

TITLE VIII – THE FINANCE CODE

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Chapter 800 Introduction

- 800.1 The Student Governments of the Florida State University System are charged, by Florida Statute Title XLVIII Chapter 1009.24, with the responsibility of allocating the Activity & Service Fee (A&S) portion of tuition paid by all students within that system. The Finance Code expresses the standards of financial accountability and fiscal management that the University of North Florida Student Government (SG) has established as an objective of self-governance.
- 800.2 The Finance Code is applicable to all entities that receive, use, and/or distribute Activity & Service Fee money.
- 800.3 The Finance Code governs the budgeting and expenditures of all Activity & Service Fees, including revenue generated through the use of Activity & Service Fees.
- 800.4 The standing committee of the UNF Student Senate assigned the responsibility for oversight, review, and periodic update of the policies expressed in the Finance Code shall be known as the Budget & Allocations (B&A) Committee.
- 800.5 The Activity & Service Fee may be increased or decreased by an amount recommended by the Student Fee Assessment Committee and approved by the University President and Board of Trustees.
- 800.6 The Activity & Service Fee revenue shall be deposited into the Activity & Service Fund at the University of North Florida.
- 800.7 Amendments to Title VIII are subject to the normal legislative process.

Chapter 801 Definitions

- 801.1 Fiscal Year – The financial year of the Student Government of the University of North Florida shall be from July 1 to June 30.
- 801.2 Special Request – Money requested throughout the fiscal year by Registered Student Organizations, Student Government Branches and Agencies, or University Departments for events, projects, wages and benefits, or equipment purchases not previously budgeted.
- 801.3 Travel Request – Money requested throughout the fiscal year by Registered Student Organizations (RSOs) or individual A&S Fee paying students for conference travel, which is not previously budgeted.
- 801.4 Registered Student Organization – a student club or organization at the University of North Florida, that is registered with Club Alliance. RSOs must comply with Chapter 803 in order to be eligible to receive A&S Fee funding.
- 801.5 Entity – Any department, agency, or student organization partially or fully funded by A&S Fees. Entity also applies to the SG Business and Accounting Office and staff

and the B&A Committee and SG Officers. Individual students requesting funding from the Student Conference Travel Index shall also be considered entities and are subject to the same applicable statutes, policies, and procedures as other entities.

- 801.6 Agency – An administrative division of the Executive Branch created to provide support, entertainment, and/or education for a particular select interest group of the University of North Florida whether it be racial, ethnic, academic, or philosophical in nature.
- 801.7 Department – A budgetary subunit within the University.
- 801.8 Fund Balance – An accumulation of money generated through excess tuition hours and unexpended budget allocations. The Fund Balance includes the Scholarship Reserve, the Cash Flow Reserve, and the General Reserve. As per 802.4, the Fund Balance is not considered part of the annual Activity & Service Fee Budget.
- 801.9 Business day – Business days, as referred to in statute, shall be defined as being weekdays (Monday through Friday) during academic sessions. Academic Sessions include Spring, Summer, and Fall semesters only.
- 801.10 Carry Forward Funds – Allocated funds not expended by June 30th, which become available for use in the new Fiscal Year.
- 801.11 Centralized – An A&S Fee funded entity whose budget is managed by the SG Business and Accounting Office.
- 801.12 Decentralized – An A&S Fee funded entity whose budget is managed by a Budget Director and overseen by the SG Business and Accounting Office.
- 801.13 Major Offense – Any action taken by a funded entity that is considered to be a criminal offense, fraudulent in nature, or in direct violation of University fiscal rules and regulations.
- 801.14 Scholarship (Operating) Reserve – The portion of the Fund Balance designated in the amount of at least \$600,000 for the purpose of generating interest to provide funds for annually awarded Student Government Scholarships.
- 801.15 Cash Flow (Operating) Reserve – The portion of the Fund Balance designated in the amount of at least \$100,000 to meet liabilities at the beginning of the fiscal year.
- 801.16 General (Equipment) Reserve – The portion of the Fund Balance after all other reserves and restrictions are met.
- 801.17 Salary Reserve – The portion of the Activity & Service Fee Budget that is reserved to pay for salary increases in the event that the Federal or State minimum wage increases during a fiscal year. Special Requests for new or increased wages and benefits may also be drawn from the Salary Reserve.

801.18 Centralized Budget Transfer Form – Authorization form for transfers between indexes or between funding categories (operating expenses, OPS wages, salaries, OCO) for centralized indexes. The form requires the signatures of the B&A Chair, SG Treasurer, appropriate SG Accountant, SG Business Manager, Senate President, President, and the Vice President for Student and International Affairs.

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

802.1 All uses of the Activity & Service Fee Budget shall be subject to and governed by the laws of the United States of America, the State of Florida, the rules and regulations of the University of North Florida, the UNF Board of Trustees, the constitution and statutes of the Student Government of the University of North Florida, all applicable SG Policies and Procedures, and the provisionary language stated in the current fiscal year budget.

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

802.3 The Activity & Service Fee Budget may be used to support lobbying efforts of Student Government as it relates to issues that affect the student body. However, A&S Fees may not be expended to support in whole or in part a candidate for political office, as provided by Florida law.

802.4 The Fund Balance is not part of the annual A&S Fee Budget, however, funding may be allocated throughout the year from the General Reserve portion of the Fund Balance as outlined in Chapter 843.

802.5 Prohibited Expenditures/Use – Includes but are not limited to the following:

1. Activities that solely benefit non-UNF students.
2. Construction, permanent structural improvements or remodeling unless approved by the Student Senate or previously allocated for such purposes in the A&S Fee Budget.
3. Enrollment in courses, academic requirements, required academic activities, except for test forms and testing booklets.
4. Alcoholic beverages.
5. Travel reimbursements, event/program reimbursements above the amount actually expended.
6. Indirect travel expenses such as: excess baggage charge, valet service, and trailer hitches.

7. SG Scholarships (Funded with interest of the A&S fee only).
8. Entertainment that is not open to the student body, in general.
9. Automobile rental other than through approved travel reimbursement.
10. To purchase items that will be resold.
11. Activities for which an admission fee is charged for students except for Student Government Sponsored concerts.
12. Monetary Prizes, Gift Certificates, or Raffles.
13. Prizes in excess of \$25 dollars.

Chapter 803 Funding Eligibility

- 803.1 A&S fee money shall not be allocated to entities that discriminate on the basis of race, gender, religion, sexual orientation, national origin, disability, age, political persuasion, or previous legal adjudication; unless to fund an event which is open to all students.

Chapter 810 Budget & Allocations (B&A) Committee

- 810.1 The B&A Committee is one of four standing committees of the Student Government Senate. The B&A Committee is responsible for recommending funding to only those entities that comply with the Student Government Mission, which is to represent student concerns in all University-wide matters while developing and promoting programs and activities of practical value and interest to students.
- 810.2 The B&A Committee shall consist of up to twelve Senators, including the chair. Non-voting ex-officio members shall include the chairs of the standing Senate Committees, the SG Advisor, SG Treasurer, SG Business Manager, and SG Accountants; the committee shall also include a non-voting Faculty representative recommended by the Faculty Association President and appointed by the President.
- 810.3 All requests pertaining to the allocation of A&S Fee money shall be heard first by the B&A Committee. If approved, the request shall be forwarded to the Student Senate in the form of a bill. If approved by the Senate, all legislation concerning the allocation of A&S Fee money must then be presented to the President as subscribed by Article II Section 8 and Title IV.
- 810.4 The management of the A&S Budget is under direct control of the B&A Committee. The Committee has the responsibility and authority to curtail further appropriation to the A&S indexes found to be improperly expended.

- 810.5 The B&A Committee has the authority to amend, approve, or disapprove any request for funding. If approved by the Committee, the request shall be written in the form of a Bill and added to the Agenda of the next scheduled Senate Meeting.
- 810.6 The B&A Committee shall only hear requests if the Student Conference Travel Index, the Special Requests Index, and the Salary Reserves Index have sufficient available balances to fund that request.
- 810.7 If for any reason, expected revenues of the annual budget are not met, all budgeted authority shall be subject to reallocation by the B&A Committee and the Student Senate. The SG Business Manager shall consult with the University administration and determine the extent of the shortfall. The B&A Committee shall convene to resolve the situation at the earliest possible date.
- 810.8 If a request is heard by the B&A Committee and fails to pass, eight (8) senators may sponsor the failed request and forward the request to the Student Senate in the form of a bill.

Chapter 811 B&A Committee Chair

- 811.1 The SG Senate shall elect an SG Senator as Chair of the Budget & Allocations Committee each spring for a term of one year.
- 811.2 The B&A Chair shall perform all duties outlined in the Senate Policies and Procedures and Title VIII.
- 811.3 The B&A Chair shall hold meetings according to Senate Policies and Procedures and Title VIII.
- 811.4 The B&A Chair shall report at every Senate meeting and B&A Committee meeting the index balances for Special Requests, Student Conference Travel, and Salary Reserves.
- 811.5 The B&A Chair shall display meeting times and dates ten business days before each meeting for the public to view.
- 811.6 The B&A Chair shall meet with the SG Business Manager and SG Treasurer to review funding requests for compliance with Title VIII prior to establishing the Agenda for the B&A Meeting at which it will be considered. The B&A Chair shall present to the committee all properly submitted requests.
- 811.7 The B&A Chair, when writing proposed budgetary legislation for submission to the Senate, shall provide an itemized schedule by expenditure category, of all funding requested, including the name of the group requesting funding, the proposed event/program, proposed date of the event/program, and requested monetary amounts.

- 811.8 The B&A Chair shall collect the Quarterly Budget Report from the SG Business Manager, which is required by the University Budget Office, to review the status of the A&S Fee Budget, and shall report this status to the SG Senate.
- 811.9 The B&A Chair may review the Business and Accounting Office financial records of all A&S Fee indexes, which are maintained by the SG Accountant(s).
- 811.10 The B&A Chair shall coordinate and administer a procedural workshop, facilitated by the SG Business and Accounting Office, for funded Departments and Agencies prior to August 1st each year.
- 811.11 The B&A Chair shall maintain a bill numbering system for all requests made to the B&A Committee.

Chapter 812 B&A Committee Vice-Chair

- 814.1 The B&A Committee Vice-Chair shall follow all duties outlined in Senate Policies and Procedures.

Chapter 813 SG Business and Accounting Office

- 813.1 The SG Business and Accounting Office shall administer the allocation of Activity & Service Fees.
- 813.2 The SG Business and Accounting Office shall be staffed by the SG Business Manager, SG Accountant(s), and other personnel necessary to manage the Activity & Service Fee Budget.
- 813.3 The SG Business and Accounting Office may correct any computational errors within any bill passed by Senate and approved by the President, which does not exceed 10% of the allocation amount, so long as original intent of the B&A Committee and Student Senate is not altered, with notification of the B&A Chair.
- 813.4 The SG Business and Accounting Office shall process all expenditures of centralized SG indexes.
- 813.5 All invoices or related correspondence for centralized A&S Fee indexes must be forwarded to the SG Business and Accounting Office for review and approval. If an entity is unsatisfied with the goods or services as received, the SG Accountant(s) must be notified to consider withholding payment of invoice until the matter is resolved.
- 813.6 The SG Business and Accounting Office shall process all legislated requests for unallocated funds, including Special Request expenditures, Travel Requests, Salary Reserve Index requests, and General Reserve requests.

- 813.7 The SG Business and Accounting Office will facilitate the annual budget workshop that the B&A Chair coordinates and administers for funded Departments and Agencies.
- 813.8 Any negative budget balance, which is the result of a procedural error by the SG Business and Accounting Office or the University of North Florida Controller's Office, shall be charged to the Special Request Index, with written notification to the B&A Chair.
- 813.9 The SG Business and Accounting Office shall coordinate all cash flow processes for all SG sponsored events.
- 813.10 Receipts for reimbursements must be received in the SG Business and Accounting Office no later than four weeks after the date of the receipts.

Chapter 814 SG Business Manager

- 814.1 The SG Business Manager is responsible for assuring that the Finance Code is fully complied with.
- 814.2 The SG Business Manager shall attend B&A Committee Meetings and Student Senate Meetings.
- 814.3 The SG Business Manager shall serve as fiscal and budgetary advisor to the SG Budget & Allocations Committee Chair.
- 814.4 The SG Business Manager shall serve as chief liaison between the Student Senate and the A&S Fee Budget Directors.
- 814.5 The SG Business Manager shall monitor all A&S Fee funded indexes.
- 814.6 The SG Business Manager shall have signature authority over all SG indexes. The Vice President for Student Affairs has signature control over the SG indexes, and must be informed by the SG Business Manager on all purchase in excess of \$1,000 for Other Capital Outlay (OCO) items.
- 814.7 The SG Business Manager shall notify departments of Fiscal Year-End procedures and deadlines.
- 814.8 It is the responsibility of the SG Business Manager to keep the Vice President for Student Affairs, the SG Advisor, the SG Budget & Allocations Chair, and the SG Treasurer fully informed of budget issues as they arise.

Chapter 815 SG Accountant(s)

- 815.1 The SG Accountant(s) shall track all A&S Fee indexes for which they are responsible to ensure compliance with Title VIII: The Finance Code, and notify the SG Business Manager of discrepancies and errors within these Indexes.

- 815.2 The SG Accountant(s) shall attend B&A Committee Meetings and Student Senate meetings as it pertains to indexes for which they have accounting responsibilities.
- 815.3 The SG Accountant(s) will act on approved Student Senate legislation that includes initiating Budget Amendments, transfer of funds, purchase requisitions, and miscellaneous related paperwork.
- 815.4 The SG Accountant(s) shall perform accounting functions required to administer the A&S Fee Budget.
- 815.5 The SG Accountant(s) shall assist the SG Business Manager in the compilation of annual operating budget requests.
- 815.6 The SG Accountant(s) shall maintain fiscal records and process expenditures for Centralized indexes.
- 815.7 The SG Accountant(s) shall assist Decentralized A&S Fee indexes with various accounting services, if needed or requested.
- 815.8 The SG Accountant(s) shall provide fiscal training for new SG Officers and Club Alliance funded clubs.
- 815.9 The SG Accountant(s) shall aid in continuous development of the SG Accounting System and provide input into operating policies and procedures.

Chapter 816 SG Treasurer

- 816.1 The SG Treasurer shall enforce all fiscal policies of Student Government as set forth in this title, in the Provisionary Language of the current year's A&S Fee Budget, and in Policies and Procedures passed by the Student Senate and the President.
- 816.2 The SG Treasurer shall constantly check the A&S Fee accounts to correlate with language and expenditures set by the current year's budget.
- 816.3 The SG Treasurer shall serve as a fiscal advisor to the Senate and as a non-voting ex-officio member of the Budget & Allocations Committee.
- 816.4 The SG Treasurer shall advise and aid clubs and organizations on fiscal policies set by Student Government and attend all Club Alliance meetings.
- 816.5 The SG Treasurer shall assist the SG Business and Accounting Office in facilitating the procedural workshop for funded departments and agencies.
- 816.6 The SG Treasurer shall meet regularly with the Budget & Allocations Committee Chair, the SG Accountant(s), the SG Business Manager, the President, and SG Senate President to review fiscal matters pertaining to all Centralized Accounts.

816.7 The SG Treasurer shall set up and maintain a database of all funding requests by Student Government according to the organization that presents them as subscribed by Article III Section 7 and Chapter 304.

Chapter 820 Annual Budget Process

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

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

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

820.3 In order to receive funding consideration, all completed and signed forms must be returned to the SG Business Manager by the deadline set by the SG Business Manager.

Chapter 821 Annual Budget Process/Hearing Process

821.1 During the spring semester, the Budget & Allocations Committee shall hold the budget hearings. The dates of these hearing will be set by the SG Business Manager and the Budget & Allocations Chair and sent with the Budget Request Forms.

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

821.3 In the fall semester, at the first meeting of the Budget & Allocations Committee meeting, the Chair shall submit a process, with consultation of the Accountant(s) and SG Business Manager, for approval by the B&A Committee.

Chapter 822 Annual Budget Process/Balancing Process

822.1 The B&A Committee shall balance the budget and approve the balanced budget by a two-thirds vote.

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

Chapter 823 Annual Budget Process/Approval Process

- 823.1 The Student Senate and the President shall approve a balanced budget.
- 823.2 The B&A Chair, Senate President, President, SG Treasurer, SG Business Manager, SG Advisor, and Vice President for Student Affairs shall sign the budget. The Vice President for Student Affairs shall forward the balanced budget to the University President for signature.
- 823.3 The University President shall have fifteen (15) business days from the date of presentation of the budget to act on the allocation and expenditure recommendations, which shall be deemed approved if no action is taken within the fifteen (15) business days. If any line item, or portion thereof, within the budget is vetoed, the Student Senate shall make new budget recommendations for expenditure of the vetoed portion of the fund within fifteen (15) business days. If the University President vetoes any line item or portion thereof within the new budget revisions, the University President may reallocate by line item that vetoed portion to bond obligations guaranteed by Activity & Service Fees.
- 823.4 Upon approval of the A&S Budget by the University President, the SG Business Manager shall request the University Budget Office to establish the budget.
- 823.5 Upon approval of the A&S Budget by the University President, each Budget Director shall be informed in writing of his/her approved budget for the upcoming fiscal year. This will be in the form of an allocation sheet delineated by budget category.
- 823.6 Provisionary Language, as approved during normal legislative process, may be amended after September 1st.

Chapter 830 Funded Entities Policies

- 830.1 All A&S Fee funded entities, whether fully or partially funded are required to be fiscally responsible and comply with Title VIII: Finance Code. A fiscally responsible entity is one which:
- A. Keeps a non-negative balance in the account at all times.
 - B. Spends within their allocations.
 - C. Keeps complete financial records for the past five years. (i.e., copies of monthly reports and the supporting expenditure documentation.)
- 830.2 New indexes shall be classified as centralized, which means that the SG Business Manager's signature shall be required for expenditures, unless Student Senate authorizes with a two-thirds vote that the index be classified as decentralized.

- 830.3 The SG Business Manager may recommend to Student Senate to centralize or decentralize funded entities.
- 830.4 Any Carry Forward Funds and additional revenues up to \$100,000 shall be placed in the Special Requests index. In the event that Carry Forward Funds exceed that amount, the excess will be placed in the General (Operational) Reserve portion of the Fund Balance. These funds shall be released following the normal legislative process.
- 830.5 Any printed items purchased all or in part by A&S Fees shall be required to either have the statement “Funded by UNF Student Government”, or a similar statement approved by the SG Business Manager, in a conspicuous location and size proportional to the item being printed. Failure to comply places the Budget Director, Club, and/or Organization in direct violation of the Finance Code, which is punishable as outlined in Chapter 861.
- 830.6 All revenues earned will be placed immediately into the entity’s index in their revenue line.
- 830.7 All expenditures shall require prior approval. Failure to do so may result in the purchaser assuming all liability pertaining to the purchase. Approval for centralized entities shall be obtained through the SG Business and Accounting Office and decentralized entity from the respective Budget Director.
- 830.8 All funding expires at the end of the fiscal year on June 30 and must be spent or encumbered by the deadline set by the SG Business Manager.
- 830.9 All Funded Entities must obtain prior approval from the SG Business Manager to change any line-item allocation.
- 830.10 All Budget Directors must sign a statement of financial understanding, to be kept by the SG Business Manager, acknowledging that they accept and consent to any and all Student Government Provisionary Language and legislation concerning their Funded Entity as a stipulation of receiving Student Government money. Failure to comply places the Budget Director, Club, and/or Organization in direct violation of the Finance Code, which is punishable as outlined in Chapter 861.
- 830.11 If the Federal or State minimum wage increases during a fiscal year, the additional money needed to fund the already paid minimum wage positions, at the same number of hours, shall be funded out of the Salary Reserve Index.

Chapter 831 Funded Departments

- 831.1 Departments funded in part or in whole by SG, shall be responsible for and shall comply with the SG Title VIII: Finance Code.
- 831.2 Funded Department Directors shall act as custodians of their respective indexes.

- 831.3 An accountable Budget Director from each Department receiving funding must attend a procedural workshop coordinated and administered by the B&A Chair and facilitated by the Business and Accounting Office, before August 1st.
- 831.4 A Budget Director from each Department receiving funding shall maintain all fiscal records and reconcile funded budgets on a monthly basis.
- 831.5 Departments funded by SG must have current signature cards on file with Auxiliary Services and Postal Services and establish Banner approval hierarchy through the University Controller's Office with Accounts Payable and Purchasing. Any changes to the approval authority must be reported to the SG Business Manager.
- 831.6 Any printed items purchased all or in part by A&S Fees shall be required to either have the statement "Funded by UNF Student Government.", or a similar statement approved by the SG Business Manager, in a conspicuous location and size proportional to the item being printed. Failure to comply places the Budget Director, Club, and/or Organization in direct violation of the Finance Code, which is punishable as outlined in Chapter 861.
- 831.7 Costs associated with search committees to fill administrative and professional positions that are funded by A&S Fees may be funded from the General (Operating) Reserves, with approval from the Vice President of Student Affairs, after the completion of the Centralized Budget Transfer Form. This amount may not exceed \$10,000. A detailed report must be provided to the Student Senate by the SG Treasurer within 30 days of expenditure.

Chapter 832 Funded Agencies

- 832.1 Agencies funded by Student Government shall be responsible for and shall comply with the SG Title VIII: Finance Code.
- 832.2 The Director or Assistant Director from each Agency receiving SG funding must attend a procedural workshop coordinated and administered by the B&A Chair and facilitated by the Business and Accounting Office, before August 1st.
- 832.3 Each Agency Director or Assistant Director shall meet monthly with the SG Accountant(s) to review fiscal expenditures.
- 832.4 Each Agency Director or Assistant Director from each Agency receiving funding shall maintain all fiscal records and reconcile funded budgets on a monthly basis.
- 832.5 Any printed items purchased all or in part by A&S Fees shall be required to either have the statement "Funded by UNF Student Government.", or a similar statement approved by the SG Business Manager, in a conspicuous location and size proportional to the item being printed. Failure to comply places the Budget Director, Club, and/or Organization in direct violation of the Finance Code, which is punishable as outlined in Chapter 861.

Chapter 833 Registered Student Organizations

- 833.1 Registered Student Organizations (RSOs) may be eligible for annual funding in the amount set forth in the Activity & Service Fee Budget Provisionary Language, effective July 1st of each fiscal year.
- 833.2 RSOs funded in part or in whole by SG shall be responsible for and shall comply with the SG Title VIII: Finance Code.
- 833.3 RSOs shall not be allocated A&S Funds if the RSO does not comply with Chapter 803, is not recognized by Club Alliance, or does not remain in good standing with Club Alliance.
- 833.4 RSOs shall elect a financial officer to act as custodian of the index and a president and advisor, to countersign for expenditures. These signatures shall be filed with the SG Business and Accounting Office.
- 833.5 Before the allocation of A&S Funds, the financial officer, the president of the organization, and the RSO's advisor shall countersign a statement of financial understanding.
- A. The original form will be retained in the SG Business and Accounting Office for audit purposes.
 - B. If there is a change of the financial officer, advisor, and/or president within any RSO, a new statement of financial understanding shall be filed with Club Alliance and the SG Business and Accounting Office.
- 833.6 All RSO expenditures or reimbursements must be processed through the SG Business and Accounting Office. All expenditures shall have prior approval through Student Government Business and Accounting Office in compliance with line-item allocations. Violation of the Finance Code, is punishable as outlined in Chapter 861
- 833.7 A&S Fees shall not be allocated to RSOs for the purpose of salaries and/or OPS wages, or personal items.
- 833.8 Any RSO who has been placed on suspension by Club Alliance will lose access to their club funding until the suspension is lifted. RSOs that are on suspension may not request funds from the Student Conference Travel index or the Special Request index. Suspension shall not be lifted until issues related to the suspension have been resolved.
- 833.9 Club Alliance funds may not be used for Travel or Conference Registration.
- 833.10 The financial representative of each RSO is required to turn over all financial records to his/her successor at the end of his/her term.

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

Chapter 834 Transfers (Centralized and Decentralized Indexes)

834.1 Centralized Budget Transfers

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

834.2 Decentralized Budget Transfers

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

Chapter 840 Policies for Funding Requests

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

840.2 A properly completed Special Request for event funding or Travel Request shall be submitted to the B&A Chair a minimum of five (5) business days prior to the next scheduled B&A Committee Meeting and a minimum of six (6) weeks prior to the event or travel date.

840.3 A properly completed Special Request for wages and benefits or equipment purchase shall be submitted to the B&A Chair a minimum of three (3) business days prior to the next scheduled B&A Committee Meeting.

840.4 A properly completed Request Form shall consist of twenty (20) date-stamped and stapled copies of the following materials:

1. Request Form including applicable standard questions, signed by the appropriate advisor, B&A Chair, SG Treasurer, Senate Sponsor, and club president or Budget Director,
2. Total cost spreadsheet,
3. Total request spreadsheet,
4. Official conference schedule/agenda/program, and
5. Official business price quotes for accommodations, transportation, and expenses.

840.7 In order for the B&A Committee to hear a request, the requesting entity must be sponsored by a member of the Student Senate. The Senate President Pro-Tempore shall assist the entity in finding a Senate Sponsor. If the entity cannot find a Senate Sponsor, they shall be sponsored by the Senate President Pro-Tempore. It shall be the Senate Sponsor's duty to write the bill that shall be presented to Senate upon approval of the B&A Committee.

840.8 In order for the B&A Committee and Student Senate to vote on a request for funding, both the Senate Sponsor, and at least one representative from the entity submitting the request must attend the B&A Committee Meeting and Student Senate Meeting at which the request is presented.

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

Chapter 841 Student Conference Travel Requests

841.1 RSOs and currently enrolled A&S Fee-paying students may request funding for travel from the Student Conference Travel Index.

841.2 Travel funds shall be allocated to RSOs and currently enrolled A&S Fee-paying students one (1) time per Fiscal Year as follows:

- A. Individuals requesting travel funding are limited to \$500 one (1) time per Fiscal Year and the Student Government Senate may fund no more than five (5) students traveling to the same conference.

B. Groups requesting travel funding are limited to \$2,500 one (1) time per Fiscal Year.

C. Accommodations up to 50%. Groups shall stay four to a room if possible.

841.3 Food associated with travel may be requested at the State rate for per-diem if not included in the registration fee.

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

841.5 Upon legislative approval, a list with the name of the RSO and names of all UNF students traveling, including UNF ID Numbers, addresses, phone numbers, and email addresses shall be submitted to the SG Accountant(s).

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

Chapter 842 Special Requests

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

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

Chapter 843 General Reserve Policies and Process

843.1 During prescreening by the B&A Chair, SG Treasurer, SG Business Manager, and SG Accountant(s), it may be determined that the request could be considered for funding from the General Reserve. If this occurs, information will be provided to the B&A Committee, regarding past Fund Balance expenditures, and particulars on organizations requesting funds, (i.e., funding sources), and history of SG funded projects.

843.2 The General Reserve shall not be directly requested for funding. All requests must first be made in the form of a Special Request.

843.3 A General Reserve request must be approved by 2/3 of the B&A Committee.

843.4 The SG Business Manager, SG Accountant(s), SG Treasurer, and B&A Chair shall review and make recommendations to the Budget & Allocations Committee on whether use of the General Reserve is appropriate for the Special Request.

843.5 After recommendations are made by the aforementioned fiscal officers, the request shall proceed through the Budget & Allocations Committee as a normal bill in legislative process, or directly to the Student Senate if sponsored by eight (8) senators after having been defeated by the B&A Committee.

Chapter 850 University Policies and Procedures

850.1 Personnel - All requests for the establishment of new positions or the reclassification of existing positions must follow established University Policies and Procedures. Funding for these requests must follow normal legislative procedures.

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

Chapter 851 Contracts

851.1 Only the Vice President for Administration and Finance and/or the University President is authorized to sign entertainment and professional service contracts on behalf of the University. Any agreement signed by other parties is considered to be a private one that the University is under no obligation to honor.

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

851.3 Professional services contracts must be completed according to University Policies.

851.4 An Entertainment Contract Routing Form must accompany all entertainment contracts written on A&S indexes. The following signatures are required on the form:

- A. Chair of Originating Committee or Department Head,
- B. SG Business Manager,
- C. Vice President for Student and International Affairs or his designee,
- D. Vice President for Administration and Finance,
- E. President,
- F. Office of the General Counsel,
- G. Director of Health, Safety, Insurance, and Risk Management.

Chapter 852 Audits

- 852.1 Auditing of the A&S Fee Budget may be conducted annually through the use of an independent auditor.
- 852.2 Upon request, each Budget Director shall submit in writing to the SG Business Manager a Report of Budget Status, which will include expenditures to date.
- 852.3 The Auditor General, Inspector General, President, Senate President, B&A Committee Chair, SG Treasurer, Vice President for Student Affairs, and/or the SG Business Manager may audit the A&S indexes.

Chapter 853 Requisitions and University Processing

- 853.1 Purchasing Requisition Forms for all Centralized A&S indexes are to be processed by the SG Business and Accounting Office.
- 853.2 After receipt of a processed Requisition by the UNF Purchasing Department, a Purchase Order shall be issued and sent to the vendor. This Purchase Order shall authorize the delivery of goods or services.
- 853.3 When the goods or services are delivered or picked up by an organization, the vendor renders a bill or an invoice. Invoices for expenditure from all centralized A&S Fee indexes must be sent to the SG Business and Accounting Office.

Chapter 854 Procedures for Specific Items

- 854.1 Mailing - A Student Organization may utilize the UNF Postal Department for sending and receiving mail. All mail must be processed with a University Postage Charge Memo Form with appropriate signatures. The cost of this mailing shall then be charged directly to the appropriate A&S Fee index.
- 854.2 Printing - Centralized index requests for printing shall be processed through the SG Business and Accounting Office for approval.
- 854.3 Property Control
- A. Property purchased through A&S Fees is the property of the State of Florida, as administered by the SG Business and Accounting Office of the University of North Florida, and, as such, is subject to periodic inventory. Repeated loss or theft can be sufficient cause to require all property returned and deny further funding.
 - B. When an RSO is declared inactive, all Student Government inventoried items purchased through A&S Fees shall be relinquished to the SG Business and Accounting Office.

- C. When a student is no longer enrolled concurrently, he/she shall relinquish to the SG Business and Accounting Office all Student Government inventoried items purchased through A&S Fees.
- D. The SG Business Manager shall verify the inventory and notify the Budget & Allocations Committee of its condition and make a recommendation of possible future use. All property items deemed by the SG Business Manager as surplus shall be disposed of through established University procedures, if the disposal is approved by the President.
- E. Property purchased through A&S Fees, as administered by the SG Business and Accounting Office, may be checked out with the following conditions:
 - 1. The SG Business Manager and President must approve the use of all property that is classified as OCO.
 - 2. The SG Business Manager, and President, or the appropriate Agency must approve the use of all property. Agency Advisors will maintain a property log and a check-out and check-in log for items that are maintained by that funded entity. A Property Control Policy from each funded entity shall be provided to the SG Business Manager and Monthly Property Control activity reports shall be provided to the SG Business Manager.
- F. Failure to comply with University or SG Property Rules and Regulations will be considered a major offense in the management of A&S Fee funds.

Chapter 860 Assessment and Penalty Process

- 860.1 Reassessment of budget lines may be deemed necessary upon any of the following:
- A. Violations of the Finance Code occur.
 - B. Expenditures of funds inconsistent with the original intent of the approved allocations.
 - C. Projected A&S Fee Revenue is not met.
 - D. A Budget Transfer request.

Chapter 861 Freezing of Funds

- 861.1 Freezing of indexes is a tool to ensure effective management of the A&S Budget.
- 861.2 Freezing of indexes can be utilized whenever:
- 1. Violations of the Finance Code occur.

2. Reassessment of the budget is required.
3. It is deemed necessary by the SG Business Manager.
4. It is deemed necessary by a three-fourths (3/4) vote of the B&A Committee.
5. Expenditures of funds inconsistent with the original intent of the approved allocations.
6. It is deemed necessary by a two-thirds (2/3) vote of the Student Senate.

861.3 Upon finding any entity in violation of the Finance Code, the SG Business Manager may freeze an index for a period not to exceed thirty (30) business days. Two business days prior to such action, the SG Business Manager must provide written notification to the entity whose funds are being frozen, and to the Student Senate. Upon a two-thirds vote of the Student Senate, any action made by the SG Business Manager may be rescinded.

861.4 If the entity has not received approval from the B&A Committee to have the index unfrozen before the end of ten (10) business days, the B&A Committee shall make one of the following recommendations:

1. An extension of the freeze, or
2. To transfer unexpended funds into the Special Requests index.

861.5 Student Senate may freeze the funds of an index for a period of time not to exceed ten (10) business days if said entity violates the Finance Code, the intent of the allocation, or any Student Government Statutes. The Senate President must notify, in writing, the entity and the President, of the reason such action and the duration of the freeze.

861.6 If the entity has not received approval from the B&A Committee to have the index unfrozen before the end of ten (10) business days, the B&A Committee shall make a recommendation in the form of a bill.

Chapter 862 Budget Deficits

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

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

862.3 The SG Business Manager shall give Notice of Probation and Notice of Removal from Probation, in writing, to the entity, the President, the Senate President, and the Budget & Allocations Chair.

Chapter 863 Penalty Measures

863.1 Misuse of A&S fees is an offense against the Student Body punishable by the Budget & Allocations Committee, Senate, and/or Judicial Council.

863.2 If an A&S funded department or agency is found to be in violation of the Finance Code, the following actions may be taken:

- A. On a first (1st) offense, a department or agency shall be placed on thirty (30) day probation as outlined in 863.4. Notice of Probation shall be provided by the SG Business Manager.
- B. On a second (2nd) offense, in the same fiscal year, said department or agency shall again be placed on thirty (30) day probation and written Notice of Probation shall be provided by the SG Business Manager to the Vice President for Student Affairs. If said department is not within the Division of Student Affairs, written notice shall also be provided to the appropriate University Vice President.
- C. On a third (3rd) offense, in the same fiscal year, decentralized indexes will automatically become centralized. The SG Business Manager will inform the Student Senate of the centralization within thirty (30) days. The index shall remain centralized until decentralization is approved by the Student Senate as per 830.2.
- D. If the funded department or agency violates the Finance Code more than three times in one fiscal year, the B&A Committee shall recommend further penalty measures to the Student Senate, which may include restructuring, disbanding, or freezing the funded index.

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

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

- A. Monthly reports must be presented to the Student Senate on the entity's efforts to comply with violations. The entity's Budget Director shall make the presentation.
- B. All expenditures, budgetary matters, and funding requests of the entity must have prior written approval from the SG Business Manager.

- C. The Budget Director and all officers of the entity on probation shall be required to attend and complete a Finance Code counseling session set up by the SG Business Manager and the Budget & Allocations Chair.
- D. At the end of each month all financial records of the entity shall be submitted to the SG Business Manager.

HISTORY:

SB-96F-935 (September 17, 1996)
SB-99S-1241 (September 24, 1999)
SB-01F-1453 (June 8, 2001)
SB-02S-1525 (March 8, 2002)
SB-02SB-1568 (September 19, 2002)
SB-03S-1654 (March 13, 2003)
SB-03SA-1674 (May 29, 2003)
SB-03SA-1688 (June 12, 2003)
SB-03SB-1694 (July 24, 2003)
SB-03SB-1697 (July 24, 2003)
SB-03F-1710 (September 18, 2003)
SB-04S-1761 (April 8, 2004)
SB-04F-1829 (November 29, 2004)
SB-04F-1845 (December 17, 2004)
SB-05S-1887 (March 28, 2005)
SB-05SA-1912 (June 20, 2005)
SB-05SA-1914 (June 20, 2005)
SB-05SA-1915 (June 20, 2005)
SB-05SA-1921 (June 20, 2005)
SB-05F-1959 (November 21, 2005)
SB-06S-1997 (February 27, 2006)
SB-06S-2005 (March 8, 2006)
SB-07S-2090 (March 6, 2007)
SB-07S-2119 (March 26, 2007)
SB-07S-2106 (April 9, 2007)
SB-07S-2107 (April 9, 2007)
SB-07SA-2135 (July 1, 2007)
SB-07F-2164 (October 10, 2007)
SB-08S-2198 (January 28, 2008)
SB-08SA-2226 (May 12, 2008)
SB-08SA-2232 (June 23, 2008)
SB-08F-2253 (September 15, 2008)
SB-08F-2262 (September 29, 2008)