

Student Government Association of William Paterson University  
Financial Policies and Procedures  
FY: June 1<sup>st</sup> 2014 – May 31<sup>st</sup> 2015  
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## **I. Introduction**

The William Paterson University Student Government Association (SGA) oversees all student clubs and organizations chartered through the Association. In cooperation with the University Administration via the student activity fee, the SGA and its clubs and organizations provide academic, cultural, social and recreational activities for the student body as well as the rest of the University Community. These Financial Policies and Procedures are established in accordance with the SGA Constitution and By-Laws and will assist club officers and advisors in their understanding of the policies and procedures relating to the use of student activity fees. For additional information or further clarification, contact the SGA Vice President of Allocations or the SGA Financial Manager.

### **Accountability**

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The Allocation of Student Fees represents a responsibility of considerable proportion. The allocation and disbursement of student funds is an educational experience, which at William Paterson University is in the hands of the students with staff guidance and proper controls.

Effectiveness of these controls can be evidenced by the responsibility shared between student and advisor. All request for SGA funds must be initiated with a requisition approved by the student officer, advisor, Campus Activities Advisor, and authorized by the SGA Vice President of Allocations prior to a purchase order being issued. All purchase orders must be approved and initiated by the SGA Financial Manager.

Computerized or comparable reports of all the SGA's financial activity under the current budget must be printed out twice a semester and submitted to the SGA Vice President of Allocations. The SGA Vice President of Allocations must then report the same to the executive board and the Senate twice a semester. Additional requests for updates may be made at any time.

In addition to the above and proper accounting and auditing, the SGA Financial Policies and Procedures serve as a safeguard to the equitable allocation and disbursement of SGA Funds. It is understood that any student organization, club or association governed by the Student Government Association constitution will comply with the SGA Financial Policies and Procedures

No SGA Club or Organization can enter into a banking relationship outside the SGA. The SGA Vice President of Allocations and the Financial Manager must oversee all SGA monies. Violation of this will result in the freezing of funds, and possible suspension or deactivation of that club.

## II. SGA Fiscal Structure & Budget

The SGA Vice President of Allocations and the SGA Financial Managers shall oversee the budget and all fiscal matters of the Student Government Association. Funds received from the student activity fee will be allocated into the following accounts and student groups. Student Groups are to be classified by the Judicial Review Board (JRB) and there are two major categories of expense accounts under the SGA Budget: consisting of Administrative Accounts and Programming Accounts. A more detailed explanation of these accounts and student groups is as follows.

### Event Budgeted

***Event Budgeted Account:*** The event budgeted account, or Club Account, receives an annually determined portion of the estimated operating budget. Only event budgeted or newly chartered Annually Budgeted organizations may request funds from this account. If a club is active (i.e. club roster is completed, attendance at club council meetings, end of semester reports submitted to the SGA, and completion of SGA Financial Workshop) financial requests will be considered with the implementation of **Mission Based Programming**.

***Event Budgeted Organizations:*** those organizations open to all members of the Student Government Association and exist as specific interest groups. These organizations are entitled to approach the Allocations Committee with requests for funds from the Club Account. Newly chartered organizations under this classification may not request more than \$3,000.00 from the club account within the first two semesters, after that they are granted full access to the club account.

***Mission / Purpose Based Programming:*** Is defined as Programs, Services and Activities on or off campus primarily directed to the William Paterson University student community. These Programs, Services, and Activities should be planned to implement the organization(s) mission statement and core values. Examples include but are not limited to: guest lectures, off campus trips, etc. that are open to all students of William Paterson University. All requests for an activity (Performer, Publicity, Security, etc.) must be made at the same allocations meeting.

**Please note: No funds for food will be allocated for meetings for any clubs.**

### Sports Budgeted

***Sports Budgeted Account:*** These funds are set aside to recognize SGA chartered club sports. These organizations shall follow the same Financial Policies and Procedures as other clubs of the SGA, but their different needs warrant special attention:

- All Club sports are required to submit rosters, waiver forms, season schedules, and a budget to the SGA Financial Manager prior to any practice or team activity so that insurance can be secured by the SGA. No sports-budgeted organization will be considered active without insurance. Membership is limited to WPU students only.

- Any personal equipment, uniforms, or clothing required for a club sport must be paid for in full by its members. Checks will be issued by the SGA to pay for these items provided that funds have been previously deposited by the club sport for that purpose.
- All financial agreements with outside vendors, recreation facilities (stables, bowling alleys, rinks, playing fields etc.) must be authorized by a purchase order prior to any verbal agreement.
- Accident or catastrophic insurance are covered by the SGA for all sports budgeted organizations officially chartered by the SGA.
- The Budget Committee shall approve SGA Funding for sports budgeted organizations during the annual budget process.

***Sports Budgeted Organizations:*** Are those inter-collegiate, competitive sports organizations open to all members of the organization. Note that the club membership does not guarantee a student competitive participation. Sports Budgeted organizations will be eligible for a specified line item budget to be determined annually.

Newly Chartered Sports Budgeted organizations will receive \$1,500 from the contingency line and are eligible to request the same amount for the first two fiscal years. They will be eligible for a full line budget item after two years of active and competitive participation.

#### Annually Budgeted Organizations

Annually Budgeted Organizations are those organizations open to all members of the Association. These organizations shall be granted an annual line item budget from SGA funds for the development and implementation of activities that are of general interest to the entire WPU Community.

#### Traditional Program Accounts

These line items are annually determined accounts for traditional SGA annual activities created to supplement the Event Budgeted Account.

In requesting funds for traditional theme celebrations (i.e. African Heritage Celebration, Latin Heritage Celebration, Women's History Celebration, and Asian Heritage Celebration), the committee must submit all finance requests as one complete package to the SGA Vice President of Allocations three weeks prior to the celebration's start in order to ensure that budget requirements are maintained. If a traditional program account would like to patronize an event with an annually budgeted or event budgeted organization, they will only be allowed to do so after they have used 75% of their allotted annual budget.

All proceeds generated from these budget lines are returned to the account from which they came.

#### Community Service Account

The Community Service Account receives an annually determined portion of the

estimated working budget. Funds from this account are allocated to encourage a spirit of one-on-one student interaction with nursing homes, and other institutions, thereby promoting volunteerism among students in order to benefit the community. However if the SGA Vice President of Allocations and/or the Allocations Committee find the objective of an event as providing a service to the community, funds may be granted from this line. Any funded club or organization may ask the SGA for funds from this account.

Examples of requests include transportation to and from community agencies, snacks, crafts for residents, etc. No speakers will be funded from this line item.

All requests must be presented to the Allocations Committee following the same procedures as is necessary for Club Account requests. All such activities must be advertised as funded and sponsored by the Student Government Association.

### Special Projects Account

The SGA President must approve all funding requests from this account. Proposals for funding must be presented by the SGA President to the Executive Board prior to any commitments. As with all SGA funds, disbursements from this account should benefit all or most students. Special projects should not supplant funding already provided for in other lines of the SGA budget. In case of emergency or during a non-regularly scheduled executive board meeting, non-traditional forms of voting will be accepted. Events passed during an emergency or non-regularly scheduled executive board meeting have to pass by unanimous approval.

### Organizational Profit (OP) Accounts

Organizational Profit (OP) for an Event Budgeted, Independently Budgeted, Sports Budgeted organization or a class is revenue raised independent of SGA funding (proceeds from bake sales, raffles, member dues, etc.) For an Event Budgeted or class, a percentage of income from SGA-funded activities as defined under "Deposits" in the Financial Policies and Procedures is considered organizational profit. If an organization does not make a profit on an activity, any income received would revert back to the SGA budget line item from which it came.

The process to request funds through the OP account follows the same procedures and timing requirements as any other SGA event or financial request. However, OP account funding requests under \$250 can be approved one week in advance. Attendance to the Allocations Committee is not mandatory unless encouraged by the SGA Vice President of Allocations. The OP may be accessed by the club president or treasurer, with the approval of the respective advisor, CASL representative and SGA Vice President of Allocations and/or Allocations Committee. In addition, a club may access their OP account if sanctioned by the Student Government Association. Sanctions only apply to access to the club account. Failure to follow these guidelines will result in the Treasurer

freezing the remaining funds.

### Public Relations Committee Line

The SGA Public Relations Committee must approve all funding requests from this line. Proposals for funding must be presented by the SGA Vice President of Public Relations to the Public Relations Committee prior to any commitments. Funds requested from this line shall follow the policies set forth by the SGA Financial Policies and Procedures. Funding from this line should only be used for constitutionally mandated purchases, and events.

### Open Forums Line

The SGA Academic Affairs Committee and The Student Life Committee must approve all funding requests from this line. The purpose of this line is to fund Constitutionally Mandated open forums for both Academic Affairs and Student Life Committees. Proposals for funding must be presented by the SGA Vice President of Academic Affairs or SGA Vice President of Student Life to their committees prior to any commitments. In order to receive funding from this line, the requestors shall follow the policies set forth by the SGA Financial Policies and Procedures. Funds for elections forums will also come from this line, and will also be accessed by the Judicial Review Board.

### Budget Committee

The Budget Committee will meet during the spring semester to determine the Allocation of the Student Activity fees. The Committee shall consist of the SGA President, SGA Executive Vice President, SGA Vice President of Allocations, the SGA Financial Manager (As a voting Member), and three senators of the Allocations Committee, which will be chosen at the discretion of the Vice President of Allocations.

Annually Budgeted and Sports Budgeted organizations shall provide a line item budget for their organization for the budget committee to review. Line item budgets must be submitted to the SGA Vice President of Allocation by the deadline set forth by the Vice President. The budget committee will review the entire SGA Budget to allocate funds based upon estimated fees provided by the University Administration. The Proposed SGA Budget will then be forwarded to the Executive Board, Senate, and the William Paterson University Auxiliary Organization for approval

Any modifications or recommendations made by the senate, must be approved by 2/3 majority at the same meeting. No modifications passed the first senate meeting will be remanded to the budget committee. If the proposed budget is not approved before the end of the fiscal year 25% of the proposed budget shall be reserved by the new administration until such time as a budget is properly approved.

Please note, during the course of the year budget modifications may be made based on recommendations from the Allocations Committee to the Executive Board

### III. Accessing SGA Funds

#### Financial Request

An Event Budgeted organization may request up to \$15,000.00 for an event / per event, but no more than \$20,000 per organization per academic year. Depending on the size of the event/activity the Office of Campus activities may recommend a **partnership** for the event/activity. A student representative from the event sponsoring organization must be present at the Allocations Committee Meeting to explain the nature of the request.

Partnership: A partnership is defined as collaboration between an event sponsoring club and another event or annually budgeted organization to aid in event planning.

All forms and Financial Requests must be approved by all necessary committees/boards following this cost timeline. Event budgeted and Annually Budgeted organizations shall follow this cost timeline.

Cost	# of weeks prior to the activity.
\$00.01 - \$1,000.00	2 Weeks
\$1,000.01 - \$5,000.00	3 Weeks
\$5,000.01 - \$20,000.00	5 Weeks
\$20,000.01 - Over	8 Weeks

All event information (financial requests, quote information, pre-contract information and co-sponsorship information) must be completed on-line before consideration is made. Advertising (flyers/*Beacon* advertisements, etc.) and all backup documentation must be submitted at this time as well for approval by the Committee. The Office of Campus Activities and Student Leadership will provide overall assistance in planning the activity.

In order for an organization, and certain committees to access SGA funds they must be chartered by the SGA and maintain an active Status. The president and the treasurer of each organization must attend and complete a Financial Workshop. Financial Workshops are held between the SGA and the Office of Campus Activities and Student Leadership. The process for accessing these funds is as follows:

- A. Club or Organization must be Chartered and Recognized by the SGA
- B. The President and Treasurer of each organization must attend and complete a Financial Workshop
- C. After each Treasurer and President completes the Financial Workshop, they gain access to the SGA Financial System and are granted permission to submit Funding Requests
- D. The funding Process

1. Gather event details (i.e. costs, location, pre-contracts, Ticket prices, bus quote etc.) and present them to your perspective organization and pass the amount required for your event. **No Financial request will be processed without all required event information.**
2. Stage 1: Once your organization has approved the event, enter the event details into a funding request on pioneer life. Following the Cost timeline on Page eleven (7) As you submit your funding request also submit an event form.
3. Stage 2: Meet with your club or organizations advisor to go over the specifics of the event. Upon the approval of your advisor, they may move your request from Stage 1 to Stage 2 on Pioneer Life.
4. Stage 3: Once your Advisor moves the request to stage 2, you then meet with an Advisor at the Office of Campus Activities to go over the specifics of the event, and any finishing touches. The Campus Activities advisor moves your funding request from Stage 2 to Stage 3. This approval allows for you to attend the Allocations Committee Meeting.(Only event sponsoring organization attends this meeting)  
**Note - In order for your event to be heard at the following allocations meeting, your event must be approved and on stage 3 by the Wednesday by the end of business.**
5. Once your event is on Stage 3, your event will then be heard at the following Allocations Committee Meeting. Once your event is heard, and approved the Vice President of Allocations Will move the Funding Request to stage 4.
6. Once funding request is on stage 4, the SGA Financial Manager will then issue a P.O. (Purchase Order). As your purchase order is assigned, if checks were requested they will be made for pick up once all paperwork is finalized. If the use of the SGA Credit card is required, with the P.O. number assigned to your request, you can sign the SGA Credit out from the Office of Campus Activities.
7. After your event has taken place, the sponsoring organization has three (3) business days to submit a post event evaluation. If the sponsoring organization fails to do so, they will immediately be put under financial probation.

### Financial Workshop

Financial workshops are informative sessions for all SGA chartered clubs held by the Treasurer and/or SGA Financial Manager in order to explain the SGA financial system, procedures and guidelines. Attendance at a financial workshop is mandatory in order to access funds. Financial workshops are generally held at the beginning of the fall and spring semesters and must be completed annually by both the organization's President and Treasurer prior to requesting funds. It is the responsibility of the President and Treasurer to inform their advisor of all SGA policies and procedures. Advisors are encouraged to attend a Financial Workshop.

Additionally all Annually Budgeted organization'/celebrations committee chairs, SGA Executive board and vice chairs who access funds are required to attend a workshop annually as well. All other officers are welcome to attend. Additional workshops for



newly formed clubs and newly elected officers will be held during the year by the Office of Campus Activities and Student Leadership.

### Club Approval Boards

Certain organizations within the Student Government Association (Beacon, Student Activities Programming Board, Greek Senate, and Sports Clubs) have boards that must approve the accessing of their funds. Before a financial request is approved by the SGA, the request along with all required respective organization, club adviser and a representative from the Office of Campus Activities must approve backup documentation.

Minutes must be maintained and a copy reflecting approval of all financial decisions shall be forwarded upon request to the SGA. Any requests of an extraordinary nature may require additional approval from the SGA Allocations Committee.

All financial requests must follow the same procedures as requests for funding for any SGA activity. If the activity is under \$1000 in cost, funding must be passed at least two weeks prior to the actual activity. If the activity is under \$5,000 in cost, funding must be passed at least three weeks prior to the actual activity. If the activity is over \$5,000 in cost, funding must be passed at least five weeks prior to the actual activity, and be approved by the SGA Senate.

Programming requests must include **all** expenses associated with a given activity and must be requested at the same meeting. Upon approval by the board the organization's treasurer (or president) approves the requests, which are then reviewed by a Campus Activities advisor. After Campus Activities approval, requests are sent to the SGA Vice President of Allocations and Financial Manager for review. **No financial request will be processed without all required event information.**

## VI. Allocations Committee

The Allocations committee of the Student Government Association makes recommendations to the Executive Board, and the Senate and also takes action on all Financial matters. The SGA Vice President of Allocations chairs the Allocations Committee or the Allocations Committee Vice Chair in the SGA Vice President of Allocations' absence. The Allocations Committee is comprised of up to thirteen (13) members. Using the Following Breakdown:

- (1) Vice President of Allocations
- (8) Senators
- (4) Senators at Large

The Allocations Committee's main responsibilities, include, but are not limited to the approval of the following:

- Any Variation in spending above excess of the approved budget must be brought to the attention of the Allocations Committee prior to any commitments made

- All financial requests funded by the SGA
- Any expense for any club that might be considered out of the ordinary (Capital Improvements etc.)
- All Changes in Salaries, Commissions, and Advertising rates (See Policies)

The Allocations Committee meets once every week whenever classes are in session. The SGA Executive Board acts as the Allocations Committee whenever classes are not in session, or the Allocations Committee is not Able to Conduct Business during their regularly schedule time.

All Event Budgeted club requests up to and including \$5,000.00 require approval of the Allocations Committee. Requests over \$5,000.01 require the Allocations Committee, and SGA Senate Approval. Request must include all expenses of a given activity. If any additional expense should arise, the SGA Allocations Committee will determine if the nature of the expense is the result of poor planning or unforeseen circumstances. The Allocations Committee can then entertain unforeseen expenses.

#### Items Requiring Executive/Judicial Review and Senate Approval

1. Financial Request Appeals
2. SGA Budget
3. Amendments to the SGA Financial Policies and Procedures

#### Financial Request Appeals

All initial financial requests are appealable. If an organization is unsatisfied with the decision of the Allocations Committee, the organization may appeal the decision to the Vice President of Allocations to be presented at the following Allocations Committee Meeting. The appeal must be submitted in writing to the SGA Vice President of Allocations, within 48 hours after the first vote, for the appeal to be heard. An appeal can only be made if unforeseen circumstances have occurred and new evidence is found. During the Allocations Committee Meeting, the Vice President of Allocations will yield the chair to the Committee Vice Chair to before a motion to hear the appeal is made. The Vice President of Allocations will discuss the appeal and relay all event information to the Allocations Committee. After the Vice President of Allocations as presented the minutes and all other information to the Allocations Committee, a member of the board may motion to hear the appeal. If the Decision stands, the club may appeal to the SGA Senate within 24hrs who has the final say on all SGA Financial matters. If an appeal to the senate is made, the Vice President of Allocations will present all event information to the senate. If the senate choses to hear the appeal, a member form the senate shall call for a motion to hear the appeal.

## V. Event Information & Necessary Forms

The following information must be submitted for both funded and non-funded events. All event information (except online event scheduling) should be submitted on-line via the SGA Financial System: [wpunj.collegiatelink.net](http://wpunj.collegiatelink.net).

- I. Online Event Scheduling – Must be completed on-line in order to reserve any room or space on campus. This is the first step in scheduling an on-campus activity and must be completed with the Office of Hospitality Services. The on-line event scheduling page is available at [www.wpunj.edu/studentcenter/](http://www.wpunj.edu/studentcenter/). A print out of the email confirmation for campus space must be included in the Financial Request information that is submitted
- II. On Campus Event Information – Must be completed for all on campus activities. The Office of Campus Activities advisor and a student member for the organization must review the information. This information may accompany all financial requests and backup documentation prior to approval.
- III. Off Campus Event Information – Must be completed if activity planned is off campus and requires transportation, ticket, and student contact information. Information must be reviewed by a member of the Office of Campus Activities and Student Leadership and must accompany all financial requests and backup documentation prior to approval.
- IV. Financial Request Information – Utilized to initiate a funding request and must include all required details and any supplemental backup documentation. An authorized officer (President / Treasurer that have completed a current financial workshop) as well as the organizations advisor and staff member from the Office of Campus Activities are required to approve all financial requests. Each request is then approved by the SGA Vice President of Allocations and then processed into a purchase order by the SGA Financial Manager.
- V. Pre-Contract Information: includes information required in order to book performers for an activity. Information including the performer's references and previous appearances must also be submitted to the appropriate treasurer. Information must be submitted online with the financial request before a formal request for a contract can be made

**Contract**-A contract is a written binding agreement between two parties.

**Please note: Students, advisors, and coaches are not authorized to enter into a contract on behalf of the SGA or William Paterson University.**

The official performance agreement is in triplicate (SGA, performer, and Office of Campus Activities and Student Leadership copies). This is the only approved document to be used for activities involving speakers, performers or agencies of any type that appear on campus. Contracts provided by a performer or agencies representing the performer will not be accepted or endorsed by the Office of Campus Activities and Student Leadership. All performer information must be included on the financial request

and pre-contract information prior to approval. All contracts must be signed by the performer and a representative of the Office of Campus Activities and Student Leadership.

Upon approval of SGA funds, the Office of Campus Activities and Student Leadership:

1. Receives the approved pre-contract information from the SGA Financial Manager and generates a University contract.
2. Sends the contract via email or regular mail to performer for approval.

Upon receipt of contract back from performer:

1. The Office of Campus Activities and Student Leadership assesses any changes and initials them.
2. The Office of Campus Activities and Student Leadership sends contract to SGA Bookkeeper.

**Please note the following:**

- No contract for an SGA funded activity will be approved without a purchase order.
- Contracts must be submitted two, three or five weeks prior to the activity (based on funding amount) to guarantee payment of performer on day of performance. If the performer has not signed the contract two weeks prior to activity, the activity can be canceled.
- No club can advertise a performer unless there is a written contract with that respective performer.
- No deposits will be processed for contracted performers or vendors.

**Quote Information**-Consistent with the philosophy of obtaining the best value for general services or items (excluding performers) clubs should include three (3) vendor quotes for general items or services over \$600. Paper quotes are required to be submitted as backup documentation for a financial request for general items or services.

If it is deemed necessary to accept other than the lowest price for a general service or item, the reason must be documented. SGA members who purchase goods/services with vendors who are family members, university employees or fellow students must disclose that information.

**Food Service Quote Form** -The form verifies the quantity, description and cost of the food required for an activity. It must be filled out and signed by a Catering Office representative and submitted as backup documentation for a financial request. The form must be reviewed by advisor, Campus Activities representative, SGA Vice President of Allocations and SGA Financial Manager.

**Post-Event Evaluation Form** -Event budgeted clubs and organizations shall be required to submit a post-event evaluation form to the SGA Vice President of Allocations or SGA Financial Manager no later than three business days after the date of the event. The information from the form shall be used by the Allocations Committee when reviewing the same or similar event in the future. Failure to submit this form may result in financial probation or financial suspension by the SGA Vice President of Allocations.

Annually budgeted clubs, organizations, Committee Chairs and Vice Chairs shall be required to submit a post-event evaluation form to the SGA Vice President of Allocations no later than three business days from the date of the event. Post Event Evaluation forms could be found on Pioneer Life under campus links. The information from the form shall be used by the club approval board when reviewing the same or similar event in the future. Failure to submit this form may result in financial probation by the SGA Vice President of Allocations.

**Deposit Summary**-Form is used when making a deposit with the SGA. The summary should contain complete deposit information including club name, date, activity and amount of deposit. Form should be signed by recipient of funds and individual depositing funds.

**Acknowledgement Release Form**-All students who attend a financial workshop must complete an Acknowledgement Release Form. This form verifies that each student has agreed to abide by the Financial Policies and Procedures and understands all rules and policies of the SGA's financial system.

## VI. Financial Policies and Procedures

### **Advertising**

All SGA funded activities must be advertised to all students. Most often this takes the form of flyers or an advertisement in *The Beacon*. All advertisements must contain name of activity, location, date and time of activity, sponsoring club, admission cost, and must state “Funded by the Student Government Association.” Any deviation should be brought to the attention of and approved by the Allocations Committee. If event is a partnership, all collaborating organizations should be listed.

### **Advertising Rates**

Changes in ad rates must be approved by the appropriate publication board and then brought to the Allocations Committee for approval. SGA organizations must always be given an advantage over the off campus advertiser.

Rates for both SGA and the outside advertiser must be published and circulated within the SGA. All invoices/checks received must agree with published rates.

### **Alcohol**

Student Government Association funds shall **not** be used to purchase any alcoholic beverages, for any on- and off-campus activities. Any organization not adhering to this policy faces a freezing of **ALL** funds and the possibility of charter suspension and position removal.

### **Bus Transportation**

When procuring bus transportation please:

- Discuss your trip and transportation requirements with the Office of Campus Activities.
- Obtain three quotes and submit quote information along with your financial request.
- It is recommended that all buses approved charge per the SGA ticket policy, or at least a minimum of \$2.00 per person.
- Once a financial request is approved and a purchase order number has been assigned, the student organizer must provide a purchase order number to the bus company to confirm the bus service. Specific details regarding pick up, location, destination address and times should be confirmed as well by the student organizer.
- Forty-eight (48) hours prior to the trip, a review of the number of tickets sold is to be conducted. The sponsoring organization in consultation with the Office of Campus Activities and Student Leadership will determine if the trip is to be canceled due to a lack of ticket sales.
- If bus transportation is to be canceled, please notify the SGA Financial Manager and the Office of Campus Activities and Student Leadership as soon as possible.

### **Car Service**

Car service can be requested for performers by submitting a financial request with the event information.

### **Cancellation/Postponement of an Activity**

The Scheduling Office in Hospitality Services and the Office of Campus Activities and Student Leadership adviser in charge of the activity must be notified if an activity has been rescheduled or canceled. If an order was placed with the Catering Office, they must be notified as soon as possible. If it is a funded activity, the SGA Financial Manager and the SGA Vice President of Allocations must be notified as well. Failure to do so may jeopardize future requests for space and funding.

### **Conferences**

“Annually- Budgeted” Organization officers may use part of their respective club’s annual budget for all reasonable expenses associated with conferences or retreats emphasizing leadership and programming development.

Additionally, members of the SGA Senate **limited to the Executive Board** may request funding from the SGA Conference Line for expenses associated with conferences emphasizing leadership and programming development.”

Event Budgeted clubs may attend conferences from the Club Conference Line. Only Executive Officers are eligible to attend. The requesting club must have held three (3) SGA funded events in the same semester before gaining access to the conference line. All events that require funding from the conference line must be billed before the end of the current fiscal year. All Spring events may be considered for summer conventions, at the discretion of the allocations committee.

Conference attendees shall submit a written report detailing learning outcomes within five business days after the conference to the SGA Vice President of Allocations or SGA Financial Manager. Failure to submit this report may result in individual financial probation or financial suspension by the SGA Vice President of Allocations.

### **Partnered Activities**

The SGA encourages club to work together to promote participation and interaction amongst themselves as well as to foster attendance at activities. If an event/activity has a partnership / or is assigned a partnership is to share equal responsibility of the event, and aid each other throughout events. The Office of Campus Activities and Student Leadership has the authority to assign a partnership. All Partners must adhere to the SGA Financial Policies and Procedures.

### **Copy Machine**

SGA clubs and organizations are assigned a limited number of copies on the SGA copy machine. Copying requirements exceeding that limit will be assessed a minimal charge by the SGA. All revenue will be recorded and deposited into the Copier Account.

### **Credit Cards**

SGA clubs and organizations have access to two (2) credit cards. The following policy relates to usage of credit cards:

\* Usage of the card must be authorized by a purchase order number only, issued upon

approval of the financial request. The purchase order number must be presented to the Office of Campus Activities representative when requesting a credit card.

\* Usage of the credit card is limited to the respective President and Treasurer of the requesting club or organization. This privilege is also extended to the executive officers of the SGA and respective chairpersons of SAPB, Beacon and Greek Senate.

\* In the event the credit card is lost or stolen after SGA operating hours, immediately contact the credit card company or SGA Financial Manager.

\* Amount of purchase should not exceed amount approved by the SGA purchase order.

\* In the event that an amount charged excessively exceeds what was authorized by the Allocations Committee and/or SGA Vice President of Allocations, funds for the club or organization will be frozen until the money has been paid back into the respective account. Additional disciplinary actions may be taken by the university if the credit card policy is violated.

\* Credit card must be picked up and returned the same day. Proper planning and time management is recommended when requesting the credit card.

\* Since signer is responsible for the card during the time signed out, it should never be transferred to anyone else. Card must be picked up, used, and returned by the President or Treasurer.

\* Receipts for purchases/credits must be submitted at the same time the card is returned to the Office of Campus Activities with purchase order number on the receipt. Any change in vendors should be noted on the receipt at this time.

\* Receipts must be clearly marked if merchandise/services are not to be charged to the same line item and/or more than one purchase order number.

\* The individual in charge of the budget line must initiate use of the credit card for a purchase against the respective SGA budget line.

### **Deposits**

All revenue collected as a result of any SGA activity (even if revenue is generated as a result of an OP Account) should be deposited with the SGA Financial Manager or SGA Bookkeeper on a daily basis. Deposit summaries should contain complete information regarding club name, date, activity, amount, etc. and given to the SGA Financial Manager or Bookkeeper when depositing funds.

Absolutely no reimbursements or remuneration for services rendered can be made from ticket sales or any cash receipts. Club presidents/treasurers are responsible for the deposit of all cash receipts.

Any violation of the above policy can result in the suspension and/or deactivation of an organization's charter.



### **Food Service Policy**

In collaboration with Food Service, the SGA has established guidelines concerning the use of food at SGA chartered club activities.

All food at club events must be purchased through Food Service/Sodexo.

Examples of food that must be purchased through Food Service:

Cold Food:	e.g. cold cuts, sandwiches, salads, etc.
Hot Foods:	e.g. hot platters, pizza, soup
Drinks:	e.g. coffee, tea, soda, water

### **Note:**

Under no circumstances may electrical appliances be utilized by an organization.

### **Food Service Procedures**

The following procedures must be followed for a club or organization to obtain food for an activity:

1. Food Service Quote Form is filled out in the Food Service Office three to four weeks prior to the activity.
  2. Financial requests are submitted and approved by the appropriate SGA committee or board for approval.
  3. After approval the SGA Financial Manager issues a purchase order number to the food request.
  4. Student organizer confirms food order via the Quote Form directly with Food Service after funds have been approved and purchase order has been issued.
- Confirmation of any food quote requires a minimum of five (5) business days notice for small requests and up to eight (8) working days for larger requests. Cancellation of a food order requires 48 business hours notice to Food Services.

It is imperative that clubs abide by the guidelines, clean up, and remove all remaining food at the conclusion of an activity. If cooperation is lacking, the privilege that the SGA clubs have gained will be revoked.

### **Fundraising**

Any student group interested in fundraising must complete a fundraising application with the Office of Campus Activities at least 4 weeks prior to the commencement of the activity. Raffles require a proper permit unless something of equal value is given when ticket is purchased. In accordance with the Food Service contract, fundraisers involving baked goods must be home baked not purchased. See the Office of Campus Activities and Student Leadership for further information.

### **Lodging and Meals**

Whenever funds are requested for hotel rooms, the Allocations Committee can authorize up to \$100 per day per person. Whenever funds are requested for meals the Allocations

Committee can authorize up to \$50 per day.

If the intended destination warrants higher than average consideration, you may consult the Federal Government Website at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem) which lists each major destination and rate and attached copy to your request to justify higher rates.

Receipts must be submitted no more than five (5) business days after the return from the conference/conventions. Any funds not accounted for must be returned to the SGA.

### **Purchase Order**

SGA generated document that Authorizes a purchase transaction. It sets forth the descriptions, quantities, prices, discounts, payment terms, date of performance or shipment, other associated terms and conditions, and identifies a specific vendor. After approval by the SGA Vice President of Allocations, the purchase order is assigned a number and processed by the SGA Financial Manager. No purchase is authorized by the SGA without a purchase order from the SGA Financial Manager.

### **Salary/Commission**

The following policy applies to salaries or commissions generated by all organizations of the Student Government Association.

- i. Students should be checked for good academic standing prior to hire (2.0) at the start of each semester with the exception of key leadership positions as defined by University handbook.
- ii. No more than one SGA salaried, commissioned, or hourly wage position per student, per semester.
- iii. Paid positions not to exceed 20 hours per week per college policy.
- iv. All open salaried positions must be advertised for two weeks outlining details of position and salary with all applications remaining on file for a minimum of one year.
- v. The club and the SGA Allocations Committee must approve new position, salary and commission changes in minutes prior to assuming the responsibilities for that position.
- vi. Students receiving an hourly wage, salary or tuition reimbursement from the SGA is not eligible for commission.
- vii. Any proposed changes/additions to salary, commissions, ad rates, etc. must be based upon documentation submitted at the time of the request.
- viii. Up to 15% commission on news ads only. (New ad is defined as an ad that has not run for a minimum of two full semesters). Commission would be paid on the first five (5) runs for ads generated on the initial contact providing the advertiser is charged the published outside rate and copy of check and ad is submitted.

### **Ticket Policy**

#### **1. Student Ticket Policy:**

The WILLIAM PATERSON UNIVERSITY SGA student ticket price for all events and activities, in which a ticket price is recommended by the Office of Campus Activities and Student Leadership must use the following formula to determine the cost of the ticket.

The total amount of the event is divided by the total number of the tickets made available to William Paterson students then multiplied by 25% of the overall per person less approved complimentary ticket cost associated with the event. The SGA Allocations Committee reserves the right to increase prices based on special circumstances:

$$\frac{\text{Total Amount of the Event}}{\text{Number of tickets sold}} \times 25\% = \text{Ticket Price for Students}$$

- i. The WILLIAM PATERSON student price for all events or activities, which fall over the price range totaling \$7,500+, are to be enforced at the discretion of the SGA Allocations Committee, or the appropriate approval body.
- ii. In the case of an event that is intended for fundraising purposes, prices may be set for the event at the discretion of the SGA Allocations Committee or the appropriate approval body.

## 2. Guest Ticket Policy:

The WILLIAM PATERSON guest ticket price for all events and activities, in which a ticket price is recommended by the Office of Campus Activities and Student Leadership must use the following formula to determine the cost of the ticket price.

### a) On Campus-

The total cost of the on campus event is divided by the total number of the tickets made available and then multiplied by 100% of the overall per person less approved complimentary ticket cost associated with the event. The SGA Allocations Committee reserves the right to increase prices based on special circumstances:

$$\frac{\text{Total Amount of the Event}}{\text{Number of tickets sold}} \times 100\% = \text{Ticket Price for Guest on Campus}$$

### b) Off Campus-

The total cost of the off campus event is divided by the total number of the tickets made available and then multiplied by 60% of the overall per person less approved complimentary ticket cost associated with the event. The SGA Allocations Committee reserves the right to increase prices based on special circumstances:

$$\frac{\text{Total Amount of the Event}}{\text{Number of tickets sold}} \times 60\% = \text{Ticket Price for Guest off Campus}$$

- i. The ticket price for all events or activities, which fall over the price range totaling \$7,500+, are to be enforced at the discretion of the SGA Allocations Committee, or the appropriate approval body.
- ii. In the case of an event that is intended for fundraising purposes, prices may be set for the event at the discretion of the SGA Allocations Committee, or the appropriate approval body.
- iii. The first five business days of ticket sales shall be reserved for “student-only” sales. Ticket sales will be made available to guests, when applicable. Ticket sales must be coordinated and facilitated by the Office of Campus Activities and Student Leadership unless otherwise approved by the SGA Allocations

Committee and the Office of Campus Activities and Student Leadership.

**Ticket Sales**

In an effort to offer fair and equal access to advanced ticket sales, with limited exceptions, all ticket sales occur through the Office of Campus Activities and Student Leadership. Advertising is provided by the student groups as well as either additional flyers or a specialized itinerary with all related information for each ticket buyer.

**Complimentary Ticket Policy**

Any club or organization that sponsors an activity on campus may distribute a specified number of complimentary tickets for those students involved in the coordination and implementation of the activities pending approval by the SGA Vice President of Allocations or SGA Allocations Committee.

The number of complimentary tickets to be distributed must be presented and approved, along with the respective financial request, at the SGA Allocations Committee meeting or Club Approval Board meeting.

For off campus activities the student organizer(s) will be given one complimentary ticket per organization. In addition, one advisor will be given a complimentary ticket.

## VII. VIOLATIONS OF FINANCIAL POLICIES AND PROCEDURES

Any organization or individual found not to adhere to the procedures and guidelines faces the possibility of financial probation or financial suspension (see 2) by the SGA Vice President of Allocations. In some cases violations of these guidelines may indicate more serious consequences. All corrective actions that result in disciplinary recommendations may be appealed to the Allocations Committee in writing no later than 5 business days after the issuance of the disciplinary action. The Allocations Committee shall set a hearing date within 10 business days from the notice of appeal (see 1). The Judicial Review Board shall formulate any subsequent recommendations.

### 1. Allocations Committee Appeals Procedure

- A. Appeal meeting procedure is as follows:
  - i. The SGA Vice President of Allocations will yield the chair to the Allocations Committee Vice Chair for the duration of the appeal.
  - ii. If the Allocations Committee does not have quorum, it will reserve the right to reschedule the appeal.
  - iii. Both the appellant and the SGA Vice President of Allocations will be allotted 5 minutes to speak with a one-time 2-minute extension opportunity approved only by committee vote.
- B. . The SGA Vice President of Allocations will speak briefly about his/her decision.
- C. The appellant will present their appeal case.
  - i. The committee may ask questions of all parties involved.
  - ii. The chair (Allocations Committee Vice Chair) will call for a motion to hear the Club's appeal.
  - iii. The Chair (Allocations Committee recording secretary) will call for a motion to have closed deliberations, to vote on final results.
  - iv. The appeal will require a simple majority vote in favor of granting the appeal, denying the appeal, or changing the original consequence. The appellant will be notified of the committee's decision verbally and in writing no less than 5 business days after the appeal is heard.

Both speakers will be given an allotted time of 5 minutes to speak (with two, two minute extensions if needed and approved.) The committee must be allowed to questions.

### 2. Definition of Consequences

- A. Club financial probation shall be defined as: All club financial activities will be closely monitored by the SGA Vice President of Allocations for a set period of time to be determined by the SGA Vice President of

Allocations. In the event that the club violates the Financial Policies and Procedures during the probationary period, they will be put up for financial suspension.(See C)

- B. Individual financial probation shall be defined as: All individual financial activities will be closely monitored by the SGA Vice President of Allocations for a set period of time to be determined by the SGA Vice President of Allocations. In the event that the individual violates the Financial Policies and Procedures during the probationary period, they will be put up for financial suspension. (See D)
- C. Club financial suspension shall be defined as: the club's access to SGA funds, including fundraising and co-sponsoring, shall be prohibited for a set period of time to be determined by the SGA Vice President of Allocations.
- D. Individual/Committee Financial Suspension shall be defined as:
  - 1. Revocation of signing privileges on all SGA financial paperwork
  - 2. Planning, implementing and coordinating any SGA funded activity is prohibited for a set period of time to be determined by the SGA Vice President of Allocations.
  - 3. Planning, implementing and coordinating any fundraising activities affiliated with any SGA chartered club/organization is prohibited for a set period of time to be determined by the SGA Vice President of Allocations.
- E. SGA Vice President Financial Suspension:
  - i. Revocation of signing privileges on all SGA Financial Paperwork, in this instance their Vice Chair will gain signing privileges.
  - ii. Planning, implementing or coordinating any SGA Funded activity is prohibited for a set period of time to be determined by the SGA Vice President of Allocations
  - iii. Any financial requests must be approved by the SGA Vice President of Allocations prior to committee approval.

Note: After an organizations/individual/committee has been on financial probation twice, the third time will be an immediate financial probation, per year.

## **VIII. FINANCIAL MANAGER - JOB DESCRIPTION**

The Job Description for the Student Government Association's Financial Manager shall read as follows:

1. Responsible for the administration, maintenance, and security of the SGA financial system, including investment of reserve funds in cooperation with the SGA Senate. The intent of this statement is that the person in this position will be responsible for ensuring the safety of actions concerning the expenditure of SGA funds. This means the creation and updating of our own SGA financial system, provide an alternate system of continuing financial services for the SGA in the event of an unforeseen crisis (the computer system goes off-line), and ensures that all SGA checks and deposits are protected and kept in a secure location. Investment of reserve funds will be done in conjunction with SGA wishes.
2. Responsible for the proper flow of all documents relating to the SGA financial system, including the timely approval of invoices.
3. Provide financial advice to SGA officers, nurture and assist SGA Vice President of Allocations in their role, including conducting workshops. Here, the intent is to convey the sense of guidance that a person in this capacity could provide. It is to be understood that never is the SGA Financial Manager to make the actual decision for any of the SGA members, but rather to aid them in making the actions of their decisions sound. It is in the expectation of the SGA that student leaders assume responsibility for all facets of their positions. In the case of a member acting in an inappropriate and/or detrimental capacity with the funds of the SGA, the SGA Financial Manager shall have the power to override that person's action. After such action has taken effect, the SGA Financial Manager must bring this to the attention of the Executive Board of SGA.
4. Be responsible for weekly submission of financial state of affairs. This simply means that the SGA Executive Board should receive a report during the Executive Board meeting under advisor's comments.
5. Responsible for providing expertise in the creation of budgets. Here again, it is encouraged that the students utilize their own ideas, but that the SGA Financial Manager nurtures their process. Responsibility should be placed on the students to create their budgets.

- 6.** Create and conduct workshops in an effort to familiarize students with the SGA financial system. Specifically, the SGA Vice President of Allocations must be trained proficiently in this system in the event that the SGA Financial Manager is unable to perform their duties for whatever reasons. This is intended to perpetuate the continuity of financial affairs of the SGA. Furthermore, the remaining three executive officers must be trained in the usage of the financial system. However, the SGA Financial Manager shall be responsible for training them only if the SGA Vice President of Allocations is unable to train them. Inability to train would be considered as the SGA Vice President of Allocations being inexperienced in the usage of the system. However, if the SGA Financial Manager has trained the SGA Vice President of Allocations proficiently, then the SGA Vice President of Allocations should have the ability to conduct the training.
- 7.** Responsible for training the SGA Vice President of Allocations to conduct workshops.
- 8.** Responsible for encouraging students to make full use of SGA monies in a manner that best reflects the betterment of the student body.
- 9.** Obtain all insurance plans for SGA and its clubs and sports teams.
- 10.** Review all financial requests, purchase orders and checks to ensure that there are no errors in amount, information and that all forms are completed.
- 11.** Responsible for attending a minimum of ten (10) SGA events per year. Must attend at least five events a semester, with the fall retreat and the senior celebration being mandatory events.
- 12.** Record and maintain an inventory of all SGA equipment and supplies in conjunction with the SGA Vice President.