



# **The Student Association**

## Financial Policies & Procedures

Comptroller Contact Information:

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### **Student Activity Fee**

The student activity fee is a mandatory fee paid by students as part of their bill every semester. It is the basis for all of the money appropriated to groups by the Student Association.

### **Duties of the Comptroller**

The Student Comptroller is financially responsible for all of the Student Associations' student groups. The Comptroller handles the day-to-day business of group's financial transactions by working closely with the General Manager of SA, group treasurers and presidents, and fielding any questions they may have. The Comptroller gives weekly reports at General Assembly meetings and is the chairperson of the Budget and Appropriations committee. The Comptroller is also responsible for the planning and implementation of Budget and Appropriations Week.

### **Budget and Appropriations Committee**

The Budget and Appropriations Committee (B&A) is a committee composed of student members appointed by the Comptroller and General Assembly. The Comptroller is the chairperson of the committee, the Assistant Comptroller is the Vice-chair, and the General Manager/Accountant is an ex-officio member of the committee. The committee has the following duties:

- ✓ Making the annual budget for the Association (B&A week)
- ✓ Approving releases from Allocation and the Conference and Convention (Con & Con) accounts that exceed \$250.00
- ✓ Approving re-allocations over \$250.00

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## **Types of Groups:**

**Constituted Groups:** These groups are financially dependent on SA and receive funding via budget and the Con & Con Account (\$1,500.00 max in any year from Con & Con).

**Chartered Groups:** These groups are financially independent on SA and receive funding via Allocation and Con & Con Account. **Not to exceed \$1,500.00 in any academic year.**

- *During the first year of recognition the group is allowed the following funds:*
  - **\$1,500.00** if chartered during the 1<sup>st</sup> quarter of the year
  - **\$1,375.00** if chartered during the 2<sup>nd</sup> quarter of the year
  - **\$1,250.00** if chartered during the 3<sup>rd</sup> quarter of the year
  - **\$1,125.00** if chartered during the 4<sup>th</sup> quarter of the year.

**Acknowledged Groups:** These groups are financially independent on SA and receive funding via Allocation and Con & Con Account. **Not to exceed \$1,000.00 in any academic year.**

- *During the first year of recognition the group is allowed the following funds:*
  - **\$1,000.00** if acknowledged during the 1<sup>st</sup> quarter of the year
  - **\$750.00** if acknowledged during the 2<sup>nd</sup> quarter of the year
  - **\$500.00** if acknowledged during the 3<sup>rd</sup> quarter of the year
  - **\$250.00** if acknowledged during the 4<sup>th</sup> quarter of the year.

**Provisional Groups:** These groups are financially independent on SA and receive funding via Allocation and Con & Con Account. . **Not to exceed \$500.00 in any academic year.**

- *During the first year of recognition the group is allowed the following funds:*
  - \$500.00 if endorsed during the 1<sup>st</sup> quarter of the year
  - \$375.00 if endorsed during the 2<sup>nd</sup> quarter of the year
  - \$250.00 if endorsed during the 3<sup>rd</sup> quarter of the year
  - \$125.00 if endorsed during the 4<sup>th</sup> quarter of the year

**Endorsed Groups:** These groups are financially independent on SA and receive funding via Allocation and Con & Con Account. . **Not to exceed \$150.00 in any academic year.**

- *During the first year of recognition the group is allowed the following funds:*
  - \$150.00 if endorsed during the 1<sup>st</sup> quarter of the year
  - \$125.00 if endorsed during the 2<sup>nd</sup> quarter of the year
  - \$100.00 if endorsed during the 3<sup>rd</sup> quarter of the year
  - \$75.00 if endorsed during the 4<sup>th</sup> quarter of the year

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## **Types of Funding:**

**Allocations:** (Only available to Chartered, Acknowledged, Provisional, and Endorsed groups) These funds are released for the purchase of goods and services other than conferences and conventions. These funds are limited and on a first come basis. Groups can not receive allocations once the fund is depleted.

- ✓ Organizations may request funding up to 100% of the cost for items that serve as a non-personal use of promotion or publicity, mandated uniform, and/or gift.
- ✓ Organizations may request only request funding for t-shirts or uniforms that will be passed down with from member to member and will remain within the group
- ✓ Items that bear the University name or a recognized group name must go through a vendor licensed by the University. This includes T-shirts and uniforms. Please see the Administrative Assistant in the Student Association office for a full list of vendors.
- ✓ The use of allocated funds cannot be used directly towards a fundraiser.

**Conference and Conventions:** (Available to all types of groups: Endorsed, Provisional, Acknowledged, Chartered, & Constituted) Funds available for all groups to go on conference and conventions relevant to their groups' purpose. These funds are limited and on a first come basis. Groups can not receive Con & Con once the fund is depleted.

**Budgets:** \*Constituted groups\* receive an annual budget that is developed with the Budget & Appropriation Committee each year. Group budgets vary significantly; any questions regarding your budget should be directed to the Student Comptroller or General Manager.

- ✓ Constituted Groups shall request no more than twenty percent (20%) or a five thousand dollar (\$5,000) increase of their budget, depending on the greater amount from expenses.  
\*\*\* Under special circumstances exceptions to this rule must be approved by the Budget and Appropriations Committee prior to Budget and Appropriations week.\*\*\*

**Reimbursements:** According to Statute F-11 of the Student Association statutes, there will be **no reimbursements** for any organization affiliated with the Student Association unless there is **PRIOR APPROVAL** from the Student Comptroller. All purchases must be approved in advance. The Student Association uses the purchase order system and all groups must submit the appropriate form(s) and a P.O. must be issued before purchasing any product or service

### **Requesting Funds:**

In order to receive funds from the Student Association, Chartered, Acknowledged, Provisional, and Endorsed groups must adhere to the following process:

#### **Requesting Process: \$250.00 and under:**

1. Fill out request form (blue form) with detailed amounts/description and supply quotes, if available.
2. Place request form in Comptroller's mailbox with correct signatures.
3. Wait for an Email to your group's President and Treasurer which will state your request was approved.
4. Now you can requisition the money out of the account by filling out one of the green requisition forms (see Requisition Process).

#### **Requesting Process: over \$250.00:**

1. Fill out request form (blue form) located in SA office.
2. Place Request form in Comptroller's Mailbox. You will be placed on the agenda for the next B&A meeting
  - ✓ **Requests are due on Mondays at 10:00am to be on that night's agenda**
  - ✓ Notice will be a confirmation email sent to the President and Treasurer of the group.
3. Go to the B&A meeting which is held on **Monday at 4:00pm in G103B** of the Williams Center.
4. Attend the General Assembly meeting in order for your request to be approved by the Assembly and the money placed in your account.
5. **Once the Assembly approves your request, you need to requisition the money by filling out one of the requisition form(s) (see Requisition Process).**

**Requests over \$250.00 need to be made at least one week before you need to use a purchase order and even longer in some cases. You cannot request money from SA in the same week that you need to use it, since funds will not be released until Friday. When requesting funds, be sure to submit a requisition to use the money as well (please see the next page).**

## **Requisition Process:**

Note: There are 3 types of Requisitions forms: Regular Requisition, Contracts, and Travel/Lodging

### **1. Regular Requisition: For Purchase of Products, Local Hotels, Advertisements, etc. (Green form)**

- Fill out Green Requisition form: include detailed information with dates, amounts and account number.
- Submit completed green form to the Comptrollers mailbox.
- **Allow 4-5 business days for purchase order, PLAN AHEAD!**

**Local Lodging:** See the Administrative Assistant. The Student Association has special pricing on hotel rooms.

- The group submits a completed green regular requisition form.
- The Administrative Assistant will make the reservation and put a memo in the group's mailbox with the hotel information.
- The Student Association office staff will fax the purchase order to the hotel.

### **2. Contract: Speaker, lecturer, band, etc. (yellow form)**

- Complete yellow contract form **at least 2 weeks before event!** No Exceptions!
- **IMPORTANT:** When submitting a contract, a requisition will be done **automatically** for **only** the **service** of the person/group being contracted. Any separate expenses e.g. meals, lodging, travel needs to be done on a separate requisition forms.
- If you receive a contract from an outside source, please attach it to the yellow contract form. **NEVER** sign an outside contract, as the General Manager must do this.
- According to Statute F-15 *Student Association funds may not be used to pay an advisor, group member, or relative (immediate family members) to any of the above for services to their perspective group. A group may deposit their own funds to pay for an advisor, E-Board member, group member or relative to any of the above services.*
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### **3. Travel Requisition: Travel & Out-of-Town Lodging: (green form)**

- It is the group's responsibility to call for out of town lodging accommodations and obtain pricing information. Please let them know exactly how many students per room will be staying.
- If the group would like to reserve accommodations, the use of a credit card may be required. A student can use a personal credit card to **HOLD** rooms only.
- Once the group has gone through the process of requesting funds to cover the cost of the lodging, a green travel requisition must be completed.
- Please attach a print-out of the lodging information or of the confirmation numbers.
- Turn in the travel requisition to the comptroller with the back-up. The Student Association will pay the cost of the accommodations only, using the SA credit card.

### *Travel Requisition Con't*

#### **Travel (Airline Reservations):**

- Log on to an internet travel site, such as, expedia.com or jetblueairways.com.
- Select the exact flight that you want, including the number of people flying, dates and times for departing and returning flights, along with any other preferences.
- **DO NOT PAY FOR FLIGHT** with a personal credit card. Print out flight details and attach it to a **COMPLETED** travel requisition form.
- Clearly print all passengers' full names on the requisition form, and include title (e.g. Mr., Mrs., Ms., or Dr.).
- Turn all information in to the comptroller. The Student Association will book flights and provide payment information.

The instructions also apply if traveling by train (Amtrak).

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### **Purchase Order Process:**

There are many ways a purchase order may be used. The following process is used for local vendors. For out of town vendors faxing of PO's can be done. If your vendor does not except purchase orders or the vendor is online, please talk to the Comptroller, General Manager, or the Administrative Assistant.

*\* Purchase orders can take up to 4 business days to process. Plan ahead!  
No Exceptions!*

*\*If a check is needed the process may take 7-10 business days. Plan ahead!  
No Exceptions!*

1. You must pick up the purchase order in the Student Association office during the normal business hours (9am-5pm). A staff member will assist you and you will have to sign out your purchase order. (Purchase orders are never placed in group's mailboxes).
2. When using the purchase order, you can not exceed the amount on the PO.
3. Funds should only be used for what they were requested for.
4. You must sign the line that states "purchased by"
5. The vendor must sign the line that states "sold by"
6. The vendor will keep the yellow copy
7. The white, blue, and pink copies of the purchase order should be returned to the SA office with the detailed receipt.
8. A check will be issued to the vendor; you will receive the blue copy of the purchase order in your group mailbox. Please have the treasurer hold on to these slips to keep actual amounts that you have spent.

## Other Policies:

1. If your group is selling ticket for an event, you **MUST** go through the Central Ticket Office. If your group plans on collecting money “at the door” of an event, you **MUST** get a cash box from the Central Ticket Office. At no point should any of the money collected be removed from the cash box by any member of the group.
2. SUNY student activity fee guidelines prohibit recognized student clubs from opening bank accounts and require clubs to utilize the accounting and banking accounts of the student government for all of their activity.
3. According to Statute F-8, Student Association funds cannot be used to fund an academic event or an activity in which students are required to participate in order to graduate.
4. All requisition forms must be signed by both the treasurer and the advisor. Copying requisition with signatures and will not be accepted. **Forging signatures is illegal.** Any group found forging signatures will be immediately suspended and possibly forwarded to Student Affairs.
5. Do no order anything including t-shirts without purchase order in hand.