

# The Budget Handbook

## Of the 2009 Student Affairs Senate

*A revised way to do business  
presented to you by Budget Committee members:*

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### Important Dates to Remember for the Fall of 2009:

- ❖ *September 2:* Any Carry Back requests due to Budget Committee Chair by 5:00pm.
- ❖ *September 13 & September 15:* Budget Overview Sessions, times to be announced.
- ❖ *October 23:* Budget Proposals are due at 5:00 to location stated in the Handbook.
- ❖ *November 7 & November 8:* Budget Hearings.
- ❖ *November 13:* Organizations are informed of their allocation.
- ❖ *November 22:* Organizations must appeal in the manner stated by the Handbook.
- ❖ *November 24:* Appeals Meeting.
- ❖ *January 19:* Budget Bill goes to the Floor of Senate.
- ❖ *January 26:* Organizations given Finalized Budgets.

The Budget Handbook has had a few clarifications made; please take the time to read it. All enclosed articles can be found at <http://sas.nebrwesleyan.edu/>. Finally if you are not going to be the leader of your organization next year please make sure this packet gets into the hands of the future leader.

# Student Affairs Senate Budget Handbook

Table of Contents:	Page
Time Line of Budget Process	3
I. Classification	6
II. Review of the Budget Handbook	6
III. Dates and Information Packets	6
IV. Budget Overview Session	7
V. Content of Requests	7
VI. Deadline for Budget Requests	9
VII. Budget Hearings	9
VIII. Appeals	10
IX. Introduction of Budget Bill to Student Affairs Senate	10
X. Enforcement	11
XI. Accounting Information and Carry Back Funds	12
XII. Definition of Accounts	13
XIII. Amendments	14

## Time Line of Process

Spring Semester:

Week:

- #1 Total Budget is sent to Student Affairs Senate for Approval (Article IX Section 1); Budget committee will review all information and update any pertinent information (Article II)
- #2
- #3 Budget Passes and all organizations are informed as to their official allocation (Article IX Section 2)
- #4
- #5
- #6
- #7 Review of the Budget Handbook shall be completed (Article II)
- #8 Exact dates will be set for Budget overview session, Proposals due, and Hearings (Article III)
- #9
- #10
- #11
- #12
- #13
- #14
- #15
- #16 Packets of information and dates will be sent out to all organizations registered with the Center for Student Involvement before Dead Week (Article III Section 3)
- #17
- #18



## Student Affairs Senate Budget Handbook

### Fall Semester:

- Week: #1
- #2 All carry back requests submitted to both the SAS Treasurer and the Chair of the Budget Committee (Article XI Section 4)
- #3
- #4 Two Budget overview sessions will be held. At these sessions sign-up for Budget Hearings will occur (Article IV)
- #5 Applying Organizations Prepare Budgets (Article V)
- #6
- #7
- #8
- #9
- #10 Budget Proposals are due (Article VI)
- #11
- #12 Budget Hearings are held (Article VII)
- #13 Organizations are informed of their allocations (Article II); Appeals Process begins (Article VIII)
- #14 Finalization of Appeals (Article VIII Section 4)
- #15
- #16
- #17

**Article I: Classification**

- Section 1:** Administrative Departments – Departments of the University that are funded by the general operating budget. The Student Affairs Senate funding helps support the student involvement of these departments.
- Section 2:** Program Support Organizations – A group or organization that was created by a department of the University; the activities of these organizations are generally overseen by the department.
- Section 3:** Student Organizations – An organization that has been created by a student or students attending the University and is formally recognized by Student Affairs Senate and continues to be recognized by the Center for Student Involvement.
- Section 4:** Student Affairs Senate Auxiliary – Accounts created and overseen by Student Affairs Senate. The Budget Committee prepares and recommends the allocation of funds for these accounts.
- Section 5:** An organization’s classification will be determined by Student Affairs Senate with a recommendation coming from the Budget Committee.

*See the annual budget spreadsheet to determine the classification of your organization*

**Article II: Review of the Budget Handbook**

- Section 1:** The Budget Procedures Handbook, hereafter referred to as the Handbook, shall be reviewed each year by the Budget Committee to solidify the validity of the information and its application to the present-day situations. If the Handbook needs updating, it shall be done in accordance with the amendment processes. This shall be done by the 7<sup>th</sup> week of the spring semester.

**Article III: Dates and Information Packets**

- Section 1:** Dates shall be set for the coming fall semester. An information packet shall be compiled that would include:
- A. The Handbook
  - B. All dates set by the Budget Committee
  - C. A bulleted “check list” of what to do throughout the Budget Process

## Student Affairs Senate Budget Handbook

**D.** A bulleted list of what Student Affairs Senate, hereafter referred to as SAS, will and will not pay for (See Section 2 of Article V).

**E.** Classification listings

**Section 2:** Compiled packets will be sent out to all eligible organizations through coordination with the Center for Student Involvement.

**Section 3:** All disbursement of information shall be done before Dead Week of spring semester.

**Section 4:** Dates set forth by the Budget Committee can be flexible to facilitate the budget process once it has begun. If an organization objects to a change in dates, the Committee of Chairs will review the objection and take action.

### **Article IV: Budget Overview Sessions**

**Section 1:** There will be two budget overview sessions. An organization must have a knowledgeable representative at one of these sessions in order to receive SAS funds.

**Section 2:** These sessions will include:

**A.** Explanation of how to request funds from SAS and the process involved

**B.** How to complete the appropriate paper work

**C.** Question and answer period

**Section 3:** At these sessions sign up for Budget Hearings will occur.

**Section 4:** These sessions can be contoured and changed as seen fit by the Budget Committee to ensure these sessions are effective and help the organizations to understand how to go through the Budget Process.

**Section 5:** The two Budget overview sessions will be scheduled in the 4<sup>th</sup> week of the fall semester.

### **Article V: Content of Requests**

**Section 1:** Requests for funding *must* include the following:

## Student Affairs Senate Budget Handbook

- A. Membership statistics, i.e. number of members and number of active members only where applicable (Administrative Organizations are exempt from this stipulation).
- B. Proper registration by the Center for Student Involvement granting the ability for easy communication is required of all Program Support Organizations and Student Organizations.
- C. Planned programming for coming fiscal year.
- D. Itemized projected budget for the coming fiscal year, including *all* projected income and expenses.
- E. Accompanying reconciliation report of the year's income and expenses (template can be acquired from the SAS Budget Chair). (These printouts can be obtained from the group's faculty advisor or by contacting the Budget Chair)
- F. Signatures of both the group's president and faculty advisor where applicable.
- G. Any proposal lacking any of the aforementioned requirements will be denied funding at the discretion of the Budget Committee.

**Section 2:** Inclusion of any of the following will be omitted from the request by the Budget Committee or SAS.

- A. Funds for food or beverages solely for the use of group members.
- B. Organization membership fees and/or dues. The SAS Budget Committee reserves the right to deny or reduce fees/dues funding at its discretion.
- C. Funds to purchase items which do not directly promote student involvement through attendance.
- D. Any award, souvenir, or other article of recognition to its members, and ritual items.
- E. Any funds allocated towards lodging will be based on a standard rate per room per night for all organizations set forth by the Budget Committee.

## Student Affairs Senate Budget Handbook

**Section 3:** Organizations or activities that focus on the involvement of the entire student body will be prioritized above organizations or activities that focus on a limited number of students.

### **Article VI: Deadline for Budget Requests**

**Section 1:** All final budget requests shall be submitted during the 10<sup>th</sup> week of the fall semester. The exact date will be determined by the Budget Committee and outlined in the packets distributed to organizations. The date will also be announced at the Budget Overview Sessions.

**Section 2:** Budget requests shall be submitted to [sasbudget@nebrwesleyan.edu](mailto:sasbudget@nebrwesleyan.edu) using the word document that will be e-mailed to all organizations who attend a Budget Overview Session.

**Section 3:** Any request submitted after the date set by the Budget Committee will be deferred to the appeals process.

### **Article VII: Budget Hearings**

**Section 1:** Budget Hearings will be held in the 12<sup>th</sup> week of the fall semester. The exact dates will be determined by the Budget Committee and outlined in the packets distributed to organizations. The date will also be announced at the Budget Overview Sessions.

**Section 2:** All requesting groups will be required to have 2 representatives present to answer questions about their request, one of which should be the organization's president or treasurer, and one of which must be the advisor. At a minimum this representative must be very knowledgeable about the organization's presented budget and be able to reconcile the previous year's events, or the organization will be subject to reduced funds. Any group that does not have one representative and the Advisor present will have its request voided, and it will be denied inclusion in the annual Budget proposal.

**Section 3:** Following the final budget hearing, the Budget Committee will deliberate and determine each organization's allocation to satisfy the amount of student fees projected for the following year. Organizations will be contacted by the Budget Committee no later than 3 weeks after the final hearing.

**Section 4:** SAS Budget Committee has the right to approve or deny any or all of the items requested in each final submitted budget. Therefore, organizations need to be aware of the outlined content information in Article V.

## Student Affairs Senate Budget Handbook

**Section 5:** Allocations will be communicated to the organizations by the 13<sup>th</sup> week of the fall semester.

### **Article VIII: Appeals**

**Section 1:** The first appeals hearings will be heard in the 14<sup>th</sup> week of the fall semester by the Budget Committee.

**Section 2:** Requesting groups may request an appeal to the SAS Budget Committee during those sessions at which the Budget proposal is being reviewed in the following cases:

- A. They did not meet the scheduled deadline for budget application.
- B. They feel they were denied a fair hearing during the initial budget hearing.
- C. Their request was withheld from the Budget Committee's final proposal.

**Section 3:** If the organization and the Budget Committee still cannot reach a mutual agreement on the organization's reviewed budget during the first appeal process, a typed formal appeal can be submitted to the entire SAS by a current SAS senator during the week the final Budget Bill is presented. The formal appeal will consist of a single 10 minute presentation to the full SAS.

**Section 4:** All Budget Appeal legislation must be introduced by a current SAS senator and submitted to the current SAS secretaries no later than the Thursday of the 13<sup>th</sup> week of the fall semester at noon. The Budget Appeal will be introduced as an amendment to the proposed Budget Bill.

**Section 5:** The decision of SAS regarding any such appeal is final.

**Section 6:** Pending a 2/3 majority approval of the proposed Budget Bill, including all approved amendments, the Budget for the upcoming year from SAS will be finalized.

**Section 7:** Organizations that were denied certain monies during the initial Budget Process and/or any of the appeals sessions may not request funding for the same items during the following year through a resolution to SAS.

### **Article IX: Introduction of Budget Bill to Student Affairs Senate**

**Section 1:** The Budget Bill will be introduced to the Executive Committee one meeting prior to the SAS meeting in which it is to be introduced. The

## Student Affairs Senate Budget Handbook

comprehensive Budget Bill will be introduced to the entire SAS in the 1<sup>st</sup> week of the spring semester.

**Section 2:** Upon SAS passing the comprehensive Budget Bill, organizations will be informed of their official allocation by the 3<sup>rd</sup> week of the spring semester.

### **Article X: Enforcement**

**Section 1:** The SAS Budget Committee will strictly enforce all articles of this Handbook and all violations will be dealt with as outlined below.

**Section 2:** Penalties may be assessed to aid in the enforcement of the Handbook. These penalties shall include, but are not limited to: 1) reduction in allocated funds and 2) revocation of all funding. The following situations are grounds for penalty:

- A.** Failure of an organization to be registered with the Center for Student Involvement.
- B.** Failure of an organization to attend one of the Budget Overview Sessions.
- C.** Failure of an organization to submit a budget request with all required parts (per Article V) by the prescribed date.
- D.** Failure of an organization to submit, along with the budget request, a reconciliation of funds granted the previous year, submitting an inaccurate reconciliation, or submitting a fraudulent reconciliation.
- E.** Failure of an organization to be represented by a knowledgeable member and advisor at the scheduled Budget Hearing or Appeals Hearing.
- F.** Failure of an organization to submit a budget request detailing all project income and expenses.

**Section 3:** Expenditures of allocated monies are to be spent in proportion to the budget submitted to the Budget Committee. Organizations spending monies not in proportion with their budget will face reprimand as deemed necessary by the Budget Committee as follows:

- A.** A freeze on the organizations account for any amount of time.
- B.** A reduced or total denial of funds during the next Budget Process.

## Student Affairs Senate Budget Handbook

**Section 5:** The time period for filling out a Request for Payment form and receiving a reimbursement of funds is 30 days from the date on the receipt. Any Request for Payments turned in after these stipulated time frames will not be processed and funds will have to come from another source.

### **Article XI: Accounting Information and Carry Back Funds**

**Section 1:** The University's fiscal year end is May 31. All expenses need to be submitted to the Business Office by May 31 in order for the Carry back amount to be calculated accurately. All expenses should be submitted on a Request for Payment form along with supporting documentation. All forms submitted with incomplete information will not be processed and returned to the organization for additional information. The appropriate forms can be found in the Mail/Copy Center. Questions regarding which form to complete and what documentation to attach should be directed to the Business Office. Questions regarding the budget and what expenses SAS allows should be directed to the SAS Treasurer or Budget Chair.

**Section 2:** The budget allocation awarded to each organization is disbursed twice a year – September and February.

**Section 3:** The Budget Committee can only state what Student Activity Fee dollars will go towards. Dues and fundraising dollars may be spent at the discretion of the organization.

**Section 4:** Carry Back funds may be requested and used for any activity that had been previously granted by the Budget Committee but was not completed by the fiscal year end because of extenuating circumstances. Carry Back funds may not be used for any new activity having not been previously granted by the Budget Committee.

**Section 5:** Organizations that receive SAS funding are subject to year end account activity review and any "unused" funds will be returned to SAS. The entry is commonly referred to as the "Carry Back" entry. If an organization receives money from other sources, their funds are expended first and SAS funds expended last. The Carry Back will be the lesser of the ending account balance for the fiscal year or the SAS annual allocation.

**Section 6:** Organizations shall be made eligible to regain their Carry Back funds by submitting a typed request to the Budget Committee Chair. The procedures for the request shall include the following:

## Student Affairs Senate Budget Handbook

- A. A typed explanation detailing how the organization plans to spend the requested funds must be prepared by the organization. This proposal must be submitted within the 2<sup>nd</sup> week of the fall semester. The proposal will be considered and discussed at the same time as the budget request.
- B. After the Carry Back requests are reviewed, the Budget Committee shall give a full, detailed report and recommendation to the entire SAS regarding each organization's request.
- C. The SAS, by a 2/3 majority vote, shall determine whether or not to approve the transfer of monies from the Project Fund to the account of the requesting organization. All decisions of the SAS are final.

**Section 7:** The Business Office and the SAS Treasurer periodically reviews account balances and contacts organizations with an "overdrawn" balance. Overdrawn accounts must be brought to a positive balance by fiscal year end or be subject to penalties outlined in Article X.

### **Article XII: Definition of Accounts**

**Section 1:** The accounts of SAS shall be 1) the Contingency Fund, 2) the Project Fund, and 3) the Operating Account.

**Section 2:** The purpose of the Contingency Fund is to provide funding to student organizations beyond that specifically included in the annual budget allocations. The need for such funding may arise from emergencies or unforeseen circumstances.

**Section 3:** The Project Fund shall be used by and for students of Nebraska Wesleyan for events that promote student life on campus and/or events that are consistent with the Mission Statement of Nebraska Wesleyan University. The Project Fund may be used at the discretion of SAS for projects that are consistent with the aforementioned guidelines for student usage.

**Section 4:** The Operating Account shall be used by SAS to conduct the day-to-day business of the Senate.

**Section 5:** An organization or student may request funds from the Contingency or Project Fund by adhering to the following procedures:

## Student Affairs Senate Budget Handbook

- A. The requesting organization/student must submit a typed request for funds to the SAS Budget Committee Chair. The request shall include a description of the activity planned and/or the items needed, the exact amount of funding requested, an itemized cost breakdown, a report of the present account balance, and any other information that may be requested by the Budget Committee.
- B. A designated member of the organization or requesting student shall attend the Budget Committee meeting in which the request will be considered in order to provide information to answer any questions the Budget Committee may have concerning the request. If the organization is not represented, the Budget Committee will not consider the request.
- C. Such a request for funding from the Contingency or Project Funds must be approved by the Budget Committee. After the Budget Committee's approval, the request will then be submitted to the entire SAS for its approval. The decision of SAS shall be final.

**Section 6:** A minimum balance is to remain in the Contingency and Project Funds at all times. This minimum balance shall be no less than \$10,000 in each of these accounts – a total of \$20,000. This is the required balance before Spring allocations. These monies will ensure the financial stability of the incoming SAS.

### **Article XIII: Amendments**

**Section 1:** Amendments may be made to the Budget Procedure Handbook by approval from 3/4 of the Student Affairs Senate.