

**TITLE 5  
ACCOUNTING AND BUDGETING**

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**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* “Co-Sponsorship Account”-This account shall be used to co-sponsor activities held by sponsored student groups. Allocation of funds from this account shall require the passage of a bill allocating the funds.

*1.5* “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 expenditures, purpose of the expenditure, etc.

**2.2** The SGA Treasurer shall give an oral report to the SGA Senate once per month.

**2.2.1** The SGA Treasurer shall give an oral report to the SGA Senate at the first meeting of each semester regarding the expenditures incurred over the previous summer or winter intersessions.

**2.3** The Treasurer shall be required to meet with the Senate Budget Committee at the request of the Senate Budget Chair. At said meeting the treasurer shall disclose the current financial status and recent receipts of all SGA accounts.

**2.4** The Treasurer shall review the proposed SGA Budget after creation by the Student Body President prior to the approval by the SGA Senate.

**2.5** The Treasurer shall be responsible for properly and timely dispersing of all funds approved in the manner discussed in Title 5 Section 13.

### **SECTION 3. RESPONSIBILITIES AND DUTIES OF THE STUDENT BODY PRESIDENT**

**3.1** The current Student Body President, in conjunction with the Student Body President-elect, shall create the SGA Budget for the following fiscal year with the advice of the SGA Treasurer.

**3.2** The Student Body President shall submit to the SGA Treasurer the proposed budget for review prior to approval by the SGA Senate.

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

**4.1** The Supreme Court Chief Justice shall submit to the Student Body President a budget request for the Supreme Court, to be included in the SGA Budget.

### **SECTION 5. RESPONSIBILITIES AND DUTIES OF THE SGA SENATE SPEAKER**

**5.1** The Senate Speaker shall submit to the Student Body President the budget request for the Senate to be included in the SGA Budget.

### **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 hold meetings in which registered and sponsored student groups may come to request co-sponsorship money.

**6.3** 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.

### **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 Student Body President, Student Body Vice President, Treasurer, Senate Speaker, and Senate Budget Chair.

**7.2** Expenses incurred during the Fall and Spring semesters shall be paid out of the SGA OPERATING ACCOUNT until July 1st.

7.4 All money left in the SGA OPERATING ACCOUNT as of July 1st, shall be transferred into the “Unallocated” line item.

## **SECTION 8. SGA CO-SPONSORSHIP ACCOUNT**

### **8.1 Definitions:**

**8.1.1.** Money for Co-Sponsorship or Emergency Funding shall come from the “SGA COSPONSORSHIP 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 registered or sponsored student groups shall be 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 sponsored 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 to the Senate Budget Committee.

**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. AFAP RESERVE ACCOUNT**

**9.1** Money may be added to this fund by the Vice-president for Student Services, the Student Body Vice President, the SGA Senate, or by any other person or entity not objected to by the SGA Senate.

**9.2** 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”.

**9.3** When a Group I AFAP shortfall exists, the Senate may allocate money from the fund to sponsored student groups (including the SGA) in the form of a budget bill. Total distribution shall not exceed the total amount of the shortfall.

**9.4** 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 sponsored group to allocate money.

## SECTION 10. SGA BUDGET

**10.1** The SGA Budget shall be a compilation of appropriations as determined by the current Student Body President, in conjunction with the Student Body President-elect, with the advice of the SGA Treasurer.

**10.2** The SGA Budget must be passed before the last Senate meeting of the Spring Semester.

**10.3** 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.

**10.4** The SGA Budget shall include a line item designating the amount of money to be allocated into the line items entitled "SGA SUMMER ACCOUNT".

**10.5** The SGA Budget shall include a line item titled "Un-allocated" which shall contain any money not allocated within the Operating Account.

**10.6** The SGA Budget shall include a line item for discretionary funds. Student Body President, Student Body Vice President, and Senate Speaker shall have available to themselves a discretionary fund, as established in the budget. These officers shall be accountable to the Senate and the Coordinator of SGA Programs for the money and may be held personally liable for any misuse of these funds.

**10.7** The SGA Budget shall include officer stipends. These stipends shall be awarded to the President, Vice President, Senate Speaker, Senate Vice Speaker, the Treasurer, and other positions as approved by the Senate. The stipend amounts may only be changed by a bill passed by the 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.

**10.8** Officer Stipends shall be distributed using the following amounts each semester.

Office	SUMMER	FALL	SPRING
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

**10.9** 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:

**10.9.1** A recommendation of the Student Body President;

**10.9.2** Approval by the Senate with discussion limited to the amount only; and

**10.9.3** Proper disbursement by the University.

## SECTION 11. APPROPRIATIONS AND EXPENDITURES

**11.1** Definitions:

**11.1.1** 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.

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

**11.2** 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.

**11.3** Expenditures must be authorized by all of the following: Student Body President, Coordinator of SGA Programs, and SGA Treasurer.

**11.3.1** Requests for expenditures must be approved before the expenditures transpire.

**11.3.2** All persons requesting to make an expenditure shall submit a request two (2) days in advance of when they need to make the purchase.

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

**11.5** 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 5, Section 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 12. METHOD FOR THE DISBURSEMENT OF FUNDS**

**12.1** Upon the receipt of any expenditures documents, including, but not limited to vouchers and transfer memos, the SGA Treasurer shall within five class days:

**12.1.1** Confirm that the expenditure is in accordance with the SGA By-laws, the SGA Budget, enacted legislation, and relevant University accounting policies.

**12.1.2** Confirm that the expenditure has been authorized by the Student Body President, Coordinator of SGA Programs, and SGA Treasurer for expenditures from the SGA accounts and confirm the request was received.

**12.1.3** Make copies of all receipts, vouchers, checks, or documents for the SGA records.

**12.1.4** Forward the requested expenditure to the next appropriate processing stage for disbursement of funds.

**12.2** Only Directors or Chairs should be making purchases from their line items.

**13.2.1** Under no circumstances shall a First-Year Representative Intern (FRC) make any purchases for SGA.

## **SECTION 13. LIABILITY FOR UNAUTHORIZED EXPENDITURES**

**13.1** 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, Campus Life, and the Coordinator of SGA Programs.

**13.2** Definitions:

**13.2.1** 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 Coordinator of SGA Programs, Student Body President, and the SGA treasurer, and any misuse of discretionary funds.

**13.3** 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.