

SGA Finance Policies

1. All clubs are required to limit their use of SGA funds to the allocations present in the budget that was approved by senate. Any adjustments must be approved by the SGA Treasurer.
2. Violation of the budget without SGA approval will result in an immediate freezing of the account, pending discussion and approval of actions by the SGA Treasurer and/or the SGA Finance Committee.
3. Any removal of funds from a club account without the required, written authorization will result in the actions outlined in Clause 2.
4. For reallocations of funds under \$500, the approval of the SGA Treasurer is needed. These requests should be submitted via email, and should contain a detailed, itemized reallocation request.
5. For reallocations of funds \$500 or more, the approval of the senate is needed. These requests should be submitted to both the Treasurer and Club Relations Officer, with a completed Application to Come Before Senate.
6. Splitting up reallocations so as to avoid Clause 5 is prohibited, and will result in a freezing of the account pending a review as in Clause 2.
7. In the event that a club is denied permission to reallocate funds under Clause 4, they make bring the matter before the full senate. Approval will be the same as in Clause 5.
8. Any club spending more than its allotted budget in a given fiscal year will have the following year's budget reduced by an amount equal to 110% of the amount overdrawn.
9. SGA funds will not be used to purchase alcohol or illegal substances.

10. Uniforms and equipment that are property of the club, and will remain property of the club, are eligible for placement on a funding request or budget.
11. Personalized clothing that will become the property of an individual will not be recommended for funding by the finance committee.
12. Clubs are allowed up to 5% of their budget, exclusive of recruitment, or \$150, whichever is greater, for recruitment in their budget. This discretionary money can be spent on items that would not normally be recommended for funding by the finance committee, with the exception of Clause 9. There will be a maximum of \$500 given to a club for promotional money.
13. The finance committee will not recommend money for the purchase of food, unless it is deemed as vital to the purpose of the club or activity by the finance committee.
14. Mileage will be reimbursed at the rate of \$0.05 per mile traveled per person. A travel itinerary must be included with the blue form, breaking down the distance travel to the nearest mile.
15. The finance committee will recommend no more than \$15 per person per night for lodging.
16. All items in a funding request, reallocation request, or budget proposal must be itemized with all prices quoted from a vendor or previous SGA expense. Miscellaneous or General expenses will not be recommended by the finance committee.
17. Club fees that are associated with the club itself and no specific person can be recommended by the finance committee, but personal fees associated with an individual will not be recommended.
18. Inquiries concerning tax exempt purchases may be directed towards the SGA Treasurer.

19. Any variable payments (such as tips or gratuities) which exceed a reasonable amount will be reimbursed at the discretion of the SGA Treasurer.
20. All sales of club property must be approved and supervised by the SGA Treasurer. If SGA is not properly informed, the freezing of a club's account will ensue.
21. SGA club property at all times remains the property of the SGA, and any changes in ownership must be approved and supervised by the SGA Treasurer.
22. All monies that are generated by a club through the use of SGA funds or property shall be deposited in the club account and represented in the club budget.
23. All funding requests and other requests to appear before senate shall be submitted in writing to the Club Relations Director using the appropriate form.
24. To get a recommendation from the finance committee, all funding requests shall be submitted in writing to the club relations director by the dates listed for each meeting.
25. The finance committee will arrange to meet with one or more representatives of the club making a request the weekend prior to the senate meeting at which they will appear.
26. If a recommendation can not be made by the finance committee, for any reason, the SGA Treasurer shall either recommend \$0 or state "no recommendation" at the senate meeting, at his or her discretion.
27. Services performed by club members in the normal course of club activities, such as office work or stipends for officers, will not be recommended for funding by the finance committee.
28. These policies may be modified by the SGA finance committee at any time; however any changes will not be retroactively applied to previous recommendations by the committee.

29. All policies in this list are for the use of the SGA Finance Committee, and in no way limits the abilities or powers of the SGA Senate.