

Towson University
Student Government Association

**Funding Policy for Student Organizations
(FPSO)**



FALL 2011

Updated September 6, 2011

Treasurer Neal Rivera

Welcome,

Thanks for making the commitment to the development of your student group and taking on the challenges of the position of Treasurer. This Funding Policy for Student Organizations is meant to guide you through the process and serve as your reference throughout the semester. We also provide you with a Guide to Financial Operations to assist you in working with our SGA Accounts Manager to access your allocated funds.

The purpose of this policy and the restrictions within are to allocate SGA funds, derived from student fees and collected by the University, to SGA student organizations that qualify for budgeting. Most of the funds should be used for on-campus events that benefit Towson University. ***Remember, these funds are meant to supplement Student Organization efforts!***

During the semester, budgets are developed for the upcoming semester (i.e. during the Fall semester the budgets for the upcoming spring are developed and during the Spring the budgets for the upcoming Fall are developed). In the fall, however, there is also grace period in which newly elected officers can make edits to their group budget.

The Student Government Association is committed to working for you so please do not hesitate to work with us to better advocate, communicate, and facilitate our interactions with you!



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General Information

Requirements to apply for budgeting:

- Supervised by the SGA Director of Student Groups:
 - o Maintain an active membership of at least 15 members registered on Involved@TU
 - o Maintain active membership for two consecutive semesters
 - o Maintain up to date contact information with the SGA
- Supervised by the SGA Director of Community Outreach:
 - o Complete community service required hours
- Supervised by the SGA Treasurer and Accounts Associate:
 - o Complete required fundraising
 - o Hold no outside bank accounts

Every new group is eligible for a \$50 start off allocation upon approval by the senate.

In the first two weeks of the fall semester, new student group executive boards may propose changes to the student group budget without increasing the amount of the budget by contacting the SGA Treasurer. If a group chooses to do this, they will not be able to access those funds immediately.

Student Group Breakdown:

SGA Affiliated: Active Groups who attend the Treasurer's Workshop are eligible for a single supplemental. New groups are eligible for one supplemental once they are approved and have met with their Senator to review to Financial Policy. This supplemental must be for recruitment, promotion of group, etc. for an on-campus event.

SGA Budgeted: Groups that have functioned for two consecutive semesters and attend the Treasurer's Workshop may complete the budgeting process to receive a budget and are eligible for 2 supplementals during the budgeted semester.

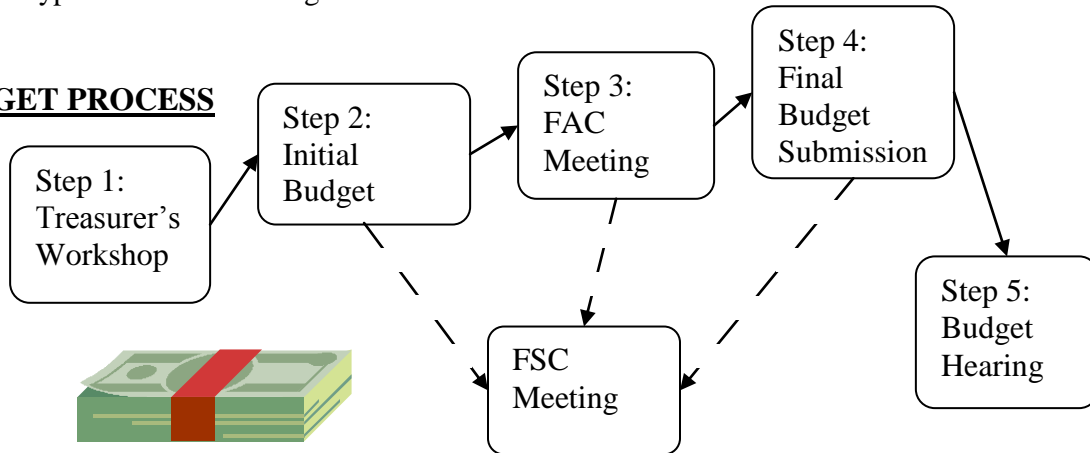
SGA Sponsored Activities: SGA Sponsored Activities are those activities that have a broad impact on the students at Towson. These activities combine University Funding and SGA funding in an effort to achieve their mission and achieve some broad impact, even national recognition, in communities outside of Towson. To maintain contact with the SGA groups are required to meet with the SGA Treasurer once a semester to update him/her on the status of their budget and general operations. The process for SGA sponsorship involves an application accompanied by a budget proposal. A presentation before the SGA Senate at a General Assembly meeting will follow and the Senate will make the allocation decision at that meeting.

Budgeted Groups will be funded based on the group type as stated on their budget submissions. The student group has the right to change the group type at any time up until the final budget submission. However, the Senate reserves the right to change the group type in order to benefit the group at the Budget Hearing.

Groups are placed in one of four mission based categories:

- Type 1 – Large Event Based
- Type 2 – Special Interest
- Type 3 – Service
- Type 4 – Cultural/ Religious

BUDGET PROCESS



Violations of the SGA Funding Policy include, but are not limited to: tardiness, early departure or absence to any mandatory meeting, or late budget submission. Organizations in violation must be notified by the SGA Treasurer within 3 days of the violation and must appear before the Financial Standards Committee (FSC). The FSC consists of 7 voting members, 3 senators and 1 representative from each FAC meeting. The committee, led by the SGA Treasurer, will review each case specifically and recommend a penalty to the senate at the budget hearing.

STEP 1 – Treasurer’s Workshop:

The purpose of this meeting is to provide representatives with the information they need to be effective treasurers for their organizations. The meeting includes the distribution and overview of the SGA Funding Policy, information on working with Financial Operations, the announcement of the essential budgeting deadlines, and will included time for questions to be asked concerning any of these or the role in general. SGA Senators will be present at each meeting.

STEP 2 - Initial Budget Submission:

The initial budget submission must be in the standard budget format. It is a chance for the student organization to submit a draft of their proposed budget to be reviewed at the FAC meetings. Please be sure to included the student organization treasurer’s contact information and include proper documentation, such as proof of mileage, conference registration forms, invoices, and estimates.

STEP 3 - Financial Advisory Committee (FAC) Meeting:

Each group requesting a budget must send a representative to a FAC meeting in which the budgets of similar type groups will be researched, reviewed, and revised in accordance with the SGA funding policy. There will be 4 FAC meetings, open to all types of groups.

STEP 4 - Final Budget Submission:

The final budget submission must be in the standard budget format and will be submitted as the recommendation to the SGA senate as the group’s proposed budget. This must included the student organization treasurer’s contact information and include proper documentation, such as

proof of mileage, conference registration forms, invoices, and estimates.

STEP 5 – Budget Hearing:

This is the meeting in which all of the student group budgets allocated decisions are made by the senate. Organizations are strongly encouraged to have a representative present at the hearing to answer questions from the Senate and to determine where penalties and fundraising should be cut from the budget.

BUDGET PROCESS:

Responsibilities of the Student Organization Treasurer:

- Attend a Treasurer’s Workshop, FAC Meeting, and Budget Hearing
- Use the standard budget format spreadsheet to create and submit the initial budget and the final budget requests to the SGA Office on time
- Ask for help when needed from your group’s senator or the SGA Treasurer

Fundraising Requirement:

- Large Event Based, Special Interest, and Cultural/ Religious Organizations are required to fundraise 15% of their approved budget.
- Service Organizations are required to fundraise 10% of their approved budget.
- Groups not meeting their fundraising requirements by the SGA set deadline will not receive their budget for the upcoming semester. These groups will be eligible for 1 supplemental per semester.

Policy Changes:

Changes in the FPSO cannot occur during the budgeting period. However, changes can occur from semester to semester with the recommendations of a Financial Policy Review Committee, composed of the SGA Treasurer, SGA Director of Student Groups, and selected Senators from the Appropriations Committee, provided that such changes do not violate the overall Financial Policy.

Appeal Process:

According to the law of Viewpoint Neutrality, the process of reviewing and approving the distribution of student activity fees by the SGA must be done in a viewpoint-neutral fashion, that is, done without advocating a particular point of view or done in such a way that the process unfairly discriminates against unpopular student groups based on their viewpoint. The principle of Viewpoint Neutrality applies to any type of speech, including religious, political or ideological. If a student organization believes that the principle of viewpoint neutrality has been violated in the funding process, the organization may appeal by writing a letter to the Vice President for Student Affairs within one week of the Senate Budget Hearing.

Financial Operations Information

During the actual budgeting periods, it is the responsibility of the organization to retrieve all monies requested in their budget. These requests for budgeted funds should go through the SGA Accounts Associate and must adhere to the following guidelines:

- **Signature Authorization Card:**
This card is to be completed at the beginning of each semester. This card determines which members are authorized to conduct financial business with the SGA Accounts Manager. All subsequent documents will require one of the signatures from this card.
- **Request for Funds Voucher:**
This pink document is the basic form that should be completed when requesting funds. This form should be completed and submitted with any other relevant documentation at least two weeks prior to the event or activity. The organization may request an advance check or a check for the purpose of reimbursement. (*Receipts for advance funds should be submitted within five days of check collection*)
- **Petty Cash Authorization/Voucher:**
In the event that an organization chooses to request funds in the amount of \$50 or less, petty cash may be obtained. This green voucher should also be completed and submitted to the SGA Accounts Associate, but does not require two weeks prior notice.
- **Contracts:**
Due to university regulations, all affiliated organizations compensating a performer for their performance must submit a contract in conjunction with the funds request voucher. The sponsoring organization and the future performer must complete the contract. This contract can be obtained from the SGA office.
- **Travel Expense Voucher:**
In the event that an organization encounters legitimate travel expenses, this form should be submitted to the SGA Accounts Associate. The aforementioned expenses are detailed in the main body of the FAC Policy under “travel account”.
- **Detailed Trial Balance:**
For information regarding the status of each account, a balance inquiry may be obtained. This report will list all debits and credits to the organization’s accounts.

Account Information

- **Activity:** Use Event and Conference Services prices for labor costs; use Black and Gold Student Organization Catering prices for food; use Parking Services prices for parking fees for speakers, entertainers and DJs. The Activity account should be used primarily for on-campus events.
- **Equipment:** Use Event and Conference Services prices for sound equipment, visual packages, concert equipment, chairs, tablecloths, tarps, trash boxes, tables, box skirts, stage pieces, grills, tents and additional equipment (i.e. additional microphones). If ECS has it, we fund it. Use SGA Supply Store prices with \$50 maximum per semester for supplies
- **Printing/Advertising:** Use TU Art Services and Copies Plus prices

- Travel: Use Parking and Transportation Services prices for buses; use Fleet Services Prices for vans and cars; use documented prices for parking fees, tolls, public transportation fees, and conference fees.

The General Account

The General Account is the sole responsibility of the student organization. General Account money can be spent on “Items Not Funded,” additional costs, and any other expenses the student group may incur. Any money in the General Account not spent during the budgeting period will remain in the student organization’s General Account for the following semester.

Account Funding Maximums

TYPE 1 - LARGE EVENT BASED:

Activity Account: \$3,500 Max

Equipment Account: \$2,500 Max

Advertising/Printing Account: \$1,000 Max

Travel Account: \$1,500 Max

TYPE 2 - SPECIAL INTEREST:

Activity Account: \$2,000 Max

Equipment Account: \$1,750 Max

Advertising/Printing Account: \$1,500 Max

Travel Account: \$2,750 Max



TYPE 3 - SERVICE GROUPS:

Activity Account: \$1,500 Max

Equipment Account: \$1,500 Max

Advertising/Printing Account: \$1,250 Max

Travel Account: \$2,000 Max

TYPE 4 – CULTURAL/ RELIGIOUS GROUPS:

Activity Account: \$2,500 Max

Equipment Account: \$2,250 Max

Advertising/Printing Account: \$1,000 Max

Travel Account: \$1,750 Max

Account Funding Restrictions

The Senate is strictly subject to these restrictions when allocating money to student organizations. These items are not up to the discretion of the Senate.

- If contracting equipment from a source other than Event and Conference Services, groups must obtain written approval from Event and Conference Services prior to the event.
- If contracting food for more than \$100 from a source other than Black and Gold Catering, groups must obtain written approval from Black and Gold Catering through a food waiver no later than 10 days prior to the event.
- All speakers, entertainers and DJs need a university contract to be funded.
- Travel is provided for only fee-paying students and one Towson University employed advisor of the respective student organization.

Account Funding Guidelines

These guidelines are suggested amounts to spend. The Senate reserves the right to allocate more than or less than the amounts stated below for the activity, equipment, advertising/ printing, and travel accounts.

Activity Account

- Food for recruitment meetings- \$75 per meeting, max \$225. Money for recruitment must be used prior to the last 4 weeks of the semester. You can use the money for recruitment all at once, or spread it out however you choose.
- Food for events - \$500 per event
- Speakers - \$500 per speaker
- Entertainers *i.e. bands, comedians, dancers, etc.*- \$500 per entertainer
- DJ- *all DJ fees including equipment, labor, travel, insurance, etc.*- \$300 per DJ

Advertising/Printing Account

- Organizations should only request a onetime \$150 banner allocation per year only as needed. The banner is for the name of the group, not for specific events.

Travel Account

- Hotel Allocations are based on 4 people per room per night for a MAXIMUM of 3 Nights; the hotel must be at least 90 miles from Towson University to be considered for funding.
- Gas – \$0.25 per mile traveled.
- Hotel-\$100/night/room maximum
- Simple Transportation (University Vehicles) – \$500 maximum per trip; \$1000 maximum per semester
- Complex Transportation (Air/Train/Ground) - \$1,500 maximum per semester
- Conference and Convention Registration- \$500 per conference/convention

Items Not Funded

- Fundraisers for your student group to meet SGA mandated requirements or given directly to a charity. The SGA does fund the means to have a fundraiser where the proceeds go to a charity.
- Long Distance Phone Calls (*must be registered and made through SGA office*)
- Decorations (*tablecloths, balloons, streamers, etc.*)
- *Banquets, award ceremonies, movies/amusements park/sporting events admission, retreats, or any event of a purely social nature. This includes any activities (i.e. food), equipment, travel, and printing/ advertising costs associated with these events.
- Computers or computer equipment, typewriters, word processors
- Salary of Members or Advisors
- Ads can be put in the center page of the *Towerlight* for free; no other *Towerlight* ads will be funded

- T-shirts, gavels, toys, phones, screen printing, imprinted promotional items, postage, business cards, thank you notes and envelopes, letterhead, nametags, nameplates, and other non-consumable goods that could become individual possessions.
- Exclusive events or activities- any event that is not open to the entire student body
- A student organization is not allowed to charge for an SGA funded event

*The Senate reserves the right to make exceptions when there is a discrepancy for an item not funded that falls within the constitutional purpose of a student organization and benefits Towson University.

Organizations Not Funded

From page 5 of the University Financial Operations for Student Organizations Policies and Procedures: All registered or affiliated student organizations are eligible to apply for funding from SGA. SGA will not fund events that are discriminatory, closed, or exclusive to the student body; events whose primary purpose is to proselytize a religion or faith; and events advocating for a particular political campaign or person.

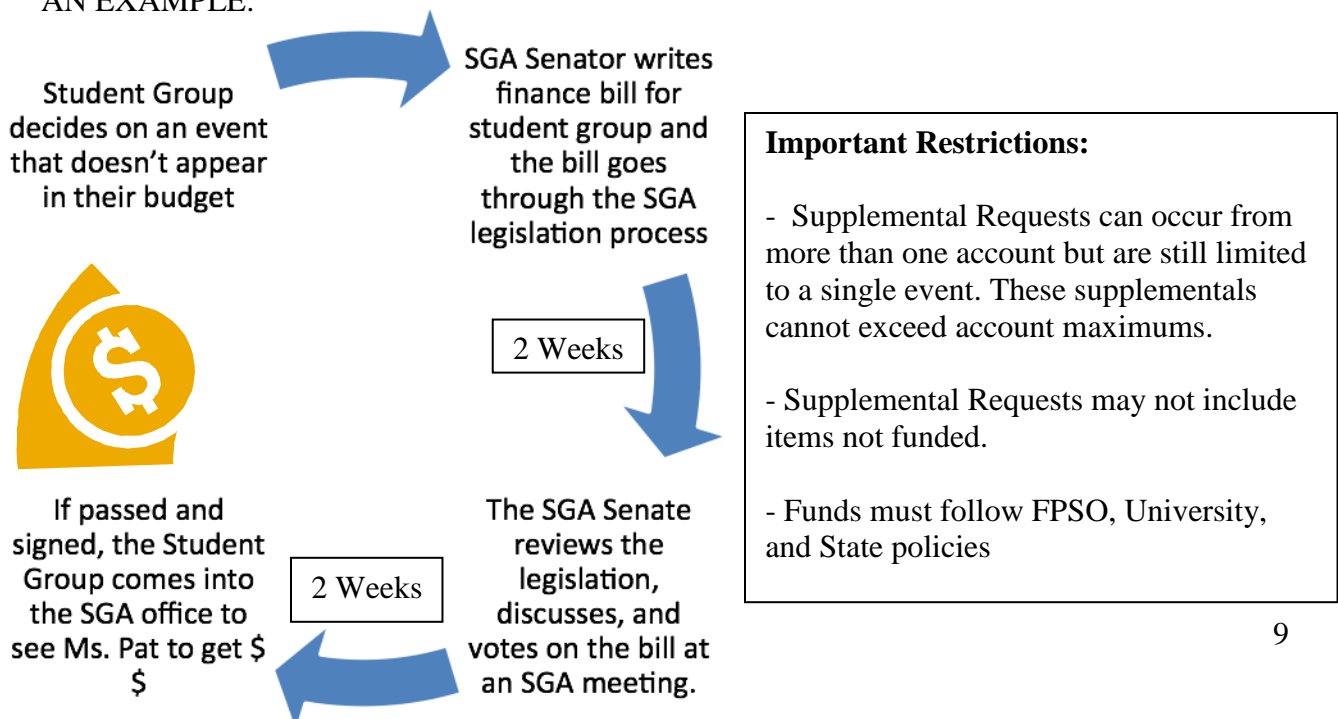
- Honor Societies
- Individual Greek Chapters

*These Organizations may and are encouraged to apply for possible grant funding if they are providing a service or program for the entire student body. These student groups are not eligible for semester budgets or supplemental funding.

SUPPLEMENTAL ALLOCATIONS

Supplemental Allocations are allocations to student organizations occurring outside of the regular budget process. The purpose is to provide funding for emergencies, unforeseen expenses, newly developed projects, or additional expenses for events already part of a student organization budget. Supplemental allocations cannot be used for means of reimbursement.

AN EXAMPLE:



BUDGET CHANGE REQUESTS

Budget requests are used by organizations to move allocated money from one item to another within a budget. All requests must stay within the account funding restrictions. The purpose of these requests is to provide groups with an opportunity to adjust their budget based on event changes.

Important Information & Restrictions:

Budget change requests must be submitted 5 business days before the related event.

Budget change request \$500 and below may be approved or denied by the SGA Treasurer and budget change requests more than \$500 will have to be introduced to the Senate for approval or denial.

An organization can only submit a maximum of four budget change requests total per semester. The SGA Treasurer reserves the right to allow more than four budget change requests; no more than two can be approved by the Treasurer.