 659 E. Travel reimbursements for fuel are prohibited, unless the vehicle used is rented from a  
660 provider approved by the university.
- 661 842.4 The legislative process for approving Travel Requests shall be as follows:
- 662 A. After being properly submitted and added to the B&A meeting agenda, the request form shall  
663 be written into a bill and must receive a two-thirds (2/3) approval vote of the committee to  
664 pass.
- 665 B. After passage, the bill shall be signed by the Senate President as a confirmation of legislative  
666 action.
- 667 C. The Senate President shall then forward the bill to the President for executive action as  
668 prescribed by law.
- 669 D. If the president vetoes the bill, the Senate shall act on the bill in the same manner as it would  
670 a bill in accordance with Article II Section 8D.
- 671 842.5 Food associated with travel may not be requested, unless included in a registration fee, with no  
672 additional cost.
- 673 842.6 Receipts related to travel reimbursements must be received by the Business and Accounting  
674 Office no later than five (5) business days after the return date listed on the travel authorization.
- 675 842.7 All travel arrangements shall be made through the Business and Accounting Office, except for  
676 reservations for accommodations.
- 677 842.8 All travel sponsored by A&S Fees must adhere to the University Travel Manual published by the  
678 University's Travel Office.
- 679 A. A properly completed Travel Request Form shall consist of; Request Form including  
680 applicable standard questions, signed by the appropriate advisor, club president, club  
681 treasurer, or Budget Director.
- 682 B. Total cost and request spreadsheet,
- 683 C. Official event schedule/agenda/program,
- 684 D. Official business price quotes for accommodations, transportation, and expenses.

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685 E. List of students, N#s, and UNF email address

686 F. Read and sign the Statement of Travel Guidelines.

687 **Chapter 843: Club Sports Travel Board**

688

689 843.1 Under certain conditions any club sports team, which is dually recognized as funding eligible by the  
690 Student Involvement Center and the Department of Recreation & Wellness, may have their travel  
691 request be put through the Club Sports Travel Board (CSTB).

692 843.2 The CSTB should be considered an emergency tool and may only be convened if all of the following  
693 conditions are met:

694 A. The B&A Committee cannot convene in the appropriate amount of time and/or there are  
695 insufficient funds in the Student Travel index and the provisionary transfer limit has been reached  
696 for the fiscal year.

697 B. There are sufficient funds in the Special Requests index.

698 C. The requesting club sports team is participating in post-season competition that was not previously  
699 budgeted.

700 D. The requesting club sports team has not been allocated more than \$2,000 of A&S Fee money in  
701 the current fiscal year.

702 843.3 The B&A Chair will decide whether a properly submitted travel request will be heard by the CSTB  
703 rather than the B&A Committee. The travel request will then follow the same process as described in  
704 Chapter 842.4 Sections B through D.

705 843.4 The B&A Chair will also serve as the Chair of the CSTB as a non-voting member. There are three (3)  
706 voting members, and requests require a 2/3 approval vote. The CSTB voting members are the  
707 following:

708 A. SG Treasurer, or presidential designee,

709 B. One (1) student member of the Recreation and Wellness advisory board,

710 C. Student Involvement Center Director, or their designee.

711 843.5 The funds available to the CSTB for allocation will come from the Special Requests index. No more  
712 than \$10,000 may be allocated by the CSTB each fiscal year.

713 **Chapter 844: Special Requests**

714



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- 715 844.1 Any A&S Fee funded Entity may submit a Special Request for funding to the B&A Committee  
716 for additional wages, expenses, or programs, beyond their budgeted Fiscal Year allocation.
- 717 844.2 Any non-A&S Fee funded Entity may seek Special Request funding only if the Executive Branch  
718 of SG chooses to author the bill and co-sponsor the event or initiative.
- 719 844.3 Only the presiding officer or designee of each branch may submit a Special Request for funding  
720 to the B&A Committee and shall follow the same procedures as any other entity requesting  
721 funding. The request may be only for additional wages, expenses, programs, and/or transfers to  
722 that particular branch of SG. However, the advisor signature shall not be required.
- 723 844.4 RSOs may submit a Special Request for funding to the B&A Committee for events and  
724 operations beyond the purview of the Club Funding Board (CFB).
- 725 844.5 No Special Requests will be heard during summer terms unless the amount is below \$15,000  
726 and/or a quorum of 15 senators must be present during the time of the legislative proposal.
- 727 844.6 A properly completed Special Request Form shall consist of;
- 728 A. Request form including applicable standard questions, signed by the appropriate advisor, the  
729 club president, the club treasurer or Budget Director.
- 730 B. Total request spreadsheet, documenting expenses and/or wages for the project/event.
- 731 C. Official supporting documents.
- 732 D. Official business quotes.
- 733 844.7 All Special Requests must be approved by a majority vote from Senate.

### 734 **Chapter 845: General Reserve Policies and Process**

- 735 845.1 During prescreening by the B&A Chair, Treasurer, and Business Manager, it may be determined  
736 that the request could be considered for funding from the General Reserve. If this occurs,  
737 information will be provided to the B&A Committee, regarding past Fund Balance expenditures,  
738 and particulars on organizations requesting funds, (i.e., funding sources), and history of funded  
739 projects.
- 740 845.2 The General Reserve shall not be directly requested for funding, except in the case of  
741 encumbrance rollovers. All other requests must first be made in the form of a Special Request.
- 742 845.3 An encumbrance rollover bill may be only authored by the Treasurer, and may only be sponsored  
743 by the B&A Chair.

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- 744 A. Encumbrance rollovers shall only pertain to those encumbrances that remain outstanding  
745 through no fault of the related entity; in all other cases, outstanding encumbrances shall be  
746 carried forward in the manner prescribed by law.
- 747 845.4 Encumbrance rollover bills shall follow the normal legislative process of a Senate bill, as  
748 stipulated in the Senate Policies and Procedures.
- 749 845.5 A General Reserve request must be approved by two-thirds (2/3) of the B&A Committee and  
750 Senate.
- 751 845.6 The Business Manager, Accounting Associate(s), Treasurer, and B&A Chair shall review and  
752 make recommendations to the B&A Committee on whether use of the General Reserve is  
753 appropriate for the Special Request.
- 754 845.7 After recommendations are made by the aforementioned fiscal officers, the request shall proceed  
755 through the B&A Committee as a normal bill in legislative process subject to a two-thirds (2/3)  
756 vote, or directly to the Senate if sponsored by eight (8) senators after having been defeated by  
757 the B&A Committee.

758 **Chapter 850: Contracts**

- 759
- 760 850.1 Only the University President or person with proper delegated authority is authorized to sign  
761 entertainment and professional service contracts on behalf of the University. Any agreement  
762 signed by other parties is considered to be a private one that the University is under no obligation  
763 to honor.
- 764 850.2 All non-standard contracts are to be reviewed and approved by the Chief Officer of Student  
765 Affairs or their designee prior to being forwarded to the Vice President for Administration and  
766 Finance.
- 767 850.3 All contracts must be completed according to University Policies. All non-standard contracts or  
768 bids must be submitted six (6) weeks prior to the event. Standard contracts or bids must be  
769 submitted three (3) weeks prior to the event.
- 770 850.4 Contracts are necessary for all entertainment, entertainment support, lectures, vendor services,  
771 and contracted software. A&S Funded Entities should seek the Business Manager or Assistant  
772 Director for advisement on contract related matters.
- 773 850.5 All contracts expending A&S Fees should exclude travel arrangements such as airfare, lodging,  
774 and ground transportation.
- 775 850.6 All contracts expending A&S Fees should exclude meals and contain a buyout clause for food.  
776 If the contracting party is not honoring a food buyout these food requests must be approved by  
777 the Business Manager prior to expending A&S Funds.

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- 778 850.7 If A&S Fees are partially funding the contracted party the additional funds must be authorized  
779 and accessible in a University budget index to acquire the Business Manager's signature on the  
780 routing form.
- 781 850.8 A standard contract routing form must accompany all standard contracts expending A&S funds.  
782 The following signatures are required on the form:
- 783 A. Agency Director, RSO President, Department Head or Branch Head,  
784 B. Appropriate Advisor if applicable,  
785 C. Business Manager or their designee
- 786 850.9 A non-standard contract routing form must accompany all non-standard contracts expending  
787 A&S funds. The following signatures are required on the form:
- 788 A. Agency Director, RSO President, Department Head or Branch Head,  
789 B. Appropriate Advisor if applicable,  
790 C. Business Manager or their designee,  
791 D. President or their designee,  
792 E. Chief Officer of Student Affairs or their designee,  
793 F. Director of Environmental Health and Safety or their designee  
794 G. Office of the General Counsel  
795 H. Vice President for Administration and Finance or their designee.

796 **Chapter 852: Audits**

- 797  
798 852.1 Upon the request of internal audit, each Budget Director shall submit in writing to the Business  
799 Manager a Report of Budget Status, which will include expenditures to date.
- 800 852.2 The University Internal Auditor, President, Senate President, B&A Committee Chair, Treasurer,  
801 Chief Officer of Student Affairs, and/or the Business Manager may audit the A&S indexes.

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

- 803  
804 852.1 Purchasing Requisition Forms for all Centralized A&S indexes are to be processed by the  
805 Business and Accounting Office.

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806 852.2 After receipt of a processed Requisition by the UNF Procurement Services Department, a  
807 Purchase Order shall be issued and sent to the vendor. This Purchase Order shall authorize the  
808 delivery of goods or services.

809 852.3 When the goods or services are delivered or picked up by an organization, the vendor renders a  
810 bill or an invoice. Invoices for expenditure from all centralized A&S Fee indexes must be sent  
811 to the SG Business and Accounting Office.

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

813

814 854.1 Property Control

815 A. Any Item purchased through A&S Fees (including but not limited to, Property, Consumable  
816 Goods, and Durable Goods) is the property of the State of Florida, as administered by the  
817 Business and Accounting Office of the University of North Florida, and, as such, is subject  
818 to periodic inventory. Repeated loss or theft can be sufficient cause to require all property  
819 returned and deny further funding.

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

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

825 D. The Business Manager shall verify the inventory and notify the B&A Committee of its  
826 condition and make a recommendation of possible future use. All property items deemed by  
827 the Business Manager as surplus shall be disposed of through established University  
828 procedures, if the disposal is approved by the President.

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

831 1. The Business Manager and President must approve the use of all property that is classified  
832 as an Other Capital Outlay (OCO).

833 2. The Business Manager, President, or the appropriate Agency must approve the use of all  
834 property. Agency Advisors will maintain a property log and a check-out and check-in log  
835 for items that are maintained by that A&S funded entity. A Property Control Policy from  
836 each A&S funded entity shall be provided to the Business Manager

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

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839 Chapter 860: Assessment and Penalty Process

840  
841 860.1 Reassessment of budget lines may be deemed necessary upon any of the following:

- 842 A. Violations of the Finance Code occur.
- 843 B. Expenditures of funds inconsistent with the original intent of the approved allocations.
- 844 C. Projected A&S Fee Revenue is not met.
- 845 D. A Budget Transfer request.

846 Chapter 861: Freezing of Funds

847  
848 861.1 Freezing of indexes is a tool to ensure effective management of the A&S Budget.

849 861.2 Freezing of indexes can be utilized whenever:

- 850 A. Violations of the Finance Code occur.
- 851 B. Reassessment of the budget is required.
- 852 C. It is deemed necessary by the Business Manager.
- 853 D. It is deemed necessary by the Treasurer.
- 854 E. Expenditures of funds inconsistent with the original intent of the approved allocations.
- 855 F. It is deemed necessary by a three-fourths (3/4) vote of the B&A Committee.
- 856 G. It is deemed necessary by a two-thirds (2/3) vote of the Senate.

857 861.3 The Treasurer, the B&A Committee, or Senate may freeze the funds of an index for a period of  
858 time not to exceed ten (10) business days, or any line item within the index for the remainder of  
859 the current fiscal year. The Treasurer, B&A Chair, or the Senate President must notify, in writing,  
860 the entity, President, Business Manager, and the Director of the reason(s) for such action and  
861 the duration of the freeze.

862 861.4 The entity may appeal the decision to freeze under the normal appeals process (per Title V). If  
863 the decision is overturned, the funds will be returned to the entity. If the decision is upheld:

- 864 A. The index will be frozen to the end of the ten (10) business day decision, or
- 865 B. The line item will be transferred to Special Requests.

*SB-20S-3504: Title VIII Changes*

866 Chapter 862: Budget Deficits

867

868 862.1 No A&S funded entity may overspend their budget allocation without prior approval of the  
869 Senate by a two-thirds (2/3) vote.

870 862.2 Any A&S funded entity that acquires a deficit in an expenditure category in their index may be  
871 placed on probation by the Business Manager or by two-thirds (2/3) vote of the Senate. The  
872 probation shall be terminated when deficit is eliminated. While on probation the entity will not  
873 be eligible to receive additional funding unless granted by the Senate with a two-thirds (2/3)  
874 vote.

875 862.3 The Business Manager shall give Notice of Probation and Notice of Removal from Probation,  
876 in writing, to the entity, the President, the Senate President, and the B&A Chair.

877 Chapter 863: Penalty Measures

878

879 863.1 Misuse of A&S fees is an offense against the Student Body punishable by the B&A Committee  
880 and Senate.

881 863.2 If an A&S funded entity is found to be in violation of the Finance Code, Provisionary Language,  
882 or commits a major offense, the following actions may be taken:

883 A. On the first (1st) offense, in the same fiscal year, said entity shall again be placed on thirty  
884 (30) day probation and written Notice of Probation shall be provided by the Business  
885 Manager to the Chief Officer of Student Affairs and President. If said department is not  
886 within the Division of Student Affairs, written notice shall also be provided to the appropriate  
887 University Vice President.

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

892 C. If the A&S funded entity violates the Finance Code three (3) or more times in one fiscal year,  
893 the B&A Committee shall recommend further penalty measures to the Senate, which may  
894 include restructuring, disbanding, or freezing the funded index.

895 863.3 Upon suspension from the Student Involvement Center due to a major offense, an RSO shall  
896 be banned from accessing club funds for the current fiscal year, and shall be further banned from  
897 requesting Special Requests and Travel Requests from SG for the next two (2) fiscal years, not  
898 including the current fiscal year.



# SENATE LEGISLATION

## SB-20S-3504

*SB-20S-3504: Title VIII Changes*

- 899 863.4 When an A&S funded department or agency is placed on probation, the Budget Director of the  
900 index shall abide by the following during the probation period:
- 901 A. Monthly reports must be presented to the Senate on the entity's efforts to comply. The  
902 entity's Budget Director shall make the presentation.
- 903 B. All expenditures, budgetary matters, and funding requests of the entity must have prior  
904 written approval from the Business Manager.
- 905 C. The Budget Director and all officers of the entity on probation shall be required to attend  
906 and complete a Finance Code counseling session set up by the Business Manager and the  
907 B&A Chair.
- 908 D. At the end of each month all financial records of the entity shall be submitted to the Business  
909 Manager.

910 Therefore: Let it be enacted that the following changes to Title VIII of the SG Constitution and Statutes  
be made effective immediately upon passage.

Deleted: [redacted]  
Deleted: July 1, 2020.

911 **Legislative Action**

**Executive Action**

912 Author: Ally Schneider  
913 Sponsor: Markos Kampouroglou  
Committee: B&A  
Committee Action: N/A  
Date of Committee Action: N/A  
Senate Action: 25-0-0  
Date of Action: 4-3-2020  
Signed and Delivered to the Student Body President  
on this 3rd day of April, 2020.

Let it be known that SB-20S-3504 is hereby

**APPROVED** / VETOED / LINE-ITEM VETOED  
on this 3rd day of April, 2020.

Print Name \_\_\_\_\_  
Signed, \_\_\_\_\_  
*Student Body President John Aloszka*

Place Time Stamp Here

Place Time Stamp Here

Print Name Thatcher Hart  
Signed, \_\_\_\_\_  
*Student Senate President Thatcher Hart*