



Student Government Association

Financial Policy Handbook

2017-2018



SUNY Cortland Student Government Association

The membership of the Student Government Association (SGA) consists of all students who pay the Mandatory Activity Fee (MAF). MAF-paying students may participate in any SGA-sponsored activities. The Student Government Association's purpose is to:

1. Defend students' rights
2. Insure academic and social freedom
3. Provide an organization of self-government that is both representative of and responsive to the students of SUNY Cortland
4. Promote and manage programs and activities which enable students to further their educational and social experience while at SUNY Cortland
5. Provide a forum for the exchange of ideas between students, faculty, and the surrounding community

Student Government Officers and Staff to the SGA Organization 2017-2018

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Introduction:

The Student Government Association's Chief Financial Officer and Associate Financial Officer, along with the SGA Disbursing Agent, work together in order to maintain an efficient processing system for purchase orders, and to insure that the MAF is used fairly to serve and enrich the students of SUNY Cortland. In order to do so there are policies and procedures that must be followed by SGA clubs and the SGA. This handbook will explain those policies and the restrictions placed upon SGA clubs and the SGA while using Mandatory Activity Fee money.

Note: Throughout this document the term "Club" is used to refer to any student led organization sponsored by the SUNY Cortland SGA. The term "Organization" is used more broadly to refer to any entity that may receive funding from the SUNY Cortland SGA.

General Policies:

- The fiscal year of the SGA will correspond with that of the SGA Disbursing Agent. At the close of the fiscal year, the money remaining in an SGA club's budget will go into the Stabilization Fund. In the event that the balance is overdrawn, any additional charges will be deducted from the following year's budget.
- All SGA clubs must leave 4% of their total budget allocation in their account in order to pay for direct billing invoices in the second semester. (I.E. telephone, photocopies, faxes, motor pool, custodians, Campus Activities.)

Note: If a club believes that they have a compelling reason to do something against Financial Policy, they may be granted permission to do so following a vote of the Financial Board.

Duties of an SGA Club Treasurer:

- The Club Treasurer must attend two Treasurer Meetings, one for each semester of the academic year. Failure to attend either meeting could result in the club's budget being frozen for an entire semester. (This is under the discretion of the SGA Chief Financial Officer.)
- Club Treasurers may not submit request forms until they have attended the Treasurers Meeting for the current semester as well as filed a signature card with the SGA Disbursing Agent.
- The Club Treasurer is responsible for filling out all Purchase Orders, Fundraiser Forms, Event Forms, Contingency Requests, Travel Advances, and/or other club paperwork. If any form is filled out incorrectly, the Club Treasurer will be notified via Cortland Connect and may be required to resubmit the document.
- Club Treasurers may only submit order requests online through Cortland Connect (This is under the discretion of the SGA Chief Financial Officer.)
- The Club Treasurer must ensure a club representative is sent to any request for additional club funding. (This includes: Contingency Requests, Stabilization Requests, and Budget Hearings) Failure of a club member to attend will void the request.
- The Club Treasurer must keep an accurate accounting of their club budget at all times. A club President/Treasurer may request a copy of their club ledger from the SGA Disbursing Agent.
- The Club Treasurer must submit a written budget proposal one week before the annual Budget Hearings. In addition, they must provide a representative at the Budget Hearings to answer any Financial Board questions related to the written proposal, and or any club activities of the past year.
- If the Club Treasurer does not submit a budget proposal and provide a representative at the Budget Hearings, their club may not receive a budget for the following year. Clubs will not receive a budget for the following year if they do not attend the appeals process following an absence at the original Budget Hearings.
- The Club Treasurer is responsible for the keeping of an accurate club inventory as outlined by the Financial Handbook.

Rules for Budget Spending per SUNY Policy:

The following information is copied from the approved SUNY Policy regarding the use of Mandatory Activity Fee funding. All club spending must be applicable to at least one of the following:

Policy Title: Student Activity Fees - Mandatory

Document Number: 3901

Effective Date: September 28, 2004

This policy item applies to: State-Operated Campuses

3. Use of funds - Funds which are collected under provisions of this policy which require every student to pay the prescribed mandatory fee and all revenues generated from use of the fee shall be used only for support of the following programs for the benefit of the campus community:

- a. Programs of cultural and educational enrichment;
 - b. Recreational and social activities;
 - c. Tutorial programs;
 - d. Athletic programs, both intramural and intercollegiate;
 - e. Student publications and other media;
 - f. Recognized student organizations including religious student organizations, for the purposes and activities of the organization that are of an educational, cultural, recreational or social nature; provided that the criteria for recognition of such student organizations, including, the criteria governing eligibility for funding of and allocations to such student organizations from student activity fees, shall be specified in the constitution and by-laws of the student government;
 - g. Insurance related to conduct of these programs;
 - h. Administration of these programs;
 - i. Transportation in support of these programs;
 - j. Student services to supplement or add to those provided by the University;
 - k. Remuneration and reimbursement of reasonable and necessary travel expenses in accordance with state guidelines to students for service to student government;
- l. Campus-based scholarships, fellowships and grant programs, provided the funds are administered by the campus or a campus affiliated organization;
- m. Payments for contractual services provided by a nonprofit organization to the extent that such services are in aid of an approved student activity during the budget year and which activity serves the purposes set forth above and provided further that such payments may not be exclusively for the general corporate purposes of such organization;
 - n. Salaries for professional non-student employees of the student government to the extent that they are consistent with hiring practices and compensation rates of other campus-affiliated organizations; and
 - o. Charitable donations to a nonprofit organization; provided, however, that such donations may be funded only from the proceeds of a fundraiser held by a recognized student organization.

Purchasing:

Note: The SGA Chief Financial Officer authorizes all expenditures before they occur. If a club purchases an item without the SGA Chief Financial Officer's approval, the item may not be paid for with SGA funds. (This is under the discretion of the SGA Chief Financial Officer.)

SGA uses an encumbrance approval system when spending funds. This means that all expenditures by SGA organizations must be approved in advance. Once the Purchase Order is approved, the cost of the item is set aside (encumbered) and withdrawn from the SGA club's account. Those funds are treated as if they have already been spent. The purpose of this system is to provide an opportunity to review the intended purchase, ensuring that it is in compliance with SGA financial policy, and evaluate the propriety of the proposed expenditure.

SGA Financial Processing Policy:

- Purchase Orders under \$500 must be submitted at least 7 days in advance
- Purchase Order over \$500 must be submitted at least 14 days in advance.

Post Submission Process:

Once a P.O. is submitted to the Cortland Connect online system, the following steps are taken:

- The Purchase Order is reviewed by the SGA Chief Financial Officer or Associate Financial Officer, who ensures the request is in compliance with SGA policy. If so, the request is sent to the SGA Disbursing Agent.
- Next the Purchase Order is reviewed by the SGA Disbursing Agent, who ensures that there is sufficient money in the account to cover the expense.
- Then the Purchase Order is reviewed by the SGA Advisor and/or Vice President of Student Affairs to ensure that it is following the SUNY Board of Trustee guidelines concerning spending MAF money.
- The Club Treasurer will receive notice via e-mail that the purchase order is either approved or denied. If approved, the request can then be printed from the Cortland Connect site.
- Club Treasurers are responsible for placing orders with the vendors and obtaining invoices/receipts for payment. In addition:
 - a. The club is responsible for turning the invoice/receipt in after the event or purchase. SGA Club Treasurers must indicate on the invoice that the item or service has been received, and make sure any additional material to be sent out with payment is included.
 - b. Contract payments will be processed from the approved purchase request so that checks are available for club treasurers to pick up in time for their event.
 - c. SGA checks are prepared on Tuesdays and Thursdays, and may be picked up after 8:00 a.m. on Wednesdays and Fridays in Neubig Hall. An organization should allow an additional 7 business days to prepare a check.

- d. Online purchases using the SGA debit card are only to be used as a LAST RESORT when there are no other options (the vendor will not accept a PO/check). Club Treasurers with approved purchase requests must go to the SGA Disbursing Agent in Neubig Hall for order processing.
- Once the payment has been made, the online purchase order request will officially be marked as “Completed” by the SGA Disbursing Agent.

Purchase Order Rules:

- A Purchase Order Request may only be submitted through the Cortland Connect online system by the Club Treasurer.
- A Purchase Order Request must be filled out completely and correctly or it will not be approved by the SGA Chief Financial Officer. Club Treasurers who submit a purchase order request that lacks necessary information, is not in compliance with SGA Financial policy, or that is deemed to be inappropriate will be notified by the SGA Chief Financial Officer via email and or their club mailbox. The request may be denied until it is resubmitted with the appropriate changes, or held until altered to be compliant.
- For related purchase orders (such as those being used for a single event, or in the furtherance of a specific project) the total itemized budget of the event or project must be attached on Cortland Connect along with the breakdown for the specific purchase order.
- Clubs who submit Purchase Order Requests after the deadlines set by the SGA Financial Processing Policy may be subject to fines as specified in the Fines section of the Financial Handbook.
- If Club Treasurers foresee a problem or are finding it especially difficult to comply with the financial procedures, they should discuss this with the SGA Chief Financial Officer immediately.
- Equipment purchases over \$500.00 must have Financial Board approval.
- An SGA club may not hold funds in the status of PETTY CASH unless the SGA Financial Board gives approval.
- All clubs will be limited to two apparel items per year.
- Clothing purchases may be subsidized by a club budget, up to \$15.00 per item.
- A purchase order for clothing must include a quote and a picture of the design attached to the online submission.
- No purchase orders for apparel may be placed after April 1st.
- Club Treasurers may not submit purchase orders for office supplies after April 1st. (This is under the discretion of the SGA Chief Financial Officer.)

Prohibited Purchases:

- MAF money may not be used to fund SUNY Cortland departments. This includes purchasing equipment for a department, or funding events such as a department awards dinner. Events that are targeted towards the greater SUNY Cortland community may be co-sponsored by clubs and departments.
- MAF money may not be allocated to any Honor Society, Fraternity, or Sorority.
- MAF money may not be used to purchase gifts or gift packs.
- MAF money may not purchase any gift cards where alcohol is served. (I.E. Walmart, Tops, or Amazon.)

Bidding Policy:

The SGA requires that clubs take necessary steps in ensuring reasonable and fair pricing for items and/or services they wish to purchase. For prospective club purchases at or above \$2,500, written documentation proving the reasonability of the purchase must be submitted to the SGA Chief Financial Officer as a supplement to the purchase request. Proof of price reasonability is considered to be price quotes and/or invoices for the same item or service the club wishes to purchase from competing vendors. A minimum of three quotes or invoices from different vendors should be submitted to the SGA Treasurer prior to approval of the request.

If the club wishes to make the purchase from a vendor whose price for the item or service is higher than those of the competitor rates submitted to the SGA Chief Financial Officer, the club must adequately justify their decision to do so prior to the approval of the request. This process is also subject to SGA Financial Board review upon the discretion of the SGA Chief Financial Officer.

Financial Collaboration Policy:

The Student Government Association encourages collaboration between clubs as it fosters community and may allow for more efficient and effective use of student MAF funds. Collaboration is unwelcome however when it is used to circumvent the purpose for which club funds were allocated. SGA clubs are allocated funds at the decision of the appointed student representatives of the SGA Financial Board, so that each club may carry out its mission. As such:

- In any collaborative activity or purchase the primary organization shall be the organization that carries the most significant share of the financial costs of the activity or purchase.
- For any collaborative activity or purchase where any club except the primary organization reaches or exceeds \$1000 in spending, every club other than the primary organization that spends \$1000 or more must attach a written statement to their

purchase requests detailing how the expenditure enables the fundamental mission of their club.

- In the event that the expenditure is found by the SGA Chief Financial Officer to not support the fundamental mission of the club, it will be denied.

Fundraising:

Note: The Event Form must be filled out completely and correctly or it may be denied.

SGA supports club's fundraising efforts however fundraising is not the primary function of SGA clubs. SGA clubs do not have an implicit right to use the campus or the community for fundraising activities. Fundraising through sales and solicitations on and off campus are governed by the SGA and SUNY Cortland.

SGA Financial Processing Policy:

- Event Forms for fundraisers must be submitted at least 14 days in advance.

Fundraising Rules:

- Raffle ticket sales must be done through SGA. Tickets will be provided for the organization by SGA. Tickets are already numbered and must be signed out in order to sell them after receiving approval. Club officers and Advisors are not eligible to win any raffles.
- Prizes for fundraisers may be purchased. Clubs will be limited to spending no more than 20% of the total cost of the event on prizes. For example: If an event, excluding prizes, costs \$2,000 to put on, total prize spending will be limited to \$400 ($2,000 \times .2 = 400$.)
- Fundraising activities may not be held in any bars, nightclubs, taverns that serve alcohol, or and or a venue that operates primarily as a bar or tavern. Alcoholic beverages **may not** be a component of any fundraising activity.
- Fundraisers may not be held during finals week, including study days. This is in accordance with the SUNY Cortland guidelines.
- All Fundraiser forms will be reviewed by the Campus Activities Office and ASC

SGA club may not use their budget to donate any money to not-for-profit organizations. Fundraised money must be used to replace the costs of event before it may be donated. The true profit may be donated to legitimate non-profit organizations with tax exempt status from the federal government.

- For example: An SGA club spends \$100 planning an event. At the event, the SGA club makes \$50. That \$50 cannot be donated.
- For example: An SGA club spends \$100 planning an event. At the event, the SGA club/organization makes \$150. \$50 can be donated to a non-profit organization.

Additional Information:

Once an Event Form for a fundraiser is submitted on Cortland Connect and/or to the SGA Office Coordinator, the following steps are taken:

- The SGA Chief Financial Officer will submit the form to the Financial Board for a vote.
- The form will then be submitted to Campus Activities and the ASC for approval by the Executive Director.
- If Campus Activities or the ASC for approval. If Campus Activities and the ASC do not approve, the fundraiser will not occur.

Club Events:

It is the policy of the SGA that when there is a fee for an event or program which is sponsored in whole or part by the MAF, SUNY Cortland students shall be charged a lesser amount than the public or other college related groups.

For example: if the event is charging \$3.00 for SUNY Cortland students, it should charge \$6.00 for the community and non-Cortland students.

SGA Financial Processing Policy:

- Event Forms must be submitted at least 14 days in advance.

Event Form Submission:

- All Event Forms must be submitted by the club treasurer via Cortland Connect.
- All Event Forms must have an attached itemized budget for the event.
- The Event Form must be filled out completely and correctly or it may be denied.
- Event flyers must be approved prior to use.
- Any events involving children under the age of 17 must require additional information be provided by the SGA organization, as well as approval from the Campus Activities Office.
- Room reservations for on-campus events must be made no less than 7 days prior to the event.
- All information regarding the event must be filled out in detail on the Cortland Connect request form prior to submission.

Event Rules:

- Any ticket sales will be done through the SGA office in 217 Corey Union.
- Door sales to an event need approval from the SGA Financial Board.
- Events may not be held during finals week, including study days (in accordance with SUNY Cortland guidelines).
- Admission fees for events require the approval the both the SGA Chief Financial Officer, as well as the SGA Financial Board.
- SGA clubs are encouraged to collaborate with other SGA clubs.
- An SGA club must hold at least two events per academic year.
- All Event forms will be reviewed by the Campus Activities Office.
- Each semester, SGA clubs may spend up to \$500.00 for food for events involving a club and its members. Examples of these events include, but are not limited to, club meetings, restaurant outings, picnics, and/or barbeques. Money spent on food for events involving clubs and non-club members will be left to the discretion of the SGA Chief Financial Officer and Financial Board.

- Clubs must allow adequate time for club event when filling out forms or contracting with an artist/vendor. SGA clubs who submit late paperwork may be subject to fines as detailed under the Fines section of the Financial Handbook.
- No SGA club may hire any family member, club member, and/or registered SUNY Cortland student to perform, cook, speak, and/or DJ etc.
- SGA clubs may spend up to \$20.00 for their speaker or their guest for dinner after a lecture.
- SGA clubs may only spend the allocated Travel Advance amounts for volunteers. (\$7.00 for breakfast, \$10.00 for lunch, and \$15.00 for dinner.)
- Prizes for events may be purchased. Clubs will be limited to spending no more than 20% of the total cost of the event on prizes. For example: If an event, excluding prizes, costs \$2,000 to put on, total prize spending will be limited to \$400 ($2,000 \times .2 = 400$.)
- Honorariums for speakers are generally limited to under \$200.00. Any request to exceed this limit needs the approval of the SGA Financial Board. SUNY Cortland faculty or staff members may not receive honorariums.
- SGA recognized clubs holding dinners and/or banquets off-campus are allowed to utilize their club budget to pay for MAF paying students, up to \$20 per person. The advisor is also allocated \$20.00 for dinner. The advisor must be the one listed on the officer sheet that is on file with the SGA. Any non-SUNY Cortland students must pay full price.

Travel:

SGA Financial Processing Policy:

- The Travel Advance form must be filled out at least 7 days in advance.

Travel Rules:

Any trip that is sponsored by a SGA club may be attended only by SUNY Cortland students. This is because non-SUNY Cortland students and community members do not pay the MAF. The SGA Financial Board and the Vice President of Student Affairs may make exceptions to this policy.

- The Travel Advance form must be filled out completely and correctly or it may be denied.
- SGA clubs going on trips to further their educational experience must have a list of all the people attending. All expenses associated with the trip must be collected and deposited with the SGA Disbursing Agent seven (7) days before the trips departure date. Failure to do so will cause the trip to be cancelled.
- SGA permits advancing funds for approved travel expenses including transportation, car mileage, tolls and meals. A P.O. must be filled out for hotels. While filling out the form, please use the rates established by the SGA below.
- All SUNY Cortland Students attending an SGA club's trip must fill out an Event Permission slip before departure. Event Permission slips are available outside the SGA office. Clubs that fail to submit permission slip for each student attending their trip may be fined as specified in the Fines section of the Financial Handbook.
- All Travel Advances require a list of students traveling as well as emergency contact phone numbers for each student.
- Clubs may not spend more than 40% of their total budget on travel unless they can demonstrate to the Chief Financial Officer that travel is fundamental to their club mission.
- Accompanying requests to go on a trip, the club must write a statement detailing how the trip furthers their club mission, and how the trip will benefit the student body.
- For conference trips, clubs must also write a separate statement outlining what they expect to learn at the conference, and how they will share the knowledge with the students of SUNY Cortland. This could take the form of a training event, a roundtable discussion, or a community forum on a specific topic relevant to the conference. Failure to host such an event will impact future chances of approval for conferences.

After Submitting the Travel Advance Form:

Once the Travel Advance form has been filled out it will be reviewed the SGA Chief Financial Officer and then reviewed by the SGA Disbursing Agent. After approval, the Travel Advance check is prepared within five to seven days. There will be a Disbursing Order made out to an Executive Board officer who will be handling the funds of the trip. The Executive Officer will receive a Travel Advance check made out in his or her own name and will be responsible for all money. The officer who the Travel Advance check is made out to should give themselves sufficient time to pick up the check and cash it for the trip.

When they receive the check, the club officer will also receive a copy of the Travel Advance form and several tax-exempt certificates. The tax-exempt certificates should be shown to vendors to avoid paying sales tax on meals and rooms. If receipts are returned stating that sales tax was paid, it will not be reimbursed, except for out of state travel. Most restaurants and hotels in New York State will accept tax exempt certificates. A receipt must be obtained for every expense made on the trip. The receipt must be a printed receipt from the legitimate vendor.

When the organization has spent the money and returned from the trip, the club officer who received the Travel Advance check must give the SGA Disbursing Agent a summary report, receipts, and any cash remaining from the amount of the advance within the first business day after the club's return. If money is spent inappropriately the club may be subject to fines as detailed under the Fines section of the Financial Handbook.

Travel Allocations:

Rates are per SUNY Cortland student for each day of the trip:

- **\$32.00** per person per day for food
- **\$30.00** per person per night for lodging.
- Mileage is paid for at **0.50 cents** per mile
- Only 50% of transportation, registration, entry, and conference fees may be paid by a SGA club's budget.

Out of State Travel:

- A chaperone must accompany any SGA club if they travel out of state.
- A chaperone is defined as a faculty/staff/administrator employed by SUNY Cortland.
- A chaperone is allowed: \$32.00 per day for food
- MAF may not be used to pay for a chaperone's lodging over \$75 per night. (Under the discretion of the SGA Chief Financial Officer.)
- MAF may not be used for a chaperone's conference registration or admission fees.
- MAF may not be used for travel expenses such as bus tickets, air travel, etc.
- MAF money may not be used to purchase airline tickets by either SUNY Cortland Students or the SUNY Cortland chaperone. A SUNY Cortland club may use fundraised money to purchase airline tickets. Club members must go through a travel agent.

Inventory:

The Student Government Association of SUNY Cortland maintains a uniform inventory system for all clubs to aid in the assessment of new equipment purchase requests, and to ensure that club inventory is well utilized across SGA clubs.

- The Club Treasurer must submit an inventory list of all their club-owned non-perishable property with a value of at least \$100 dollars, or with an expected useful life of over a year, by the end of September and again by the end of February. The inventory form used is available on Cortland Connect.
- Failure to submit an inventory will result in the freezing of the Club's budget until an updated inventory is provided.
- In the event that inventory is destroyed or lost the Club Treasurer must contact the Associate Financial Officer so that an Inventory Depletion Form may be filled out and the Club's Inventory file updated.
- Club Inventories will be verified throughout the academic year by the Associate Financial Officer and members of the Financial Board.
- Clubs with items missing from inventory without an accompanying Inventory Depletion Form may be subject to fines as detailed under the Fines section of the Financial Handbook.

Package Pick-Up Policy:

In order to ensure internal transparency in the use of club funds, the SGA requires all club ordered packages to be verified by authorized executive board members upon pickup.

- All club orders must be sent to the SGA Offices in Corey Union, Room 217.
- Only the President and Vice President have the authorization to pick-up packages on behalf of their respective club.
- Upon pick-up, the President or Vice President must fill out the "Package Pick-Up" form held by the Office Coordinator. This form includes: Date of pick-up, club name, position title, name (first and last), signature, coinciding purchase request number, and details on item being received.

Contracts:

Note: Contracts must be signed by the SGA Chief Financial Officer, and the Purchase Order approved, before anyone may be hired to render a service.

SGA Financial Processing Policy:

- Contracts must be submitted at least 14 days in advance with a W-9 Form

The Contract Process:

All services provided to a SGA organization must be formalized by a written contract prior to the event. When an organization decides to hire an artist/vendor, it should check with the artist/vendor to see if he or she has his or her own contract. If the artist/vendor does not have a contract, the SGA Entertainment/Speaker contract must be filled out.

If the artist/vendor does have its own contract, the SGA Chief Financial Officer, as well as the SGA Advisor, will review it to decide if it adequately protects the SGA. If the SGA Chief Financial Officer and SGA Advisor deem the artist/vendor's contract inadequate, an addendum will be provided by the SGA to be added to the artist/vendor's contract. This addendum contains legal clauses that will protect the SGA. The SGA Advisor will review the contract. The SGA may have their legal representative review all contracts.

If the SGA contract is being used, it should not be sent to the artist/vendor until the Purchase Order has been approved. A contract is not binding on the SGA until the Purchase Order has been approved.

The following are some examples of activities that require contracts: lectures, speakers, bands, performers, professional fees, honorariums, comedians, and instructors. This list is not exhaustive.

Only the SGA Chief Financial Officer is authorized to sign contracts. Any contract between a SGA club and an artist/vendor is binding only if signed by the SGA Chief Financial Officer and the Purchase Order has been approved.

When submitting a contract to the SGA Chief Financial Officer, the following documents are needed: a W9 form and backup materials concerning the artist/DJ/performer/lecturer's expertise (i.e. résumé, past play bills, letters of reference, etc.). The SGA club should check with the SGA Disbursing Agent to see if there is a current W-9 on file. No individual may be paid unless the SGA Disbursing Agent has a W-9 on-file.

It is the responsibility of all SGA clubs to inform an artist/vendor that any agreement is with the SGA and not the State of New York or SUNY Cortland. All organizations seeking multiyear funding contracts must be handed in and voted upon by the Senate and Financial Board before budget hearings.

No individual may be paid in cash. Checks may be issued to the individuals, with proper documentation (W-9), or include the additional amount in the payment to a touring company.

Fines:

It is essential that SGA Clubs follow the rules outlined in the Financial Handbook so that the MAF may be used fairly and appropriately on behalf of the students of SUNY Cortland. In order to correct serious breaches of financial policy, a uniform set of fines and rules for their administration has been established.

Note: All fines are may be appealed to the SGA Financial Board.

Specific Fines:

- For each Senate where a club is absent fines will result as follows; \$25.00 for the first absence, \$50.00 for the second absence, \$100.00 for the third absence and any absence after that will result in a frozen budget. Only two excused absences will be allowed per year. An excused absence is defined as contacting the Student Government Office by 4 p.m. on the day of Senate.
- For each student that attends a club trip without filling out an Event Permission slip the club may be fined up to \$50 dollars under the discretion of the SGA Chief Financial and following deliberation by the Financial Board.

Assessing Fines: Unless otherwise stated fines will be assessed using the following system.

- If the amount spent in violation is under \$500 or the violation is serious but did not involve money being spent, then a fine of up to \$250 may be incurred at the discretion of the Chief Financial Officer.
- If the amount spent in violation exceeds \$500, it will be presented to the Financial Board to deliberate on a fine not to exceed the full value of the expenditure that violated policy.
- If Financial Policy is believed to have been grievously broken, but a monetary total of the violation is difficult to determine, the Financial Board will decide on a proportionate fine.

For example: A club went on a trip and charged \$1000 in room service that was not approved on the Purchase Order. The Financial Board would deliberate and the club could be fined up to \$1000.

Financial Board Fine Process:

If the Financial Board is going to deliberate on a fine, the Club President and Treasurer will be sent an email informing them of the potential fine and what event initiated the process. The club will then be asked to provide a representative to explain the situation to the Financial Board. If the club cannot provide a representative to one of the next two regularly scheduled Financial Board Meetings, the Financial Board will deliberate without them. In this instance the club may provide a written explanation to the Board.

Duties of the SGA Chief Financial Officer and Associate Financial Officer:

- To serve in the best interest of the SGA, upholding the Constitution of the SGA.
- To serve as an Ex-Officio, non-voting members of Senate.
- To be the guardians of all SGA funds.
- To scrutinize the expenditures of all SGA clubs.
- To provide all funded organizations with a uniform set of financial books with instructions for their use.
- To be an advisor to all SGA Club Treasurers
- To serve as a student representative to ASC (Chief Financial Officer)
- To lead and carry out inspections of club inventory throughout the year (Associate Financial Officer)

Duties of the Financial Board:

- To recommend to the SGA Student Senate policies and procedures for the administration of MAF funds. Any changes to the Financial Handbook must be passed by a majority vote of the Student Senate. When the Student Senate is not in session, the President, Vice President and the Chief Financial Officer may act in place of the Student Senate. Such action will be reported to the Student Senate at the earliest possible time.
- To make recommendations for the increases and/or decreases of the Mandatory Activity Fee and other such student fees as may be desired.
- To annually prepare the budgets of the SGA clubs for the regular academic year and the summer sessions. These budgets must be completed by the second week of April. These proposed budgets are then submitted to the Student Senate for approval.
- To grant allocations from the SGA contingency fund and other funds according to the Financial Handbook.
- To aid and encourage cooperation of organizations.
- All actions of the Financial Board shall be reported to the Executive Board and Student Senate to ensure that there is not a violation of SGA Financial Policy or SUNY Board of Trustees Guidelines. If there is a violation of any of the above policies, the Student Senate shall discuss the situation and possibly void the action.
- To aid the Associate Financial Officer in conducting inspections of Club Inventory
- No member of the SGA Financial Board may be a member of any other Executive Board of any SGA club. A Financial Board member must be in good academic standing with a minimum 2.5 GPA. This requirement is waived for any student in their first semester at SUNY Cortland.
- Before Budget allocations are made, the Financial Board will set aside an amount of money they see fit for the appeals process. Any budgets received by the SGA after the deadline stated by the Financial Board and/or any club that does not attend their mandatory budget hearing may be defaulted into the appeals process.
- Any club that fails to attend both the initial budget hearing and the appeals hearing will have no budget allocated for the following year. If the Financial Board does not allocate money to the appeals process, any club that misses the initial budget hearing will have no budget allocated for the following year.

Meeting Procedures of the Financial Board:

- Meetings shall be governed by Robert's Rules of Order, except when they conflict with the SGA Constitution.
- The standing motion on the floor will be to accept the request. The request may be changed before approval by amending the main motion. If the main motion is passed, the request is accepted; if it is defeated, the request is denied.
- During Financial Board meetings, members of the requesting SGA club will present their request. Following the requesting group's presentation and questions period, the Financial Board will enter closed discussion where only Financial Board members may be present.
- When a request is to be voted on by the members of the Financial Board, all others must leave the room during voting.
- If a member of the Financial Board has a conflict of interest on something under discussion, it is their duty to disclose this to the board prior to deliberation. Potential conflicts of interest include club membership, or close friendship with a requesting club member.
- Once a conflict of interest is disclosed, the Financial Board member may choose to recuse themselves, or request a vote to allow them to deliberate and vote on the matter. They will then be asked to explain the conflict of interest and why they believe it does not impair their judgement.
- If a Financial Board member recuses themselves or is denied the ability to vote due to a conflict of interest, they may be asked to leave the room during deliberation, or may stay to answer questions posed by the other members of Financial Board if it is believed their insight is necessary to make a clear decision.
- A financial request from an SGA club must be approved by the Financial Board as documented by the minutes of the meeting.

Request Procedures for Contingency Funding:

- When recognized SGA organizations are in need of extra funds, they may propose requests to the SGA Financial Board.
- Financial Board Contingency Funding Requests may be submitted via Cortland Connect. Funding Requests must be submitted by 4:00 p.m. the Friday before the next Financial Board meeting. After careful review, the proposal will be discussed and acted upon.
- The Financial Board will deliberate on the financial request by the club. The SGA Financial Board may review any additional information they feel is pertinent.
- Line Transfers: The Chief Financial Officer may authorize line transfers with the permission of the Financial Board.
- SGA clubs will receive a detailed explanation of their proposal's denial or approval no later than the following Thursday at 4 p.m.

Request Procedures for Stabilization Fund:

The Chief Financial Officer will hold Stabilization Hearings no later than October 15 of the academic year. The Financial Board can allocate up to \$150,000.00 to SGA clubs.

- SGA clubs may submit a Stabilization request for a one time purchase or a large-scale event benefiting the SUNY Cortland campus and community.
- The Club Treasurer must submit a Stabilization request one week before Stabilization. Any Club Treasurer submitting a Stabilization request after the deadline will be denied.
- Any SGA club requesting money from Stabilization must present their request to the Financial Board for review. Stabilization requests may be approved, denied, or amended by the Financial Board.
- The financial Board will then send all requests, with recommendations, to the SGA Executive Board. The SGA Chief Financial Officer will be present.
- If the request is approved by both the Financial Board and a majority of the SGA Executive Board, the recommendations will be presented to the Student Senate.
- The Student Senate will then vote to either approve or deny the request. The approval of two thirds (2/3) of the Student Senate shall be required to pass a Stabilization request. Student Senate decisions are final.
- SGA clubs will receive a detailed explanation of their request's denial or approval no later than the Thursday following the Student Senate vote at 4 p.m.



**Student Government
Association's Budget
2017-2018**



The Student Government Association (SGA) funds over 60 clubs and organizations, as well as the Recreational Sports Department. SGA is funded by the Mandatory Activity Fee (MAF), a \$110 fee per student per semester, which is paid by every student. In an effort to ensure that the Recreational Sports Department is adequately funded, \$35 of the fee is automatically deducted and given to that department.

The Student Government Association is made up of the Student Senate, Executive Board, and Financial Board. The Student Senate acts as a forum for the exchange of student concerns and campus issues. These concerns and issues are relayed to the Executive Board, the leadership of SGA, who then work collaboratively with administrators on campus to create solutions.

The Financial Board is responsible for allocating the MAF, as well as additional funds to clubs throughout the academic year. The Financial Board is made up of 8 students: the SGA Chief Financial Officer, who serves as the chair and non-voting member, the SGA Associate Financial Officer, and 6 students approved by the Senate. The Financial Board also has a college administrator who serves as the board's Advisor. The Advisor functions to ensure that the SUNY Board of Trustees' policy is followed and that MAF funds are spent appropriately.

The SGA President and Chief Financial Officer prepare and present an office budget to the Financial Board no later than the third week in March. The office budget must be approved by the Student Senate. After approval from the Student Senate, the Financial Board holds budget hearings for all SGA Clubs and organizations. A budget hearing is a brief meeting with the Financial Board, in which representatives from the club present the proposed budget. The Financial Board may ask questions regarding programming or recruitment efforts, as well as membership. Hearings are generally completed by the first week of April.

The Financial Board examines each proposed club budget and makes public their recommendations. After the Financial Board releases recommended budgets, an appeals process takes place for five days, in which each club has the opportunity to petition for additional funding. After the appeals process, the budget is presented to the SGA President for consideration. After review, the SGA Chief Financial Officer will present the proposed budget, comprised of club budgets and the office budget, to the Student Senate. If the budget is not approved, it is sent back to the Financial Board with recommendations. The Student Senate has two weeks to approve or oppose the budget. If a majority vote is not made in two weeks, the SGA budget becomes final and goes to the SUNY Cortland President as the official SGA budget.

The Student Government Association is a not-for-profit organization and thus, all information is public and easy to obtain. Should any student have a question as to how the Mandatory Activity Fee is being spent, please do not hesitate to contact the SGA Chief Financial Officer or any other officer.



SGA Income Statement

2017 – 2018

AAFTE for 2017-2018 is $6,317 \times \$110 \text{ per student} \times 2 \text{ semesters} = \$1,389,740$

Student Government Budget Expenditure = \$ 399,734

Student Government Club/Organizations Budget Expenditure = \$408,075

SGA Budget for 2017-2018

<u>Student Government General</u>		<u>\$86,141.00</u>
A.	Auditor's Fee	\$5,000.00
B.	Book Keeping Fee to ASC	\$31,141.00
C.	Insurance Fee	\$45,000.00
D.	Legal Fee	\$5,000.00
 <u>Student Government Operational</u>		 <u>\$40,647.00</u>
A.	Office Equipment/Supplies	\$10,000.00
B.	Conference and Travel	\$2,000.00
C.	Parking Permits for 4 Executives	\$600.00
D.	Cortland Connect	\$20,297.00
E.	Meal Cards (10)	\$7,750.00
 <u>Student Government Payroll</u>		 \$113,446.00
A.	Student Stipends for elected and appointed officers:	
	President	\$5,000.00
	Executive Vice President	\$5,000.00
	Chief Financial Officer	\$5,000.00
	Associate Financial Officer	\$1,500.00

Executive Assistant to Pres.	\$1,500.00
Executive Assistant to VP	\$1,500.00
Director of Public Relations	\$1,000.00
Director of Diversity, Equity, and Inclusion	\$750.00
Director of Com. Eng and Outreach	\$750.00
Director of Student Activities	\$750.00
Supplemental Instructor Stipends	\$27,000.00
Summer Orientation	\$500.00
SGA Tutor Payroll	\$40,000.00

B. Office Manager	
Salary	\$18,360.00
Unemployment + FICA	\$2,729.00
ASC Pension Plan contribution	\$1,836.00

Student Government Programming **\$159,500.00**

A. Executive Board	\$30,000.00
B. SAB	\$110,000.00
C. DEI Committee	\$2,500.00
D. CEO Committee	\$2,500.00
E. Board of Elections and Referenda Committee	\$1,000.00
F. Advertising/Promotions	\$8,000.00
G. Miscellaneous	\$5,000.00

Miscellaneous **\$87,100.00**

765500 - ASCAP Fee for Radio WSUC	\$2,100.00
765700 – NYPIRG	\$35,000.00
766000 – Contingency Fund	\$50,000.00

TOTAL SGA BUDGET = \$408,075.00

SGA Club/Organization Total Budget Allocations

2017- 2018 Academic Year

<u>Club Name</u>	<u>Total Allocation</u>
A Capella	\$1,000
ACME	\$1,500
Active Minds	\$500.00
AIC	\$1,000
Ambassadors Club	\$1,500
American Heart Association	\$1,000
APEM	\$10,000
Art Exhibition Association	\$5000
American Sign Language	\$2,000
Athletic Training	\$10,000
BASIC	\$7,500
Best Buddies	\$1,500
Biology	\$2,500
BSU	\$20,000
Chemistry Club	\$8,000
College Republicans	\$500
College Singers	\$4,000
Colleges Against Cancer	\$9,000
Cortland Wish Makers	\$1,300
Cortland Writers Association	\$9,500
CRIB	\$500

CRU	\$6,000
CSA	\$15,000
CSTV	\$25,000
Dragon Chronicle	\$6,325
Education	\$6,000
English Education	\$1,000
Entrepreneurship	\$1,000
French	\$500
Geology	\$4,000
Gospel Choir	\$23,000
Habitat for Humanity	\$1,500
Hillel	\$10,000
Inclusive Special Education	\$500
Inclusive Recreation	\$1,000
Interfaith Crew	\$1,000
International Awareness	\$1,000
Know Your Roots	\$2,500
LFL	\$5,000
Math	\$1,500
MOVE	\$10,000
Model UN	\$8,200
NTSO	\$6,000
NSSLHA	\$11,000
Philosophy	\$1,000
Physics	\$15,000
PSA	\$4,750

Pre-Med	\$1,500
Psychology	\$500
SAFER	\$6,000
SCEMS	\$40,000
SCRA	\$1,500
SHAC	\$7,000
Sociology/ Anthropology	\$2,000
Spanish	\$2,500
SPEAK	\$12,000
Spark (Formerly SAA)	\$15,000
Spectrum	\$10,000
Sports Management	\$18,000
Women of Color	\$5,000
WSUC	\$20,000
YAL	\$1,000

Total Allocation = \$408,075.00