



Student Finance Board

Budget Guidelines

Embry-Riddle Aeronautical University
Daytona Beach, Florida
Student Government Association

**Revised by the Student Finance Board
February 2007**

Definitions

Capital Equipment Fund	A fund for the purchase or repair of capital equipment needed by a Division or an entity to operate efficiently
Excess Revenue	Revenue earned above the Division's estimated revenue for that semester and can only be appropriated upon the justification by the Division and approved by the Student Finance Board
C&O Fund	A budget fund to be used for allocations to fraternities, sororities, clubs, and organizations
Incentive	A budget fund to be divided among all Divisions and Branches, and to be spent as a group by each division or Branch
Proposal	A formal presentation by a Division, Branch, Club, Organization, or any other individual which must be submitted at least 3 business days before the consideration at the next scheduled Student Finance Board meeting. Proposals will be appropriately addressed in memorandum format i.e. (to, from, date, subject)
Fixed Costs	Account set up to pay for fixed costs every semester including Safe Ride, Salaries, Benefits, Rent, Telephone, Internet, Incentive, Swank movie Channel, SGA Composite, and the SGA Banquet
Executive Costs	Account set up to pay for Student Assistant Wages, Printing, coffee, Postage, Travel & Meetings, SGA Retreat, General Supplies, and subscriptions.
Restricted Fund	The restricted fund is the SGA's savings account, and can be only used for special purchases or projects that were unanticipated, and/or were not or could not be budgeted for, and the expenditure must benefit the entire student body either directly or indirectly. The semester unallocated money must be used prior to using this fund
Revenue	Money earned by a Division to help subsidize its budget; net commissions

SRB Special Project Fund	A budgeted fund set up for, and coordinated by the Student Representative Board, and approved by the Student Finance Board for sponsoring or co-sponsoring projects or services for the students of ERAU (i.e. forums)
Survey	A systematic inquiry process directed at a target audience for the purpose of seeking general interest and potential viability of a proposed event or project. Can be required prior to approval of fund and is within the discretion of the Student Finance Board. Reasonable standards of surveying should be employed
Unallocated	A restricted account established for unanticipated expenses or special requests

SGA Budget Guidelines

PURPOSE

The Student Government Association (SGA) is granted the right to collect an SGA fee from the student body. It is the responsibility of the members of the SGA, regardless of position, to ensure that all SGA funds are used for the betterment of the student body. It is imperative that the members of each Division and Branch accept their duties as representatives of the student body, and that they exercise the freedom to express their opinions and the student body concerns about the SGA budgeting process. Monies allocated within the SGA will be distributed in an ethical and impartial manner according to the wants of the student body. The effectiveness of the Budget Guidelines depends on the fulfillment of the duties and responsibilities of all the members of the SGA, including all Divisions and Branches. All of this must be achieved in agreement with the SGA Constitution, Bylaws, and Budget Guidelines.

BUDGET PROCEDURE

Any student organization that is registered and recognized by the Student Activities office or the SGA can apply for funding from the Student Government General Fund. This mandatory fee paid by the undergraduate and graduate students is administered by the SGA. No money can be spent without the SGA's approval. The Student Finance Board (SFB), by order of the SGA Constitution and with direction from these Budget Guidelines, oversees the expenditure of the SGA funds to ensure that they are spent only in the following areas:

1. Programs of cultural and educational enrichment
2. Recreational and social activities
3. Tutorial programs
4. Club athletics
5. Assistance to recognized student activities
(purpose and activities of the organization must be educational, cultural, recreation or social)
6. Administration of these programs
7. Transportation and other student services in support of these programs
8. Student services to supplement or add to those provided by the college
9. Safety Precautions (Preventative safety measures)

PREPARATION OF OPERATING BUDGETS

Each student organization is eligible to receive funds to subsidize their operating budgets though the semesterly allocation of money from the SGA general fund obtained from SGA fees and income earned during that academic year. These funds are requested by the student organizations though the submission of a proposed operating budget for that semester (summer/fall/spring semesters). Proposed operating budgets will be submitted at the beginning of each semester. The budget will contain itemized listing of all operating expenses and expected revenue for the year. Also included in the operating budget will be any unpaid bills from the previous fiscal year. All proposed operating budgets shall indicate the intended use of money and shall be organized by line item. The line item format will be provided by the SFB. All operating budgets shall include the necessary money for the operation of that organization for the semester.

SUBMISSION OF BUDGET PROPOSALS

The SFB will establish a procedure whereby each organization expecting to use SGA fee money during the semester must submit a detailed operating budget. All proposed budgets must be submitted no later than the last day of the eighth week of the semester. The proposed operating budget will be submitted to the SGA Treasurer to submit to the SFB at the next scheduled SFB meeting.

REVIEW OF BUDGET PROCEDURE

The SFB will review the anticipated revenues and individual budget requests to devise a tentative overall budget for that semester. The SFB will schedule budget meetings at which a representative from each student organization requesting funds can be required to attend by the SFB. Each representative will be given a maximum of five minutes for their presentation, after which questions and discussion will take place. Budget meetings are to occur no later than four (4) full weeks into the semester. The voting on all proposals will take place after each organization has spoken to the SFB, although some organizations can be held to the end if they are requesting a large amount of money. This enables the SFB to see how much money is left over at the end to then allocate to the clubs that are requesting more funding. The SFB shall approve the budgets within two weeks after submission.

CLUB/ORGANIZATION REQUEST FOR CHECKS

Each club must submit a Request for Check form in order to obtain money from the SGA. The Request for Check form must be filled out completely including the names of the President, Treasurer, and Advisor of the Club/Organization along with their signatures at the bottom. Request for Checks must be submitted to the SGA Treasurer. Check processing will occur with fourteen (14) days of form submission. Documentation for used funds must be furnished upon request.

SFB ETHICS AND RESPONSIBILITY

The SGA ensures that no SGA fee money will be used in any matter that will discriminate on the basis of race, religion, national orientation, sex, or sexual orientation. It is the responsibility of the SFB to ensure that all SGA funds are used for the betterment of the student body. Operating budgets are subjected to review at any time by the SGA Treasurer or Assistant Director of Student Activities for the Student Government Association. The SFB has the right to withhold allocations if it feels it will not be used for the set forth budget. In order to ensure that the money allotted by the SGA will be distributed in an ethical and impartial manner, all SGA money will be allotted based on the following criteria:

1. Cost/ Benefits
2. Activity History
3. Financial History
4. Historical/ Future Fundraising
5. Potential benefit to the student body
6. Organization's potential growth

SGA Divisions

Each Division may accumulate revenue through the sale of advertisement and/or services. For specific numbers refer to the division's bylaws.

All revenue collected by Divisions, either in part or full payment, shall be deposited into the University's Daytona Beach SGA account where said funds will be held in escrow for the respective divisions. All commissions shall be via student employment time sheets in accordance with each respective division's governing documents.

All advertising in the Avion Newspaper, Touch-N-Go, and Eagles FM Campus Radio must be by the advertiser in cash or by check. Trade-outs will be allowed in exchange for advertising or services rendered in accordance with prudent business practices as directed by each respective division manager and adequate documentation of said transactions are provided to the SGA Treasurer.

The Avion newspaper – The Avion Editor-in-Chief and Business Manager shall prepare the budgets for the Avion. *The Avion* shall be allotted a minimum of 8%, and a recommended 10% of the SGA's Budget. Capital expenditures should be submitted in a written request to the SFB for approval.

EAGLES FM – The Division Chairperson and Business Director shall prepare the budgets for the Campus Radio Station. Eagles FM shall be allotted a minimum of 3%, and a recommended 5% of the SGA's Budget. Capital expenditures should be submitted in a written request to the SFB for approval

TOUCH-N-GO PRODUCTIONS – Touch-N-Go Executive Board shall determine the number of revenue-generated events in the upcoming semester to help in the estimation of their revenue. The Touch-n-Go Chairperson and Budget Coordinator shall prepare the budgets according to these estimations. Touch-N-Go shall be allotted at least 25%, and a recommended 35% of the SGA's budget. Capital Expenditures should be submitted in a written request to the SFB for approval.

DIVISIONS REQUEST FOR FUNDS

Each division must submit a separate Request for Funds for each check they wish to have written. Multiple invoices from the same company may be added together for one check to that company. Request for Funds must be given to the SGA Treasurer and/or the SGA Office Coordinator. Check processing will occur with fourteen (14) days of form submission. Requests for mileage reimbursement must fall within the Mileage Guidelines as established by the University and documentation of the purpose of the trip must be attached. All requests for mileage reimbursement must be for SGA related business. The American Automobile Association (AAA) mileage specifications will be used to calculate distance and requests will be reimbursed per the University travel rate. Additional mileage reimbursement may be requested from the SFB on a per trip basis.

EXCESS REVENUE

Excess Revenue may be used for capital purchases or any other SGA related expenses deemed appropriate by the SFB. No monies may be spent on personal items of any kind for members or non-members, nor can Excess Revenue be used for parties or any other incentive-related expenses.

All expenditures from Excess Revenue must be presented to the SFB for approval prior to purchase. Excess Revenue may be placed in a special Restricted Fund for specifically designated expenditures for that Division. Any UNAUTHORIZED purchases may be billed to the Division's

Executive Board members who approved the unauthorized purchase. This will be determined by the SFB. If the SFB decides that the Division's Executive Board members are responsible for payment of the merchandise, those members will be the owners of said merchandise and the company from which it was purchased will be notified that it was an unauthorized purchase and that the SGA will not be responsible for payment of the merchandise.

If Excess Revenue is over-spent, the difference will be deducted from the following semester's Excess Revenue. If the Division has no Excess Revenue to deduct it from, the over-spent amount will be deducted from that Division's allocation the next semester.

UNALLOCATED FUND

The SGA will maintain a semesterly Unallocated Fund in the amount of at least 3% of the total revenue, for unanticipated expenses special requests, or capital expenditures. The fund may only be used through submission of a properly completed proposal to the SFB for consideration and approval by 2/3 vote. Should the SFB decide that the minimum Unallocated Fund be increased to a larger percentage, they may do so with a majority vote. The Unallocated Fund can start being allocated for additional club funding no earlier than seven (7) weeks into the semester at a date determined by the SGA Treasurer.

INITIAL EXPENDITURES

The SGA will budget for and maintain a budget to account for all initial expenditures. Initial expenditures include items such as: administrative salaries, benefits, printing, rent, general services (i.e. Safe Ride, coffee), travel and meetings, general supplies, awards, gifts, and donations.

EXECUTIVE BUDGET

The SGA will budget for and maintain a budget to account for all operating costs for the office of the SGA. Operating costs include student assistant wages, benefits, training, printing, polo shirts, general services (i.e. water), subscriptions and periodicals, awards, gifts, and donations, SGA retreat, as well as any needed or unexpected events that the Executive Board deems necessary. Also, the function, known as the SGA Retreat shall be held, for the purpose of gathering all SGA members together. This retreat shall be coordinated by the SGA President.

INCENTIVE

Incentive will be budgeted by the SGA each semester and will be determined by the SGA Treasurer and the Assistant Director of Student Activities SGA Advisor, not to exceed twenty dollars (\$20) per person per semester. Twelve percent (12%) of the monies budgeted for Incentive shall be used to fund an SGA function for all SGA members each semester.

Incentive cannot be paid to individuals but must be spent as a group, as determined and approved by 51% of the Division/Branch members. Incentive does not have to be spent in its entirety at one time, but may be used for two or more events, but must be used within the semester. All receipts must be turned in to the SGA Treasurer for SGA before the end of the semester and any unspent monies will be transferred to the SGA Restricted Fund and cannot be carried over to the next semester. No incentive money can be disbursed to a Division/Branch who has outstanding receipts or monies due to the SGA or pending judicial matters before the Student Court.

The purpose of incentive is to build a team atmosphere within a division or branch and the Student Government Association as a whole. Incentive may not be used for non-group related activities, the purchase of alcohol or items paid to individuals i.e. gift certificates, prizes or any other

inappropriate items. Unspent incentive must be returned to the SGA to be redistributed by the SFB. Receipts must be submitted to Assistant Director of Student Activities for SGA within five (5) business days of the event.

SGA SPECIAL PROJECTS FUND

The SGA will maintain a Special Project Fund to help in the sponsoring or cosponsoring of projects or services to the students of ERAU. The amount of this fund will be determined by the SGA Treasurer and Assistant Director of Student Activities for SGA each semester. The Special Projects Fund may be used only through the submission of proposal to the Student Finance Board (SFB) for approval and must first be approved by a 2/3 vote of the SFB.

STUDENT UNION ACCOUNT

The Student Union Account is an account set up to collect the Student Union Fee, \$75 for students before Fall 2005 and \$150 for students after, from each student every semester. When this account reaches half of the cost of the building it will be used to fund half of the Student Union, the other half being funded by the University. The fee will still stay intact and will be used for the upkeep of the building.

STUDENT ORGANIZATIONS (C&O) FUND

The SGA Treasurer and the Assistant Director of Student Activities for SGA shall budget for a C&O Funds Account each semester. This account shall be used per the Student Organizations (C&O) Guidelines.

RESTRICTED FUNDS

Restricted Funds may be used only for special purchase or projects that were not or could not be budgeted for. These purchases or projects require careful consideration by the SFB and must benefit the entire student body directly or indirectly. Requests for Restricted Funds must be submitted in writing to the SFB for approval by a 2/3 vote.

If the request exceeds \$4000, upon approval by a 2/3 vote of the SFB the request must be then submitted to the SRB for approval by a 2/3 vote. Upon approval, the Assistant Director of Student Activities for SGA will then submit a Purchase Requisition to the ERAU Purchasing Department.

CHANGES IN BUDGETING PROCEDURES AND ALLOCATION PROCESS

Recommendations for changes in the budgeting process shall be advertised to the SRB and divisions for a minimum of 1 week prior to voting. During this time it will be taken to the Chief Justice for consultation. A 2/3 by the SFB vote is required for approval. Upon approval by the SFB, the SGA Treasurer must then present the proposal to the SRB for approval. The SRB may veto the changes by a 2/3 vote within 1 week of the presentation by the SGA Treasurer.

FAILURE TO FOLLOW BUDGET GUIDELINES

Any Division or entity which fails to follow Budget Guidelines will be required to appear before the Student Finance Board for investigation and determination of action to be taken. The SFB

may ask for recommendations from the Student Court, SGA Chief Justice or the Office of Student Services if they feel it would be appropriate.

APPEALS

Should the SFB deny a request submitted by a Division, Branch, Club, Organization, or individual, a written appeal can be submitted to the SFB within 10 working days following the denial. Appeal must be submitted to the SGA Treasurer to be distributed to the SFB. The appeal will be discussed by the SFB in the next regularly scheduled SFB meeting. The Chairperson (or Editor in Chief) of the Division/Branch making the appeal must be present for the meeting in which it will be discussed. Clubs and organizations appealing must have an executive officer present during the SFB meeting in which the appeal will be discussed. Should the SFB deny the request for the second time, the Division, Branch, Club, Organization, or individual may submit a written appeal to the Student Court within 10 working days following the second denial. The Student Court shall hold a meeting within two weeks following receipt of the appeal and the following people shall be in attendance: All Student Court Members, SGA Chief Justice, Student Court Advisor, Assistant Director of Student Activities for SGA, SGA Treasurer, the appropriate representative (Division/Branch Chairperson or Club/Organization Executive Officer) submitting appeal, and anyone invited to offer testimony by the Student Court, the SFB or individual submitting the appeal. The Student Court's decision shall be final.

These Budget Guidelines were last amended and ratified by popular vote effective **February 2007**