

Financial Policies and Procedures:
Class One and Media Organizations

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General Policies

Procedural Overview: Events and Purchasing

The following should give you a good idea of the process that must be followed in order to successfully plan and execute an event. While the exact process may vary with each event, you should follow this process as closely as possible. If you have any questions, contact the SGA Treasurer or Bookkeeper.

1. Your committee(s) should decide upon an event/artist.
2. The executive board shall decide if the event/artist is proper for the organization and Montclair State University and if it is within the budget.
3. The proposed event/artist should now be voted upon by the general membership.
4. After approval by the membership, the Organization Treasurer will fill out the Pre-Event Expense Form (PEEF) and submit it to the SGA Treasurer for approval.
5. The PEEF must be submitted to the SGA Treasurer **two weeks prior to the event**. Any PEEF forms that are accompanied by contracts must be submitted **four weeks prior to the event**. If the products or services cost over \$250, **three** competitive price bids must be obtained and submitted with the PEEF. The Bid waiver may also be submitted with the PEEF.
6. If a check is needed in order to pay for a service or product, submit the Purchase Requisition, Event Advertisement, Invoice, and PEEF together, and indicate your request on the PEEF.
7. If you are to be reimbursed, after the PEEF has been approved, submit the Purchase Requisition with your Event Advertisement and any receipts to the SGA Treasurer's Office.
8. For all events some form of advertisement must be selected to promote the event to the campus community. Samples of promotions and publicity (flyers, T-shirt ideas, advertisements, billboards, etc.) must be submitted to the SGA Treasurer along with the PEEF and any other additional documents.
9. Once the PEEF has been approved, your organization will receive a copy of the form and you will then be able to purchase your products or services.
10. Submit the Purchase Requisition with appropriate receipts and any signed contracts for reimbursement.
11. The yellow copy of the Purchase Requisition will be placed in your mail box when your check is ready to be picked up or when the check has been mailed. The yellow copy will be stamped **PAID** and the check amount, number, and date will be indicated. This information must now be entered into the organization's books.
12. When picking up a check, it must be signed for by an organization representative.
13. No budget modifications will be allowed after (date, i.e. April 15th) as well as no equipment or supply purchases over (amount, i.e. \$250).

Procedures: Purchase Requisitions

The Purchase Requisition is one of the simplest forms that need to be completed by organizations. However, incorrectly completed Purchase Requisitions will substantially slow down the purchasing process. The following procedure should be followed **exactly** to prevent problems and insure rapid processing.

1. Fill in the vendor's name, complete address (including zip code), and tax id # in the first block, "**PAYEE**", and "**PAYEE ADDRESS**".
2. Fill in the organization name under "**ORGANIZATION**".
3. Fill in your name under "**ORDER PLACED BY**".
4. Fill in a telephone number of the vendor under "**TELEPHONE #**".
5. Fill in the budget heading (line) that the purchase will be paid under "**BUDGET HEADING**".
6. Fill in the account and department number of the budget line under "**ACCOUNT #**" and "**DEPT. #**". **(this step is unnecessary, I don't use the acct and dept number)**
 - a) You must use the line that is applicable to the purchase. (i.e. if you are booking a comedian, do not use your office expense line) The line the money is coming out of must have money you can not do random line transfers.
 - b) Anyone caught doing so will be fined \$25.00 of their budget.
7. Under "**DESCRIPTION**", fill in (a general itemization, i.e. staples, clips, food, etc.) the name(s) of the item(s) to be/already purchased.
8. Under "**QUANTITY**", fill in the quantity if each item to be purchased.
9. Fill in the unit cost, under "**UNIT PRICE**".
10. Multiply "**QUANTITY**" by "**UNIT PRICE**". Add all **and** fill in the result under "**TOTAL**".
11. The organization's President and Treasurer **must** sign the Purchase Requisition and submit it to the SGA Treasurer for approval two weeks before the purchase is needed.
 - a) The SGA, Inc. is a not-for-profit corporation; therefore SGA organizations **do not pay sales tax**. The Federal Tax exempt # is located in the SGA Treasurers office if need.
 - b) The Purchase Requisition is void if it is not signed by the SGA Treasurer and it is so stated on the Purchase Requisition.
 - c) The organization's President and Treasurer are responsible for all purchases since their signatures appear on the Purchase Requisition.

*Remember to detach the pink copy of the purchase requisition before you submit it to the Treasurer's Office and keep for your organizations file.

Advances

The Student Government Association prefers to purchase goods and services on invoice. In other words, goods or services are ordered and after they are received the shipping invoice is used as the bill and check is issued. However, in some cases, vendors may require that payment be made at the time of or prior to delivery. **Never assume that advances will be approved. Advances are not the normal practice and should be used only as a last resort with the prior approval of the SGA Treasurer.**

1. All moneys requested in advance must be indicated on the Pre Event Expense Form (PEEF). A letter must be attached **fully** explaining the need for the advance, as well as a Purchase Requisition that is filled out and signed by the organization's President and Treasurer. If the PEEF, request for advance, and the Purchase Requisition are approved, the check will be made out to the vendor. If the advance is not approved, the organization will be informed in writing. (NOTE: all advances will be made out to the organization Treasurer **ONLY**)
2. **Each Class One and Media Organization is guaranteed no more than one (1) cash advance per semester.** The SGA President and Treasurer hold the right to freeze any account or refrain from endorsing checks of organizations whom have change or receipts from a cash advance for more than one week (after the purchase) overdue. Additional cash advances beyond the guaranteed one will be granted at the discretion of the SGA Treasurer. Cash advances will be limited to three (3) per year. One per semester and one emergency.
3. After the goods have been purchased, receipts must be submitted by the organizational Treasurer to the SGA Treasurer. If receipts are not submitted the organizational Treasurer will be held personally liable for the amount of the advance, and the organization will be frozen from further advances. For every week not handed in will be \$25.00 fine.
4. To avoid problems the request for the advance must be submitted seven (7) days before the check is needed.
5. Only one advance at a time will be given. Another advance will not be approved until all receipts have been submitted to the SGA Treasurer.

Bids

Any time that your organization wishes to make any purchase, you should research both the desired product or service and also any close substitutes. This comparison-shopping will allow you to get the most out of your budget. The SGA requires that any purchase in excess of \$250 must be bid out. **Three** competitive bids **must** be solicited. These bids must be submitted to the SGA Treasurer with the Pre-Event Expense Form (PEEF).

The procedure is relatively straightforward. A member of your organization must research at least three competitive bids from (three different and) appropriate vendors. All costs must be included to ensure that accurate comparisons can be made. Each bid should be recorded on separate **BID PROPOSAL** forms available in the SGA Office. The member should check off whether it is a mail, phone, online, or in-person bid and sign the form. The bids will then be submitted to the SGA Treasurer. The Treasurer may request additional bids if it is deemed necessary. If additional bids are required, the organization will be notified in writing.

If for some reason you feel that it is impossible to obtain bids or if you feel that the product requested is unique, you may request a bid waiver from the SGA Treasurer. All requests for bid waivers must be submitted using the **BID WAIVER** forms. If the request is denied, you will be notified in writing.

Total Cost

Make sure you include shipping, set up, printing, publishing, and any other additional charges in the total cost.

Pre-Event Expense Form (PEEF)

This form exists to enable the SGA and the Office of Student Activities to determine the financial and logistical feasibility of an event for both the SGA and the organization. This form must be approved before any financial commitments are made. The PEEF must be handed in no later than **two weeks** prior to the event. This allows sufficient time to plan and eliminate any problems. If a PEEF is not submitted, no event may take place. It is vital to realize that this is not a contract and in no way does approval of this form bind the SGA legally or financially; only a signed Purchase Requisition or contract binds the SGA. In the absence of a signed PEEF, the SGA President will not sign a contract.

The signed PEEF form allows you to program only the event that is described, at the time indicated, and at the costs approved.

The process of the event without a contract is as follows:

1. At least **two weeks** prior to an event, fully complete the PEEF and submit it to the SGA Treasurer or SGA Bookkeeper. The SGA Treasurer will review the PEEF and approve or decline it.
2. Once approved, a copy of the PEEF may be picked up in your organization's mailbox. The signed PEEF indicates that the organization has budgeted properly and has sufficient funds in the respective lines for the costs involved.

The process for an event with a contract is as follows:

1. If a contract will need to be signed, the process needs to be started **four weeks** prior to the event (two weeks for the approval of the PEEF and two weeks for the approval and signature of contract).
2. After the signed PEEF has been received, negotiate all relevant costs with the artists. (**NOTE: Do not exceed approved limitations**)
3. Submit a copy of the approved PEEF and the signed contract to the SGA President.
4. If all terms are acceptable, the President will sign the contract. The organization may then pick up the contract. No contract will be delivered.

*Remember PEEF forms should be submitted in advance of the purchase requisition, not with.

Contractual Procedures

A large portion of your programming expenditures will involve contracts. Contracts are to be used to bind all parties involved in the transaction to certain terms and conditions. This allows both the organization and the artist/service provided assurance that the event will take place and the agreed upon compensation will be paid.

Contracts are necessary for any form of artist's performance and for any services not paid through payroll.

When working with a vendor that provides a type of performance/entertainment, the vendor shall be referred to as an 'artist' in these documents. When the vendor provides a service, they shall be referred to as a 'contractor' in these documents.

The only person who may sign a contract for an SGA organization is the **SGA President**. The Organization must first gain approval from the SGA Treasurer that they have funds available before the SGA President will sign a contract. You must inform the Artist/Agent that a contract not signed by the SGA President is not legally binding and will not be honored by the SGA. **Any person signing a contract will be held personally liable for the full costs of the contract.**

Any contracts submitted for the SGA President to sign should be accompanied by a copy of the Pre-Event Expense Form (PEEF), and should first come through the SGA Treasurer's Office to verify available funds.

Insure that all information on the contract is filled in before submitting. Please include the contractor/artist's EIN#/SS#.

*The SGA Treasurer will initial next to where the SGA President must sign on all contracts, to show that s/he has made sure that the organization has funds available to cover the costs of the contract.

Co-Sponsorship Contract

One of the most efficient methods of planning a large event – limited budget program is co-sponsorship. This allows organizations to effectively expand their programming beyond their budget and perhaps into areas of programming in which they have limited experience. The SGA strongly encourages co-sponsorship.

There are, however, some dangers to co-sponsorship. Often, what should be extremely beneficial cooperation can quickly turn into a nightmare of bickering over who pays for what and who gets how much of the revenue. To avoid these problems any time that there is a co-sponsorship between organizations, a Co-sponsorship Contract must be completed by both executive boards and signed by the SGA President. This contract clearly apportions both expenses and revenue for the event. In the event of a dispute, the SGA President or the SGA Treasurer will arbitrate all points of contention.

The process for a Co-sponsorship Contract is as follows:

1. Both organizations should plan the event and transfer all relevant information to one PEEF.
2. The two organizations must decide which expenses each will pay for with their funds. It is preferable that each organization pays for an entire expense rather than portions of each expense. For example, if publicity costs \$150 and the artist costs \$160, one organization should pay for the artist and the other should pay for publicity.
3. After expenses have been divided, the information should be transferred to the Co-sponsorship Contract. The Contract must then be signed by both the President and Treasurer of each organization.
4. The completed Co-Sponsorship Contract should then be attached to the PEEF and submitted to the SGA Treasurer.
5. The SGA Treasurer will review both the PEEF and the Co-sponsorship Contract. The SGA Treasurer will verify that each organization has budgeted appropriately and has sufficient funds in their respective budget lines. S/he will then give the Co-Sponsorship Contract to the SGA President to sign.
6. After the Treasurer has signed the PEEF, the **Organization 1** Treasurer will pick up the copy of the PEEF and the Co-sponsorship Contract from their mailbox.
7. If you require a check before the event, you must indicate in on the PEEF, as well as submit a Purchase Requisition with the PEEF and the Co-sponsorship contract.
8. If you need to be reimbursed, follow ordinary procedure.

Conference Trip Authorization

One extremely effective way to improve programming is to attend conferences. Conferences expose new ideas to selected members from your organization. These ideas then can be brought back to your full membership and be incorporated into your organization's programming and operations. In order to attend a conference, paid for by the SGA, the organization must obtain approval for the conference and related expenditures from the SGA Treasurer. This approval is obtained through two different trip authorization forms. These copies of those forms can be found in the next pages. **The Trip Authorization Form** is used for conferences that require overnight stays or registration fees. **The Day Trip Authorization Form** is used for one day travel and only provides for travel expenses.

The Trip Authorization Form serves the same purpose as the PEEF. It lays out the total expenses for the conference or day trip and allows the SGA and organizations to insure proper budgeting.

The process for approval and reimbursement of expenses is as follows:

1. Research all related expenses to the conference or trip. This information should be transferred to either the Day Trip or Trip Authorization Form, whichever is appropriate for your needs.
2. Submit the completed form to the SGA Treasurer's Office.
 - a) If an advance is needed, make sure to submit a letter requesting that approval.
 - b) All receipts and left over money must be turned in to the SGA Treasurer's Office within one week (including weekends) of return from the conference. Failure to do so will result in a freezing of the organization's budget until funds are accounted for. Every additional week will be a \$25 fine.
3. After the approval and the trip, the organization must submit a Purchase Requisition and receipts.
 - a) Unverified expenses will not be reimbursed and the members responsible will be held personally responsible for his/her purchases.
4. Off campus conferences are difficult to budget for because of unforeseen expenses that may arise. It is important to stay within your budget.

NOTE: It is MANDATORY that a conference report be submitted to the SGA President within fourteen days (including weekends) of return. Failure to submit a report is a violation of the Financial Policies and will result in the freezing of the organization's Conference Line and a fine of \$100 from that line.

The organization's members must also make a presentation to the Legislature concerning what was gained at the conference. The members must inform the SGA Vice President of the date of their presentation seven days (excluding weekends) in advance. Failure to make a presentation to the Legislature may adversely affect the organization's Conference Line in the next year. If an organization does not follow all procedures, policies, and rules regarding conferences and trips or if they fail to sufficiently utilize their conference line, then it shall be at the discretion of the SGA Treasurer and President to remove the conference line for the following year.

The presentation may be in writing as a hand out and submitted to the SGA Vice President for distribution to the Legislature.

Ticket Policy

Many events are simply costly for the SGA to fully subsidize. As a result the more costly events require the sale of tickets. Ticket costs should be just high enough to allow the organization to afford the event without adversely affecting the students ability to attend. Ticket prices are to be higher for non-students than for students. The SGA will not subsidize events for non-students. Therefore, the total cost of the event divided by the number of people expected to attend, will set the price of admission for non-students. The following policies will apply to events which involve admission price or ticket sales.

1. The admission price for all events funded in whole or part by SGA fees must be approved as part of the program budget and should be included on the PEEF.
2. No tickets or bids may be ordered from the printer until the program has been approved or the contract has been signed.
3. The tickets must be numbered in sequential order and they must be brought to the SGA Office and approved by the SGA Treasurer or Bookkeeper.
4. A list of all persons to receive complimentary tickets must be submitted to the SGA Treasurer's office for approval one week in advance of the event. The list should include the reason why the comp is being extended. The SGA Treasurer will notify the organization in writing of the approval and any changes that have been made.
5. The organization treasurer or president must bring all tickets or bids to the SGA Treasurer's office prior to the commencement of sales. Beginning and ending numbers will be indicated on the Ticket Sales Form.
6. When a ticket is sold, the type of ticket sale, either student, non-student, or complimentary must be checked and marked on the Ticket Sales Form.
7. Upon completion of sales for any one day, the organization's president or treasurer will return all unsold tickets, ticket stubs, and money received to the SGA Treasurer's office along with a Ticket Sales Form for verification and approval. All unsold tickets are to be stored overnight in the SGA Treasurer's office.
8. It is to be the organization's responsibility to insure that tickets sold correspond with money tendered throughout the sales period. Any difference in the above may result in an imposed fine and/or the individual and the organization being held liable for the discrepancy.
9. For all events with ticket sales, (including tickets sold before or at the event), there must be an Executive Board Member Present from the SGA. (If an Executive member can't be there, the SGA Treasurer and President shall appoint someone trustworthy to monitor the ticket sales and to bring the money to the SGA Treasurer's office after the event.

For all ticket/bid sales a Ticket Sales Form must be used. A copy of the Ticket Sales Form can be found on the next page.

Food Service Procedures

In the course of the year, there may be some events that will require that you provide some form of food. When these events are held on-campus, you must use the Campus Food Service. The procedure for contracting their services is fairly straight forward, but it must be followed exactly to ensure that the service is provided. The procedure is as follows:

1. Determine how much you want to spend for the food aspect of your event and obtain approval for the event and related food expenses through the PEEF.
2. Complete and submit a contract from Food Service with the PEEF to the SGA Treasurer's office. S/he will submit it to the SGA President to be signed. You will receive a copy of the Food Service contract and the approved PEEF in your mailbox.
3. After you receive the copy of the Food Service contract, present it to the Food Service vendor. This will confirm your request.
4. Immediately after the event, Food Service will send an invoice and billing statement to the SGA Treasurer. The invoice will be filed with the organization's financial paperwork and it is the responsibility of the organization's treasurer's responsibility to submit a Purchase Requisition for payment.
5. If any organization wishes to order food from an outside vendor that Food Services do not offer, the organization must receive a signed waiver form from Food Services.

While it is desirable in some cases to provide food or refreshments at your organization's events, it should not be the focus of attention at non-banquet events. **The general policy concerning non-banquet food expenditures is: *Food expenditures should not exceed the greater of \$100 or 10% of the total cost of the event.***

Petty Cash

Whenever your organization needs to sell tickets or promotional items it may be necessary to use Petty Cash. Petty Cash is used as start up money to make change. Your organization will receive a cash box along with the cash needed. To use the Petty Cash account, you must:

1. Notify the SGA Bookkeeper, three (3) days before the cash is needed, that you will need change and in what amount.
2. Come in the day of the event and sign out the cash and the cash box.
3. Once the selling process is completed return the cash and cash box to the SGA Bookkeeper for justification.

NOTE: The person signing out the money will be held personally liable for all the cash and all discrepancies. Only the President or Treasurer of an organization may sign out a petty cash advance for their organization. Petty Cash advances will only be given to organizations that hold a valid SGA charter and are entitled to such funds.

Contest Prize

In some cases your organization may wish to offer prizes to participants in your events. In order to offer prizes, you must first obtain approval from the SGA Treasurer. Initial approval should be gained through the PEEF. The specific procedure is as follows:

1. Obtain initial approval through the PEEF. Fill out the top half of the Contest Prize Form.
2. After the event has been held, have the winner sign the form and fill out all requested information. If the winners were representing an organization then the **PARTICIPATING ORGANIZATION** line must be filled out and the check will be made payable to the organization.
3. Resubmit the Contest/Prize Form with the Purchase Requisition, Event Advertisement, and other receipts to the SGA Treasurer. A check will be cut or prizes will be purchased and sent to the winners.

If you need the prizes in advance of the event and it is a non-cash prize, you must submit the PEEF marked **ADVANCE PRIZE** with the initial submission of the Contest Prize Form. After the identity of the winners is known, they must complete the Contest Prize Form. The completed form will then be submitted to the SGA Treasurer.

NOTE: Failure to obtain approval for the Contest Prize Form will result in the organization's President and Treasurer being held personally liable for the cost of the prizes.

*Remember any prize, gift, award, or other such item not claimed in the semester in which it was given or awarded, will revert back to the SGA unless prior written arrangements have been made with the SGA Executive Board.

Advertisement Revenue for Media Organization

Any advertisement revenue brought in by a SGA Media Organization will be designated for use to cover costs for that organization only. This means that the money a Media Organization brings in, through Advertising Revenue, will only be used to benefit that Media Organization. All of this revenue will be incorporated into lines of the organization's budget and distinguished as **AD REV ALLOCATION**. When the budget is prepared in the spring for the upcoming school year, estimated funds for Advertisement Revenue will be allocated based on one of the following:

1. If the organization has a history of accumulating Advertisement Revenue, a logical estimate will be established and agreed upon by the organization's President, organization's Treasurer, SGA President, and SGA Treasurer.
2. If the organization does not have a history of accumulating Advertisement Revenue, the organization must first accumulate the funds in order to allocate them.

Any Advertisement Revenue collected over the estimated amount will accumulate as that organization's Unallocated Surplus.

1. If the projected income of Advertisement Revenue is not reached, any money in Unallocated Surplus for that Media Organization will be used to cover the difference.
2. If no money remains in Unallocated Surplus for that Media Organization, all Advertisement Revenue income from the next year will immediately go to pay the difference. This will occur before said Media Organization can have access to the funds. All funds will be frozen until the difference is paid.

In the event that the funds must be utilized, a transfer from the organization's Unallocated Surplus will be indicated on the budget report. These monies are subject to use by that organization after the SGA President and Treasurer approves the appropriation to increase their budget. Any Advertisement Revenue collected by the organization will be available to them in Unallocated Surplus each successive fiscal year.

Infractions

The SGA expects that the Financial Policies be adhered to fully. We do, however, realize that periodically policies will be broken. In some cases these breaches of policy will be allowed to pass, at the discretion of the Executive Branch. However, flagrant or repetitive violations will not be tolerated. The following fines will be imposed at the discretion of the SGA Treasurer and SGA President when circumstances warrant. All fines imposed will be public record. In the event that a situation does arise, the organization or individual will receive a written warning. Upon further violations, the following will occur:

CONTRACTS

Minimums

1. 1st Offense - 10% of the appropriate line for the semester. If an organization over draws funds from a line, they will receive a 10% budget cut.
2. 2nd Offense – 25% of the total budget and a budget freeze for at least thirty calendar days.
3. 3rd Offense – Possible loss of charter

*Additional fines may be imposed at the discretion of the Executive Branch, pending the circumstances of the infraction.

FINANCIAL POLICIES

Minimums

1. 1st Offense - \$50 fine to the appropriate line
2. 2nd Offense - \$250 fine to the appropriate line
3. 3rd Offense - Budget or line freeze

*Additional fines may be imposed at the discretion of the Executive Branch, pending the circumstances of the infraction. Depending upon the seriousness of the infraction, some penalties may be skipped at the discretion of the SGA President and the SGA Treasurer

KEY POLICY

1. If a key is lost, a \$10 replacement fee will be required and paid to the SGA by that organization.
2. If a key is not returned at the end of the year, a \$25 fine will be imposed and paid to the SGA. Upcoming years' appropriations will be withheld until the fine is paid.

Miscellaneous Policies

Monthly Financial Meetings

To ensure that the organization's books are kept up to date, it is the duty of the organization's treasurer to meet with the SGA Bookkeeper to update budget balances at the beginning of each month. The organization's treasurer must make an appointment with the Bookkeeper by the fifteenth of each month for the Monthly Report. The treasurer will not just come in and expect the Bookkeeper to drop everything to do the Monthly Report. The treasurer must bring the organization's ledger to the meeting. The Bookkeeper will check the treasurer's ledger totals against the computerized totals. All unmatched totals will be made to match.

Failure to make an appointment or meet with the Bookkeeper may result in the imposition of a fine upon the organization. Continual failure to comply with this policy will result in the freezing of the organization's Operational Budget.

End of the Year Banquet

End of the year banquet dates must be set no later than April 15th. No banquet will be approved if the date is later than May 15th. All paperwork must be submitted and finalized in the SGA Treasurer's office by April 20th. A list of all members planning to attend the banquet must be submitted along with the paperwork.

Central Duplication

The only signatures that validate a Central Printing and Duplication Requisition are those of the SGA President, SGA Treasurer, and the SGA Office Coordinator. One of these people must sign the Central Duplication Requisition. After the Requisition is signed and the service is ordered, the Goldenrod copy of the Central Duplication Form must be submitted to the SGA Treasurer to verify the expense. Purchases require that a PEEF has been approved by the SGA Treasurer prior to ordering. Failure to obtain approval will result in a fine.

Copier

To facilitate the use of the SGA copier by Class One and Media Organizations, the organization treasurer or president must complete a Copy Request form and leave it with the Office Coordinator for processing. The organization will be billed on a monthly basis.

At the end of each month, the organization's treasurer will receive a monthly transfer form indicating how much the organization is charged for the month.

Donations

Any time that an organization wishes to donate SGA money or revenue from SGA funded events to charitable organizations, prior approval must be obtained from the SGA Executive Board. To gain approval, the organization must attach a *typed* letter with the PEEF outlining the reason for the donation, the charitable organization receiving the donation, and the expected amount of donation. If unapproved donations are made, the organization members responsible will be held personally liable.

Sales Revenue

Any revenues collected through sales of T-shirts, raffles, admission paid to social events (i.e. dances, plays, or shows) must be returned to the SGA Bookkeeper every day. If the event is held after office hours, then the money must be submitted on the next working day. Failure to return any money from such events will result in infractions.

Budgeting Policies

Budgeting Process

One of the most time consuming parts of Class One and Media Organization operations is the budgeting process. Much thought, analysis, and research must go into an effective budget presentation. Performed correctly, it can greatly speed up both the negotiations between the organization and the SGA, as well as, those between the organization and the Legislature. The following process should minimize problems.

1. Sometime in early November begin evaluating your organization's expenditures and future operations needs. Look at spending patterns and programming alternatives. You will be able to find lines that need increases and also lines that can be decreased.
2. Prepare your Budget Request Forms, found on the following pages. The Budget Request shall consist of:
 - a) A comparison of the current year's budget with that of the request for next year. This comparison shall appear on the Budget Request Comparison Form.
 - b) Each line should then be broken down, described and justified numerically. This breakdown should answer many of the questions of both the SGA Executive Board and the Legislature. This information should be presented on the Budget Request Line Description.
3. *The completed Budget Request must be submitted to the SGA Treasurer by the last Friday in January.* The SGA President and Treasurer will review and make comments concerning changes and improvements in presentation. These criticisms will be written out and returned to you along with a copy of the Request. You will receive the Budget Request no later than the second Friday in February.
4. The organization must then update their request, taking into account the evaluation of the SGA President and Treasurer. The revised and updated Budget Request must be resubmitted to the SGA Treasurer on or before the third Friday in February.
5. During the month of February, appointments will be made between the SGA President and Treasurer and the organization's President and Treasurer for negotiations to reach the final Budget Request.
6. The finalized Budget Request will be typed by and submitted to the Legislature in Bill Form by the first Wednesday in March. Once the bill and Budget Request have been introduced, the bill will be placed into the Appropriations Committee.
7. The organization's President and Treasurer will attend the next Appropriations Committee meeting to discuss the Request. The committee members will ask questions concerning the budget and recommended changes. At the close of discussion, the bill will be voted upon for recommendation to the Legislature. The Appropriations Chair will inform the organization when the bill will be released. The organization is **required** to attend the meeting of the Legislature that the bill is to be discussed. Failure to attend that meeting may jeopardize funding.
8. At the Legislative meeting, the organization will be asked questions concerning the nature of the programming, and the related costs. The organization must be prepared to answer questions covering all aspects of their programming and to justify all expenses.
9. After all questions have been answered and debate is over, the request will be voted upon. Approved Budgets will then go to the SGA President for his signature. If the President signs the Budget no other action is necessary. A veto will necessitate additional debate at the next meeting of the Legislature.

NOTE: The Legislature has final approval of all budget requests once a bill is introduced to the legislature by the SGA President. Failure to sufficiently answer legislators' questions may result in a lower budget. Additions or subtractions from a Budget during the course of a year must first gain approval from the SGA President and Treasurer before going to the Appropriations committee and then legislature for final approval.