

**TITLE 5
ACCOUNTING AND BUDGETING**

Title	Section
Definitions	1
Responsibilities and Duties of the SGA Treasurer	2
Responsibilities and Duties of the SGA President	3
Responsibilities and Duties of the SGA Supreme Court Chief Justice	4
Responsibilities and Duties of the SGA Senate Speaker	5
Responsibilities and Duties of the SGA Senate Budget Committee	6
SGA Operating Account	7
SGA Co-Sponsorship Account	8
SGA Summer Account	9
SGA Reserve Account	10
SGA Budget	11
Appropriations and Expenditures	12
Method for the Disbursements of Funds	13
Liability for Unauthorized Expenditures	14
General Revenue, Fines, Penalties, and Collection of Funds	15

SECTION 1. DEFINITIONS

- 1.1** “Fiscal year”-The yearly budget for the SGA that runs from July 1 to June 30.
- 1.2** “SGA Budget”-A summary of intended expenditures created by the SGA Executives and Senate. The budget is passed in the form of a budget bill.
- 1.3** “Operating Account”-This account requires a budget before any expenditure may be made from this account.
- 1.4** “Summer Account”-This account shall be used as the Operating Account during the summer months, meaning the last day of the spring semester to the first day of the fall semester.
- 1.5** “Co-Sponsorship Account”-This account shall be used to co-sponsor activities held by recognized student groups. Allocation of funds from this account shall require the passage of a bill allocating the funds.
- 1.6** “AFAP Reserve Account”-The AFAP Reserve Account is intended for shortfalls in the Group 1 activity fee total, i.e., when actual activity fees collected are less than the estimated amount used to proscribe allocations. Allocation of money from this account shall require a bill.

SECTION 2. RESPONSIBILITIES AND DUTIES OF THE SGA TREASURER

- 2.1** Definitions
- 2.1.1.** “Treasurer’s Report”- This report shall contain for each line item in the SGA Budget: line item name, budgeted balance, actual balance, and explanation of expenditures.
- 2.1.2.** “Explanation of expenditures”- Shall include, for the time frame of the report, the amount of expenditure, name of authorizer or expenditures, purpose of the expenditure, etc.
- 2.2** The Treasurer shall submit the Treasurer’s report to Senate, which shall include the monthly account statement received from accounting, with copies for each senator at least once a month, excluding the summer and winter intercessions, in which the SGA President shall be accountable for all expenditures and shall present a line-item report of expenses at the first senate meeting. A typewritten report explaining all over-expenditures for line items in the SGA budget must be included with each report.

- 2.3 The Treasurer shall be required to meet with the Senate Budget Committee once a month. At said meeting the treasurer shall disclose the current financial status and recent receipts of all SGA accounts.
- 2.4 The Treasurer shall compile the budget requests from the SGA Executive Branch and form a SGA Budget to be presented to Senate.
- 2.5 The Treasurer shall be responsible for properly and timely dispersing of all funds approved in the manner discussed in Title 4 Section 13
- 2.6 The Treasurer shall be responsible for notifying the Senate Budget Committee of any expenditure incurred during the previous fiscal year.

SECTION 3. RESPONSIBILITIES AND DUTIES OF THE SGA PRESIDENT

- 3.1 The SGA President shall be responsible for submitting a report to Senate at the first SGA meeting following the summer and winter intercession. This report shall include a line-item report of all expenditures that were incurred during the said time.
- 3.2 The SGA President shall submit to the SGA Treasurer a budget request for executive programs and agencies, to be included in the SGA Budget.
- 3.3 The SGA President shall cooperate with the Senate Speaker to select participants for the Big XII conference and the Big XII on the Hill Conference. With the Senate Speaker's cooperation, the President shall ensure that the Big XII conference and the Big XII on the Hill conference have equal representation in number from the legislative and executive branches whenever the applicant pool allows.

SECTION 4. RESPONSIBILITIES AND DUTIES OF THE SGA SUPREME COURT CHIEF JUSTICE

- 4.1 The Supreme Court Chief Justice shall submit to the SGA Treasurer a budget request for the Supreme Court, to be included in the SGA Budget.

SECTION 5. RESPONSIBILITIES AND DUTIES OF THE SGA SENATE CHAIR

- 5.1 The Senate Speaker, with the cooperation of the Senate Steering Committee, shall submit to the SGA Treasurer the budget request for the Senate to be included in the SGA Budget.
- 5.2 The Senate Speaker shall cooperate with the President to select participants for the Big XII conference and the Big XII on the Hill conference. With the President's cooperation, the Senate Speaker shall ensure that the Big XII conference and the Big XII on the Hill conference have equal representation in number from the legislative and executive branches whenever the applicant pool allows.

SECTION 6. RESPONSIBILITIES AND DUTIES OF THE SGA BUDGET COMMITTEE

- 6.1 The Senate Budget Committee shall review the SGA Budget and make recommendations to the Senate before the final passage of the budget.
- 6.2 The Senate Budget Committee shall hear appeals by any person wishing to receive unauthorized expenditure.
- 6.3 The Senate Budget Committee shall hold meetings in which recognized and recognized student groups may come to request co-sponsorship money.
- 6.4 The Senate Budget Committee shall follow all rules regarding the allocation of Co-sponsorship funds found in the Senate in the Senate Rules Section 5.
- 6.5 The Budget Committee shall make a recommendation to Senate, in the form of a bill, for any expenditure incurred during the previous fiscal year.

SECTION 7. SGA OPERATING ACCOUNT

- 7.1** The officers authorized to make expenditures from the SGA operating account shall be listed in the SGA Budget. The list of officers may include, but shall not be limited to: the SGA President, Vice-President, Treasurer, Senate Speaker, and Senate Budget Chair.
- 7.2** The new SGA Budget shall only be passed if the current SGA Budget line items are positive or zero. If the line items are not, the Current SGA budget must be amended.
- 7.3** Expenses incurred during the Fall and Spring semesters shall be paid out of the SGA OPERATING ACCOUNT until August 1.
- 7.4** All money left in the SGA OPERATING ACCOUNT as of August 1, shall be transferred into the SGA UNALLOCATED ACCOUNT.
- 7.5** 30 days after an event for which funds have been allocated for, from the SGA OPERATING ACCOUNT, any unspent funds shall be transferred into the SGA UNALLOCATED ACCOUNT.

SECTION 8. SGA CO-SPONSORSHIP ACCOUNT

- 8.1** Definitions:
 - 8.1.1.** Money for Co-Sponsorship or Emergency Funding shall come from the “SGA CO-SPONSORSHIP ACCOUNT as set aside by the Group 1 activity fee process. Money may be taken from other SGA accounts, including the SGA Operating and SGA Reserve Accounts, with the approval of Senate. Usage of money reallocated from SGA Operations and SGA Reserve accounts to the SGA Co-sponsorship account shall be limited to fifty percent in the fall semester. Campus Life shall be consulted for the proper account and account number.
 - 8.1.2.** Co-sponsorship-Requests for SGA funding of programs, activities, or events organized by recognized student groups submitted to the Senate Budget Committee.
 - 8.1.3.** Emergency Funding- Co-sponsorship may also be granted after the expenditure has been made or after the organization or person is contractually obliged to cover the expenditure. The term “Co-Sponsorship” shall replace the old terminology of emergency funding.
 - 8.1.4.** If a recognized student organization feels the need to request more money than that which is allowed under the budget committee guidelines in Title 1 Section 9.4, a hearing may be requested to the audit committee. An audit for that specific student organization shall be performed at the discretion of the Audits Committee. If the Audits Committee deems the request justified, a recommendation of the exception shall accompany the co-sponsorship request and be forwarded to the General Assembly.
- 8.2** Those requesting co-sponsorship must have a representative present during SGA deliberation on any funding request
- 8.3** The students or student groups must present an itemized budget statement along with appropriate receipts as part of its request
- 8.4** Co-sponsorship funding shall be provided upon the condition that SGA is recognized in all flyers, advertisements, and other publicity relating to the sponsored activity

SECTION 9. SGA SUMMER ACCOUNT

- 9.1** The money allocated in this account will be designated as a line item in the SGA Budget
- 9.2** This money shall not pay for any expense incurred during the fall or spring semesters
- 9.3** Money shall be distributed into this account per Title 4, Section 13
- 9.4** This shall be a separate account in the University Accounting System
- 9.5** All money left in this account as of August 1, shall be transferred to the SGA UNALLOCATED account
- 9.6** Money shall be allocated to the SGA UNALLOCATED ACCOUNT after any money from the previous summer has been transferred

SECTION 10. AFAP RESERVE ACCOUNT

- 10.1** Money may be added to this fund by the Vice-president for Student Services, the SGA Vice President, the SGA Senate, or by any other person or entity not objected to by the SGA Senate.
- 10.2** The Reserve Account’s maximum allowable amount will be equal to the greater of \$35,000 or 30% of the last year’s SGA budget. Fifty percent (50%) of any excess funds will be distributed to the SGA Co-Sponsorship account. The remainder of the excess funds will be distributed to the SGA Operating Account under a line-item entitled “unallocated”.
- 10.3** When a Group I AFAP shortfall exists, the Senate may allocate money from the fund to recognized student groups (including the SGA) in the form of a budget bill. Total distribution shall not exceed the total amount of the shortfall.
- 10.4** This fund shall not be considered SGA money unless a GROUP 1 AFAP allocation shortfall exists, whereby SGA must use the same procedure as any other recognized group to allocate money.

SECTION 11. SGA BUDGET

- 11.1** The SGA Budget shall be a compilation of budget requests from the following individuals: the Executive Branch, the Senate, and the Supreme Court.
- 11.2** Each Budget request shall have a description and/or justification for each line item expense. Copies of budget requests must be submitted in writing to Treasurer and Senate Budget Committee before they will be considered. No funds will be allocated for SGA branches, agencies, or programs without a written budget request.
- 11.3** The SGA Budget must be passed before the last Senate meeting of the Spring Semester.
- 11.4** The SGA Budget for the upcoming year shall only be passed if the current SGA Budget line items are positive or zero. If the line items are not, the current SGA Budget must be amended.
- 11.5** The Senate can amend the original SGA Budget in order to change the appropriations (budgeted amounts) for a particular budget item. This shall require a two-thirds majority (2/3) to amend the SGA Budget.
- 11.6** The SGA Budget shall include a line item designating the amount of money to be allocated into the line items entitled “SGA SUMMER ACCOUNT”.
- 11.7** The SGA Budget shall include a line item titled “Un-allocated” which shall contain any money not allocated within the Operating Account.
- 11.8** The SGA Budget shall include a line item for discretionary funds. The President of the SGA, Vice-President of the SGA, and Senate Speaker shall have available to themselves a discretionary fund, as established in the budget. These officers shall be accountable to the Senate for the money and may be held personally liable for any misuse of these funds.
- 11.9** The SGA Budget shall list the officers authorized to make expenditures from SGA Operating and Summer accounts. The list of officers may include, but shall not be limited to: the SGA President, Vice-President, Treasurer, Senate Speaker, and the Senate Budget Chair.
- 11.10** The SGA Budget shall include officer stipends. These stipends shall be awarded to the President, Vice President, Senate Speaker, Senate Vice Speaker
- 11.11** , the Treasurer, and other positions as approved by the Senate. The stipend amounts may only be changed by a bill passed by Senate, and such a bill lowering or raising the amount shall not become effective until the succeeding term of office for the positions to be affected.
- 11.11.1** Officer Stipends shall be distributed using the following amounts each semester.

<u>Office</u>	<u>SUMMER</u>	<u>FALL</u>	<u>SPRING</u>
President	\$ 0.00	\$ 1500.00	\$ 1500.00
Vice President	200.00	800.00	800.00
Senate Speaker	0.00	900.00	900.00
Treasurer	200.00	600.00	600.00
AFAP Chair	0.00	300.00	300.00
AFAP Vice Chair	0.00	125.00	125.00

Budget Chair	0.00	125.00	125.00
--------------	------	--------	--------

11.10.2 Any gift, token, or tangible tribute of any form shall not be arbitrarily afforded to an individual unless equally afforded to any and all individuals conforming to the same criterion.

11.12 The SGA Budget shall include the salary of the Assistant for SGA. During the periods between budget proposals, the President may, upon their own discretion, adjust the SGA Assistant's salary upward or downward by a maximum of 10% of the budget salary per budget period. Any salary adjustments if exceeding 10% shall follow the listed procedures:

11.12.1 A recommendation of the SGA President

11.12.2 Approval by the Senate with discussion limited to the amount only, and

11.12.3 Proper disbursement by the SGA Treasurer

SECTION 12. APPROPRIATIONS AND EXPENDITURES

12.1 Definitions:

12.1.1 Appropriations- the funds budgeted for a particular program, service, agency, or other budgeted item as prescribed in enacted legislation or listed in the SGA Budget.

12.1.2 Expenditures- the checks, vouchers, or charges made to SGA accounts that are to be paid from the SGA Operating Account or Summer Account.

12.2 Appropriations must be approved by a two-thirds (2/3) vote of the Senate and have been signed into law by the President in the form of the SGA Budget, amendments to the Budget, or budget legislation.

12.3 Expenditures must be authorized by one of the SGA officers listed in the SGA Budget as authorized to make expenditures for the SGA account.

12.3.1 Requests for expenditures must be approved before the expenditures transpire.

12.3.2 All persons requesting to make an expenditure, shall fill out a request form for a purchase order number. The request forms shall include but are not limited to, name, account, and/or line item from which the expenditure shall be charged, place of business, and estimated amount.

12.3.3 All paperwork for the expenditure shall include the purchase order number for reference.

12.4 If actual expenditures are less than the appropriated amount for any budget item, the remaining funds or overpayments must be refunded to the SGA.

12.5 Any expenditure exceeding the appropriated amount for a particular budget item by 10% must be approved in the form of an amendment to the SGA Budget or budget bill prior to the expenditure.

12.6 Senate legislation involving the appropriation of funds must include an itemized budget indicating how the money will be spent and must designate the SGA account from which the funds shall be disbursed.

12.7 Appropriation bills must designate in their enacting clause one person responsible for such appropriations, and must also designate a specific calendar date on which that person must report back to the Senate on the results of the appropriations.

12.8 Students groups or individual students, including SGA agencies and SGA officers, must present to the Treasurer a receipt for expenditures incurred within one month of making such expenditures.

12.9 Executive Committees which receive funds from external donors; Grants, Scholarships, Personal Endowments, donations, etc. For the expressed use of that committee, for an event or otherwise shall

be exempt from TITLE 4, SEC 7.4; until the amount drawn on that committee's account shall meet or exceed the total of the amount given for expressed purposes.

SECTION 13. METHOD FOR THE DISBURSEMENT OF FUNDS

- 13.1** Upon the receipt of any expenditures documents, including, but not limited to vouchers and transfer memos, the SGA Treasurer shall within five class days:
 - 13.1.1** Confirm that the expenditure is in accordance with the SGA By-laws, the SGA Budget, enacted legislation, and relevant University accounting policies.
 - 13.1.2** Confirm that the expenditure has been authorized by one of the SGA officers designated in the SGA Budget for expenditures from SGA accounts, and confirm the request for purchase order form was filled out.
 - 13.1.3** Make copies of all receipts, vouchers, checks, or documents for the SGA records.
 - 13.1.4** Forward the requested expenditure to the next appropriate processing stage for disbursement of funds.

SECTION 14. LIABILITY FOR UNAUTHORIZED EXPENDITURES-

- 14.1** Any person or persons responsible for unauthorized expenditures may be held personally liable for these expenditures and shall be administered by the Office of Student Conduct.
- 14.2** Definitions:
 - 14.2.1** Unauthorized Expenditure- Any expenditure not pre-approved in the form of a purchase order, any expenditure greater than 25% of the estimated purchase order amount, any expenditure in which a written receipt is not submitted to the SGA treasurer, and any misuse of discretionary funds.
- 14.3** Appeal Procedure- Unauthorized expenditures will be reviewed by the SGA Budget Committee. Appropriate unauthorized expenditures may be approved at the discretion of the SGA Budget Committee.
- 14.4** Any inappropriate unauthorized expenditure will be forwarded to and administered under policies governing the Office of Student Conduct, which are defined in the OSU Student Rights and Responsibilities Governing Student Behavior.

SECTION 15. GENERAL REVENUE, FINES, PENALTIES, AND COLLECTION OF FUNDS

- 15.1** All powers and rights regarding the raising or collection of funds, be it in the form of SGA General Revenue, Special Revenue, levying of fines or penalties for noncompliance with rules regarding any function or entity of SGA, or of penalties handed down by the SGA Supreme Court, shall be subject to a majority approval of the SGA Senate in the form of either adopted By-laws or of a majority-approved motions. There shall be no exception to this other than those specifically enumerated in the SGA Constitution.