

FISCAL GUIDELINES

Revised January 18, 2005

Section 1: BUDGET PHILOSOPHY

The Student Association is responsible for the allocation of funds from the student activity fee to student organizations and activities and is committed to providing funding on a fair and equitable basis. Funding is limited; therefore, allocations are made based upon the following criteria:

- 1) Benefit to the entire student body,
- 2) Reaching as many students as possible,
- 3) Enhancing significant out-of-classroom cultural, social, educational, and recreational opportunities,
- 4) Improving student life at USD and,
- 5) Need basis determined by amount of funds donated by national affiliates or local fundraising. In addition, the Student Government Association will recognize that there are worthy projects that may reach only a limited number of students, but can still benefit the entire student body.

Organizations should consider thoroughly other University and private sources of funds before coming to the Student Government Association. Efforts made to secure funds will be considered in the allocation process.

Section 2: FUNDING ELIGIBILITY

- A) General Requirements: All student organizations seeking funding must be recognized by the Student Activities Center and open, but not limited, to membership to all fee paying (registered) students, regardless of race, color, religion, nationality, sex, national origin, age, disability, sexual orientation, economic status, marital status, veteran status, or parenthood.
- B) Athletic Organizations: The Student Association shall not fund any organization that meets the definition of an athletic organization as provided in the guidelines of the Recreational Sports Department or any club sports part of the Campus Recreation Department.
- C) Departmental Organizations:
A Departmental Organization shall be considered for funding unless any of the following apply:
1. Students receive academic credit for membership
 2. Membership is limited to students from specific departments
 3. Has as a primary purpose to help students attain professional degree status
 4. Has as a primary purpose to help students attain an internship, scholarship, and employment
 5. Has selective membership.
- D) Political Organizations: Organizations will not be considered for funding if they are affiliated with any political party, or if the funds will be used to advance any candidate or ballot issue in an off campus election, or to finance off campus lobbying or political activities of non-students.
- E) Religious Organizations: Organizations will not be considered for funding if they are affiliated with or dedicated to a particular religion or religious point of view. No

organization will be eligible for funding of general operational expenses unless that organization has a valid secular purpose, does not have the primary effect of inhibiting religion, and does not foster excessive entanglement between our state institution and religion.

- F) Ineligible Organizations: An organization which, under these guidelines or the guidelines set forth by the Board of Regents, is ineligible for general operational funds may request funds from the Student Association to support specific on-campus cultural, social, recreational and informational activities and events that are open to all members of the community and do not violate any of the above restrictions.

Section 3: FUNDING RESTRICTIONS

A) Clothing: Clothing shall not be purchased with Student Association funds.

B) Food:

1. Food shall not be purchased with Student Association funds except in the case of contractual obligations.
2. The above restriction(s) do not apply to Student Association member, officers, and representatives while on Student Association business.

C) Trips:

1. The Student Association shall consider funding for up to 1/3 the cost of transportation, not exceeding 1500 miles roundtrip at state fleet prices.
2. Requests must be itemized according to projected events, dates, and number of participants.
3. All groups are encouraged to make use of the USD fleet vehicles for travel to events.
4. Private cars may be subsidized at the University's prevailing rate for such use.
5. Other modes of transportation may be subsidized if less expensive than fleet prices.
6. Requests for hotel or conference fees will not be considered.
7. The above restriction(s) do not apply to Student Association member, officers, and representatives while on Student Association business.

D) Telephone:

1. Only organizations that justify an annual phone bill of \$25 or more will be considered.
2. All phone calls must be made from the SAC Office.
3. All phone calls must be logged (including date, time, organization name, the person the call is addressed to and the reason for calling).

E) Speaker Fund:

1. The method for distribution of speaker funds must be content neutral. The Student Association must in no way pass judgment on any proposed speaker due to their previously held notions. If a Student Government Association or committee member disagrees with a speaker's stance on any issue, it is their duty not to restrict that speaker or organization because of the cause or stance that is advocated.
2. Any contractually hired person(s) brought in by a student organization to educate or address the student body may be considered for funding through the Speaker Fund.

3. University personnel/employees shall not be funded by the Student Association for services rendered in this area.
 4. No organization, regardless of intent or reason, may apply for funds if previous monies that would cover the expense being applied for remain.
 5. No organization will be eligible for funds if they are unwilling to demonstrate that the reason they are applying is based on need.
 6. No speaker maybe contracted for a regularly scheduled meeting, rather all speakers must be contracted for any identifiable event.
 7. All SA funded speakers shall be open and advertised to the entire student body.
 8. Allocations for the Speaker Funds will be limited to an increase of the Consumer Price Index (CPI) for the organizations allocated in the previous fiscal year. For organizations new to the process, Speaker Funds will not exceed the average allocation, excluding the high and low, of all organization Speaker Funds in the previous budget year increased by the CPI.
 9. If the Speaker Fund for any organization that existed in the previous year falls below the new speaker fund average explained in letter F, it will default to the new speaker fund average if deemed necessary by the SA Budget Hearing Committee.
- F) Awards, Gifts, and Prizes: Awards, gifts, and prizes shall not be purchased with General Activity Funds

Section 4: ANNUAL BUDGET PROCESS

A) Budget Seminar:

1. To be eligible for the budget process, each organization must have an officer or a representative present at the scheduled pre-budget seminar. The above does not apply if it is approved prior to budget seminar by the Student Association Business Manager. The budget seminars are to be conducted by the Student Association Business Manager and the Finance Committee Chair.
2. It is recommended that a representative present at the pre-budget seminar is also present at the budget hearing.
3. Notification of time and place for the budget seminars will be given through a letter to the organization at least five school days before hand.

B) Information Requirements: The student organization must supply the following items to the Budget Hearing Committee:

1. All income from all sources.
2. An itemized listing of projected expenditures. The itemized listing may contain operational expenses, speaker funding requests, and entertainment expenses; however, those funds applied for must be identified as 'operational', 'speakers', or 'entertainment' expenses.
3. Any other information as required by the Budget Hearing Committee.

C) Other Income Sources:

1. In order to be considered for funding, student organizations must report all outside sources of funding and provide detailed information to the Budget Hearing Committee regarding this funding.
2. To promote fundraising within organizations, student organizations receiving funding shall contribute \$5 per member to their total budget either through

fundraising, dues, or other sources, or 40% of revenue from fund-raisers, whichever is greater. The remaining 60% of fundraising may be used at the organization's discretion.

D) Budget Hearings:

1. All budget hearings shall be open to the public. The discussion following the hearing will be in executive session closed to the public.
2. Notification of the time and place will be given through a letter to the organization at least five school days beforehand.
3. If no officer or representative from the organization is present at the budget hearing within fifteen minutes after the scheduled time, the organization will forfeit its right to a budget hearing. The organization may request another budget hearing, which the Budget Hearing Committee must approve. The organization will still have the opportunity to be funded through Special Appropriations.

E) Extensions: Requests for extensions of deadlines for submitting materials or for scheduling hearings at times other than those provided for by the SA Budget Hearing Committee calendar must be submitted to the Business Manager and adequately justified no later than three school days prior to the date in question. Within two school days of receiving it, the Business Manager shall either grant or deny the request and notify the organization of the decision.

F) Presentment to the Student Government Association:

1. All organizations that have a budget hearing shall have a bill presented to the Student Government Association by the Budget Hearing Committee.
2. The Business Manager shall notify the organization of both the date when its bill will first be presented to the Student Government Association and the date when it shall be voted upon.
3. The organization shall be given a copy of its bill when it is first presented to the Student Government Association.

G) Finished Budget:

1. If the overall SA budget must be reduced, the Finance Committee shall make a recommendation to the Student Government Association and the Student Government Association shall approve the reduction. All organizations affected by the proposed reduction shall be notified of the Finance Committee's recommendation and the date when the Student Government Association shall vote on it.
2. Once the overall budget is finalized, each organization shall be given a copy of its budget.

H) Fiscal Year: Funds enter the organization's account at the beginning of the next fiscal year, which begins July 1st, and remain in the account until June 30th of the following year.

I) Year-End Balances:

1. The Student Association Accounts will roll-over any remaining balances.
2. For all SA funded organizations, any amount remaining in their account at the end of the fiscal year shall be transferred back to the SA general account. Organizations may request that all or a portion of their remaining balance not be transferred to the SA general account, but be rolled over in their account to the next fiscal year. The organization must provide justification to the Finance

Committee for any requested amount. The Finance Committee will then submit a bill to the Student Government Association for approval. All requests must be submitted in writing to the Finance Chair not less than two weeks prior to the last meeting of the Student Government Association in the spring semester.

Section 5: SPECIAL APPROPRIATIONS

- A) Eligibility: Recognized student organizations that do not receive funding through the regular budget process may request a Special Appropriation allocation from the SA General portion of the General Activity Fee.
- B) Restrictions: Student organizations that do receive funding through the regular budget process may request a one-time-per semester Special Appropriation allocation. The organization shall have all other accounts depleted and shall provide proof of depletion of accounts with said request.
- C) Deadline: The SA president, Vice President, Office Manager, Business Manager, or Finance Chair shall receive said request no later than 5:00pm on Friday to be considered at the next scheduled Student Government Association meeting.
- D) Form of Request: Requests must contain an itemized listing of all expenses forthcoming, the signatures of at least two officers and the advisor of the organization, the expected attendance, and a statement explaining the purpose and/or reason for such an allocation. The itemized listing may contain operational expenses, speaker funding requests, and entertainment expenses; however, those funds applied for must be earmarked as 'operational', 'speakers', or 'entertainment' expenses.

Section 6: PAYMENT OF BILLS

- A) Receipts: Receipts must be turned in within two weeks of the charge.
- B) Signature Required: Only those charges with a valid signature of an organization officer or advisor on the invoice will be paid.
- C) Speaker Contracts: All speaker contracts must be approved, as explained in Section 3E. Contracts must be completed two weeks prior to the scheduled event, with the assistance of the Business Manager. The contract must be fulfilled before the payment is made.

Section 7: MISUSE OF FUNDS

- A) Definition of Misuse: The following actions will constitute a misuse of funds:
 - 1. Charging items not within the approved budget;
 - 2. Overdrawing account;
 - 3. Using funds without SA Business Manager approval;
 - 4. Failure to comply with the payment of bills procedure;
 - 5. Any organization found not to be fully and accurately disclosing the outside levels of funding to said organization or members thereof; and
 - 6. To include in Speaker Funds anything except the direct contractual agreements between the speaker and the organizations.
- B) Procedure:
 - 1. If any of the above actions occur, the SA Business Manager will implement the following procedures:
 - a. Issue a warning to an organization officer and Advisor.

- b. Present to the Finance Committee a recommendation to freeze the organization's funds.
 2. At this point, the Finance Committee may choose to freeze the organization's funds and shall report to the Student Government Association its actions.
 3. An organization may make a written request to the Finance Committee to have their funds unfrozen.
 4. The Finance Committee may submit a bill to the Student Government Association to unfreeze the funds.
- C) Audits:
1. The SA Business Manager will randomly audit Student Association funded organizations as selected by the Finance Committee after budget season.
 2. Any organization found misusing funds may be subject to University Judicial Board Procedures as outlined in the University Code of Conduct and will be liable for any deficit spending or misuse of funds.

Section 8: EXEMPTIONS

All SA funded student organizations shall adhere to the budget procedures and guidelines within this document. Any organization may receive an exemption from these guidelines with a two-thirds approval of the Student Government Association.