

TREASURER'S MANUAL

Voted On: February 23rd, 2020

Effective Date: February 24th, 2020



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The Student Activity Fee and Finance Board

Overview:

Student Activity Fees (SAF) are collected from all full-time Elon University students and are administered under the jurisdiction of the Vice President of Student Life. SAFs are set at the discretion of the Elon University Board of Trustees. The Vice President of Student Life decides on a fixed amount of the SAF that is to be distributed at the discretion of the Finance Board during the following academic year under the advisement of the Student Government Association (SGA) Advisor. All student groups should keep in mind that funding is limited and not all event requests will be funded. The Finance Board has been designated as the advisory committee for the allocation of funds from this fixed amount of the SAF. The SGA Senate will be required to review the Treasurer's Manual annually. Additionally, being that the Finance Board is technically under the jurisdiction of the SGA, if any member of the Finance Board neglects their duties or violates the Treasurer's Manual, they are subject to the authority and disciplinary action of the SGA Judicial Committee.

The Finance Board:

The Finance Board will be made up of ten members comprised of elected SGA and non-SGA representatives. All members of the Finance Board must meet the GPA requirement of 2.5 or higher and be in good student conduct standing. The Executive Treasurer will serve as the Finance Board Comptroller and a non-voting member responsible for facilitating the weekly Finance Board meetings and notifying organizations of the Finance Board's decisions. The breakdown of the rest of the Finance Board is as follows:

- SGA First-Year Class Treasurer
- SGA Sophomore Class Treasurer
- SGA Junior Class Treasurer
- SGA Senior Class Treasurer
- Assistant Comptroller of the Finance Board (selected by the SGA Executive Treasurer)
- Four Non-SGA Representatives

Quorum must be met to run a Finance Board meeting and is set as five out of the nine voting members being present. A simple majority vote is required for a funding request to pass. In the case of a tie, the Executive Treasurer retains the right to vote.

The Finance Board meets between the first and last days of class in the fall and spring semesters to vote on budget requests. The Finance Board is not required to meet from reading day through exams, breaks, January term, or during the summer months.

Selection of Non-SGA Representatives:

The Assistant Comptroller of the Finance Board will be appointed at the discretion of the Executive Treasurer and will be responsible for conducting meetings and rendering decisions in the case of an absence of the Executive Treasurer. The four non-SGA Finance Board representatives will be elected by the student body during the SGA general election that occurs during the spring semester.

Funding Vision:

In order to allocate the SAF in a way that maximizes the benefit for all undergraduate students who pay the annual fee, the Finance Board seeks to promote an environment where:

1. Events are inclusive and open in nature.
2. Collaboration is emphasized in the interest of promoting campus unity and higher quality events.
3. Events catering to large groups of students are balanced with those which cater to a smaller number.
4. Funding shall be spread out among a variety of organizations to ensure quality events in all facets of campus life.
5. Funding shall be distributed to promote long-lasting and sustainable operations.

Overriding the Manual:

While it is important to note that the Treasurer's Manual holds true for the majority of cases regarding SAF usage, it is also important to recognize that an exception may be needed on occasion.

1. The Finance Board may override any portion of this Treasurer's Manual on a case-by-case basis with a 2/3 majority vote.
2. Any override of the Treasurer's Manual shall be specifically documented and shown when funding decisions are released to the public. Documentation must include the name of the organization, date of request, reason for override, and vote breakdown.
3. Overrides are considered on a case-by-case basis with appropriate documentation and do not set precedent for future decisions.
4. This override clause is excluded for requests over \$5,000, which must be approved by the SGA Student Senate.

Finance Board Decision Criteria

Funding Decisions:

The Finance Board is responsible for funding events for the undergraduate student body. All student groups should keep in mind that funding is limited and not all event requests will be funded. The Finance Board will consider funding for events that are open to all undergraduate students at Elon University and do not appear to be excessive in nature. The Finance Board will consider the following factors to determine an events benefit and priority to the undergraduate student body:

1. Student appeal
2. Experiential value (e.g. educational, cultural, awareness, entertainment)
3. Correlation to the university or student organization mission statement
4. Strength of promotional plan
5. Anticipated attendance
6. Co-sponsorship
7. Inclusivity
8. Presentation to the Finance Board (if requested)
 - a. All requests of \$1,500 or more will be contacted to present to the Finance Board.
9. Completeness of Budget Request

10. Submission of Budget Request in accordance with deadlines
11. Group participation in event planning
12. Spending report history

Events may be fully funded, partially funded, or not funded. Any organization that requests funding for an event and receives less-than-full funding will be provided with the Finance Board's rationale for its decision. Allocation decisions of the Finance Board will be communicated electronically within two business day of the Finance Board's decision. A violation of this clause is only grounds for an appeal when such a delay has specifically impacted the request. If the Finance Board is unable to fully fund the request within the budget and the organization states that everything in the request is necessary for the event to remain successful, then the event will not be funded. The Finance Board may reduce allocations based on any information given during the presentation or request. ***The total amount to be reimbursed may never exceed the amount allocated by the Finance Board.***

Budget Request Review and Approval Information

The following review and approval guidelines are in effect. These include total costs for an event, activity, or travel:

1. For funding requests of \$100.00 or less: the SGA Treasurer may approve or deny the request.
2. For funding requests over \$100.00 and up to \$5,000: the SGA Finance Board must approve or deny the request.
3. For funding requests over \$5,000.00: the Finance Board must review the request and make a recommendation that the SGA Senate must then vote on.
 - a. In order for the request to be approved, the request requires a simple majority vote by SGA to pass. If the request does not pass, the decision is final. If the Senate votes to table the request to the Finance Board, it goes back to the Finance Board for a second and final consideration period.

Eligibility for Funding and Budgets

Eligibility for Funding:

All Student Activity Fee funded events must adhere to the University's nondiscrimination statement, the Student Organization Handbook, the Honor Code, and the University's Code of Conduct.

1. Undergraduate student organizations
 - a. Only undergraduate student organizations recognized by and in good standing with the Office of Student Involvement and the Office of Student Conduct are eligible to receive SAF funding. Fraternity and sorority organizations that are fully recognized and in good standing with the Office of Student Involvement and their respective national organization are also eligible to receive funding.

- b. Before requesting SAF funding, a representative from the organization's executive board must attend a Student Leader Training Workshop offered by the Office of Student Life. At this training, the Executive Treasurer will hold a session to educate students and organizations on the policies and procedures of using SAF funds.
 - i. At the discretion of the Executive Treasurer, additional workshops regarding the usage of SAFs can be held.
 - c. Organizations must have completed all obligations directed and required by the SGA Treasurer and/or Finance Board for previous events funded by SAFs.
- 2. Individuals
 - a. Individual undergraduate students are welcome to apply for SAF funding. Individual undergraduate student requests must adhere to the same guidelines as organization requests. These requests will be reviewed on a case-by-case basis and approved/denied at the discretion of the Finance Board.
 - b. Individuals may NOT apply for leisure travel, alternative break expenses, or study abroad/USA expenses.
 - c. Individuals may not submit requests on behalf of any organization that is not in good standing or is ineligible to receive SAF funding (listed below).
 - d. Graduate students are not eligible to receive SAF funding.

Several organizational clusters receive SAF funding at the discretion of the Vice President of Student Life prior to the allocation of the Finance Board's fixed amount for distribution. For this reason, organizations in the following clusters are not eligible to receive funding from the Finance Board:

- 1. Campus Programs/Departments
- 2. Club Sports
- 3. Honorary Organizations
- 4. Media Organizations

August and September Budgets:

Eligible organizations wishing to receive Student Activity Fees (SAFs) for events, activities, operations, and travel during the months August and September must submit a budget request by the date set by the SGA Treasurer during the Spring Semester. Organizations must be given two weeks to prepare and submit their August and September budget request to the Executive Treasurer. A budget will then be allocated from the Finance Board for these two months to each organization that submits a budget request. The Finance Board may request meetings with organization leaders when reviewing these budgets.

This sum of money should allow organizations to operate in August and September without the need to submit budget requests per event. This should also provide organizations with the ability to plan and submit budget requests for the upcoming months in the fall.

- 1. How to apply for an August and September budget:

- a. In order to receive funding during August and September, the following must be submitted in a PhoenixCONNECT budget request by the date specified by the SGA Treasurer:
 - i. A budget breakdown of the planned costs between August and September in the upcoming semester
 - ii. A budget breakdown of the costs that were incurred the past August and September.
 - b. Specific instructions will be stated in the PhoenixCONNECT budget request form created by the SGA Treasurer
 - i. All who wish to receive a budget for August and September must follow all instructions stated on the PhoenixCONNECT form.
 - c. Failure to submit a budget request by the specified deadline will result in an organization's inability to receive a sum of operational funding for August and September. However, organizations are able to apply for funding that may be needed during August and September on an event-by-event basis if submitted at least three weeks before a decision from the Finance Board is needed.
 - i. Note: Any requests over \$5,000 must be approved by the SGA Senate during an SGA business meeting. Organizations must plan accordingly
2. Organizations submitting an August and September budget request may be requested by the Finance Board to present their request. Organization contacts listed on the budget request will receive an email with the specific date, time, and location of the presentation no later than 24 hours prior to the presentation.
 - a. At least one member of the organization's executive board is expected to be able give a thorough presentation to the Board (if asked). An outside designee may be appointed in extenuating circumstances with the approval of the Executive Treasurer.
 - b. The representative should:
 - i. Introduce themselves and their positions
 - ii. Present the details and purpose of the event
 - iii. Explain how the event(s) benefits the organization and the undergraduate community as a whole
 - iv. Define the proposed expenses for each budget line item
 - v. Be prepared to identify which proposed expenses of the request are absolutely necessary for the intent of the event to be successful. Proposed expenditure line items must be ranked in order of importance to the success of the event
 - c. The SGA Senate will vote on proposed budgeting if the request exceeds \$5,000.00.
3. Results of the request
 - a. If the request is \$5,000 or less, the individual/organization will be notified within two business weeks of their budget request presentation on the outcome of their request
 - b. If the request is over \$5,000, the individual/organization will be notified within two days of the SGA Senate voting on the request.
 - i. Note: The SGA Senate only votes on these requests during planned business meetings.

Annual Budgets Allocated by The Office of the Vice President for Student Life:

The Finance Board recognizes that there are organizations for which planning numerous events on a large scale, this model may not be feasible. For that reason, organizations who meet the following criteria are eligible to apply to receive a fixed SAF budget from the Vice President of Student Life:

1. The organization provides a service, events, and/or membership open to the entire undergraduate student body.
2. The organization's services are available throughout the academic year.
3. The organization has demonstrated proper spending habits, as evidenced through requests from the past year.
4. The organization is in good standing and has not been sanctioned/on probation within the past year.
5. The organization has a paid, full-time University faculty or staff member whose advising responsibilities are included in their job description. The advisor is responsible per their position description for assisting its student leaders in the proper administration of these Student Activity Fees.

Organizations who feel they meet the above criteria must submit their application on PhoenixCONNECT to the Finance Board by the deadline specified by the Executive Treasurer. If the Finance Board approves an organization to receive an annual budget from the Vice President of Student Life, the student organization will be only eligible to apply to the Finance Board for additional SAF funding at the discretion of the Executive Treasurer. Decisions administered by the Finance Board will be reviewed on a case-by-case basis; no decision made by the Finance Board sets precedent for future decisions.

Elon's Student Government Association may receive an annual budget for the following events and functions:

1. Executive Stipends
2. Administrative fees
3. Homecoming
4. The President's Holiday Party
5. The Elon Ball
6. The Lambert Awards
7. Administrative Professional's Day
8. The Academic Opportunities Fair

All events SGA hosts outside of those listed above are required to adhere to the Treasurer's Manual of applying on an event-by-event basis.

Event Criteria and Spending Request Guidelines

Event-by-Event Budget Requests:

Budget requests must be submitted on an event-by-event basis. While it is recommended for organizations and individuals to apply for and receive a set budget for August and September, they are also eligible to submit event-by-event budget requests if submitted three weeks in advance to when a result decision is needed.

The contract and budget authorization are not complete until the contract has been signed by the Director of Purchasing and returned to SGA. An event-by-event budget request must include the following:

1. A completed PhoenixCONNECT budget request, including all required fields, attestations, and approvals.
 - a. If the event involves the provision of services or goods, the request must include a draft contract for such goods and services to be properly executed by SGA and the Office of Purchasing in advance of the event or service.
 - i. Students should not sign any agreement for goods or services on behalf of their organization, SGA, or the University. Contracts are carefully reviewed by Purchasing to minimize the risk to you, your department, and the University. Students who do sign such agreements are personally liable for all costs.
 - ii. Students should upload a draft copy of all contracts with their budget request. If the budget is approved, the SGA Treasurer and SGA Advisor will begin the process of University contract approval. It can take 2-3 weeks for the contract to be processed.
 - b. Orders for goods and supplies should not be placed until all SGA and University authorizations are secured. If the event involves the purchase of any goods in excess of \$1,000.00 a properly Executed Purchase Order must be obtained by SGA. Students who order supplies or goods without obtaining proper contracts or purchase orders will be personally responsible.
2. In addition, groups submitting an event-by-event budget request that contains a costume portion must include an up-to-date costume inventory in order to be considered complete.
3. A calendar of submission deadlines will be set by the Executive Treasurer, approved by the Finance Board, and made public to all student organizations before the start of each semester.
 - a. Any individual/organization may petition the Executive Treasurer to submit a budget request after the set deadlines have passed, provided there is justification of extenuating circumstances that the request could not have been submitted prior to the appropriate deadlines. This request to present late must be accompanied by a completed PhoenixCONNECT budget request.
 - b. Organizations that require extensive preparation time for an event may petition the Executive Treasurer to submit a budget request earlier than the set deadlines, provided the organization provides justification for the additional time.
 - c. It is the responsibility of the student organization to seek out deadlines and request information.

4. Organizations submitting a budget request may be requested by the Finance Board to present their event request. Organization contacts listed on the Event Request will receive an email with the specific date, time, and location of the presentation no later than 24 hours prior to the presentation.
 - a. At least one member of the organization's executive board is expected to give a thorough presentation to the Board. An outside designee may be appointed in extenuating circumstances with the approval of the Executive Treasurer.
 - b. The representative should:
 - i. Introduce themselves and their positions
 - ii. Present the details and purpose of the event
 - iii. Explain how the event benefits the organization and the undergraduate community as a whole
 - iv. Define the reasons for each budget line item
 - v. Be prepared to identify which part(s) of the request are absolutely necessary for the intent of the event to be successful and rank line items in order of importance to the success of the event
5. Individuals/Organizations will be notified within two business days of their Event Request presentation on the outcome of their request to the Finance Board. Requests that exceed \$5,000.00 will be forwarded to the Senate for approval and voted on at the next scheduled SGA business meeting. Those decisions will be communicated to organizations within two business days.

Large Event Requests:

Any request over \$5,000.00 will need additional documentation due to the nature of the request. Additional requirements include:

1. At least two comparable quotes for all items to be requested or a documented explanation as to why providing two comparable quotes is not possible.
2. If this event has occurred in the past, a copy of a previous spending reports of the event.

The Finance Board will hear all large event requests and then submit a formal recommendation on the request to the SGA Student Senate. The individual/organization who submitted the request will then be invited to present their request to the SGA Student Senate at the next SGA business meeting. All large requests will require a simple majority to pass, and the requesting individual/organization will be notified of the outcome of their request within two business day of the SGA Student Senate meeting.

Event Expenditure Restrictions:

All Student Activity Fee funded events must adhere to the University's nondiscrimination statement, the Student Organization Handbook, the Elon University Honor Code, and the University's Code of Conduct.

The Finance Board will impose the following limitations on the use of the SAFs in order to best utilize the funding:

1. All events funded by Student Activity Fees must be:
 - a. Registered and listed on the Events Page on PhoenixCONNECT
 - b. Bear the SGA logo "Supported by Student Activity Fees" (shown below)

- i. This includes, but is not limited to, fliers, PhoenixCONNECT postings, tickets, and Facebook events.
- ii. This logo (below) can be also accessed on the SGA PhoenixCONNECT page in the documents section.



- 2. Service Events
 - a. It is encouraged that community service events funded by SAFs be with community and state partners.
 - b. Direct financial donations/contributions to an off-campus charitable or philanthropy group will not be funded by SAFs.
- 3. Political Events/Activities/Services
 - a. Political events, activities, and services may only be funded when they are educational in nature. Events that support, in whole or in part, the campaign of an individual candidate or party for a political office, cannot be funded.
 - b. All requests for political events must adhere to University policies and guidelines regarding speakers on campus.
- 4. Religious-themed Event and Activities
 - a. Religious-themed events and activities funded by SAFs must be open in nature. Events may not discriminate based on a student's religious beliefs.
- 5. Costumes/Props
 - a. Costumes and props may be funded on a case-by-case basis. Organizations are encouraged to rent all costumes and props unless items can be reused on an annual basis. Should the Finance Board fund costumes and/or props, the following stipulations are required:
 - i. Items must be reusable and maintained at the expense of the organization.
 - ii. Items must be appropriately stored by the organization in a location where they will be secured from damage and theft, and be accessible for similar events in future years.
 - iii. Organizations must keep an inventory of any and all costumes and/or props purchased detailing the specific items. Up-to-date inventories must be able to be submitted, if asked by the Finance Board.
 - b. Organization uniforms will follow all stipulations associated with costumes and must be kept within the organization for future members.
- 6. Equipment Rentals
 - a. Equipment rentals for events may be funded if the following can be proven:
 - i. The event cannot occur without the requested equipment.

- ii. The current equipment of the venue cannot meet the requirements of the performer or planned event.
- iii. The organization has explored all on-campus options for obtaining adequate equipment.
- iv. Examples include rental cars and concert speakers

7. Giveaways/Food:

a. Food

- i. Food purchases/events/meals must follow University guidelines. Elon University Campus Dining (Aramark) has executive rights to sell and distribute food on campus. Organizations and individuals must get approval from the Director of Campus Dining to cater from vendors outside of Elon's partnerships.
- ii. The total cost of food and drinks for an event/meeting should not exceed \$17.00 per anticipated attendee.
- iii. Off-campus meals for an organization executive board must be approved by the Finance Board. Reimbursement of these meals is contingent upon a submission of members in attendance and notes from the meeting. No reimbursements will exceed the total food cost allocation listed above.
- iv. No SAFs may be used for the purchase of alcoholic beverages.

b. Giveaways

- i. Giveaways must be considered as promotional items and should not exceed more than \$5.00 per anticipated attendee.
 - 1. T-shirts
 - a. Will be considered as giveaways and should not exceed more than \$5.00 per anticipated attendee.
 - b. Will not be funded when the purpose is solely for the distribution or personal wear amongst group members.
 - 2. Program hand-outs
 - a. Program hand-outs, such as those outlining the cast or sequence of a performance, are considered as giveaways but should not exceed \$3.00 per program.

8. Gifts

- a. Gifts for student organization members will not be funded by SAFs.
- b. Gifts for speakers, guests, and program coordinators will be considered on a case-by-case basis.
- c. Gifts must not exceed more than \$20 per person.

9. Prizes/Plaques/Trophies

- a. Prizes will be funded at the discretion of the Finance Board if they are deemed integral to the overall purpose of the organization.
 - i. Example of what is allowed: Inter-Residence Council requests prizes for their January bingo event that they host for and advertise to all undergraduate students. They are approved to use SAF funding.
 - ii. Example of what is not allowed: Hillel requests prizes for a bingo event they would like to host for and advertise to all undergraduate students. They are denied to use SAF funding.

Equipment:

Organizations may submit either one equipment request or one capital equipment request per semester.

1. Equipment Request:
 - a. Equipment being requested must have a minimum life of one year.
 - b. Organizations may not request more than a total of \$1,500.00 for equipment per semester.
2. Capital Equipment Request:
 - a. Capital equipment is defined as equipment that has a life of at least two years and has a cost-per-unit of at least \$1,500.00.
 - b. Organizations may be funded for one Capital Equipment Request per semester. A request that is not utilized during one semester and may not be submitted during any following semester.
 - c. If approved and the equipment cost exceeds \$1,000.00, a properly executed Purchase Order must be secured and the equipment order must be placed by the SGA Executive Treasurer.
3. An organization that wishes to purchase equipment should provide a detailed inventory of the equipment that is already in the group's possession along with the equipment request. This must include, but is not limited to, year of purchase, any repairs that have been made, and the current condition of the equipment.
4. The Finance Board may request an inventory report at any time, as well as any information they deem necessary.
5. All Equipment and Capital Equipment Requests should include the following documentation:
 - a. A strong justification indicating the necessity to purchase the equipment.
 - b. A justification of how this equipment will benefit the Elon University community as a whole.
 - c. Complete specification of the item(s) to be purchased.
 - d. Price quotations from two or more vendors.
 - e. Methods of providing upkeep/maintenance services and supplies consumed in the use of the equipment.
 - f. Affirmation from the organization's advisor verifying the need for the purchase of the equipment and a proposed equipment storage location.

Conference, Competition, and Retreat Funding:

Organization requests to attend conferences, competitions, or retreats will be reviewed on a case-by-case basis and may be funded within the following guidelines:

1. Conferences
 - a. National Conferences:
 - i. 2-3 member's registration fee
 - ii. 2-3 member's lodging and travel
 - iii. 1 faculty advisor
 - b. Regional (within driving distance) Conferences:
 - i. 6-10 member's registration fee
 - ii. 6-10 member's lodging and travel

- iii. 1 Faculty Advisor
 - c. If a National Conference is located regionally (within driving distance), an organization may apply to send additional members under the guidelines for Regional Conference funding.
- 2. Competition
 - a. Up-to the cost of entrance for one team of Elon students
- 3. Retreats
 - a. Retreats will be funded on a case-by-case basis at the discretion of the Finance Board. In order for a retreat to be eligible for funding, the submitted request must include:
 - i. All costs associated with the retreat
 - ii. Agenda of the retreat with learning and clear programmatic outcomes described
 - iii. Itinerary of the retreat
 - iv. Expected members in attendance
 - b. Retreat costs will only be funded for undergraduate members of the organization and their respective faculty advisor. Funding may be allocated for one advisor for groups up to 25 students and 2 advisors for groups over 25 students
- 4. Travel and Lodging:
 - a. Airfare:
 - i. \$275.00, (or the best available rate (if <\$275.00))
 - b. Gas:
 - i. \$0.16 per mile
 - c. Hotel/Lodging:
 - i. \$40.00 per person per night (or the best available rate if < \$40.00)

Non-Fundable Items:

- 1. Items, events, services, or trips purchased prior to authorization by the Finance Board/Comptroller/SGA cannot be funded.
- 2. Expenses for personal or private use cannot and will not be funded and will be regarded as larceny.
 - a. This excludes food and giveaways per the stipulations in the above sections.
- 3. Alcohol, drugs, and tobacco products
 - a. However, on-campus events where alcohol may be present, given there is an environment where equal access and entertainment is provided for both of-age and underage students, may be funded.
 - b. The Finance Board may authorize funding for auxiliary costs at such events.
 - i. Example: bartender wages, food, non-alcoholic beverages
- 4. Direct contributions/donations to charities, charitable foundations, educational institutions, or other non-profit organizations.
- 5. Fundraisers or any items that directly generate revenue for the organization's cash index
- 6. Late fees/expediting charges/penalties of any type
- 7. Loans or other grants for students
- 8. Scholarships or tuition/fees for a curricular event or program, including study abroad/USA
- 9. Requests from individuals from any of Elon's graduate schools

University Accounting Guidelines, Spending, and Reimbursements

Spending Student Activity Fees:

If an individual or organization receives SAF funding, all ordering, purchases, and contracts must adhere to University guidelines and policies.

****Purchases can only be made after the Finance Board, SGA, or the SGA Treasurer approve the budget request.**

For products orders totaling less than \$1,000.00 (including taxes and shipping) options include:

1. A representative of the organization may personally order the product with personal funds and submit the receipt for reimbursement per the guidelines below.
2. A representative may request that the SGA Executive Treasurer purchase the order for them on the SGA Procurement system, transfer funds into another on-campus account, or send a check to the place of purchase. This would reduce out of pocket expenses for the individual/organization.

For product orders totaling \$1,000.00 or more:

1. A University Purchase Request must be secured by the SGA Treasurer prior to placing the order. The SGA Treasurer must place the order for all product/good orders that may total \$1,000.00 or more once the Purchase Authorization (Order) is complete.

Contracts for Goods and Services

1. No individual, except the President, Vice President for Business, Finance and Technology, Director of Purchasing, or persons specifically authorized by these individuals has the authority to enter into purchase contracts, or in any way obligate Elon University for procurement indebtedness. Any other commitments are considered unauthorized purchases and the individual may encounter a personal obligation to the supplier.
2. Student organizations must consult with the SGA Treasurer and submit all contracts or agreements within a reasonable timeline (30 days) prior to the event or service. This will allow ample time for the proper execution of such contracts. This is in place to protect students from personal liability. Request for reimbursement or payment for services without a properly executed contract in advance of the event or service will not be processed.

Receipt Requirements

University Accounting procedures require that all receipts meet the guidelines outlined below. If guidelines are not met, authorization for reimbursement and/or purchasing will not be granted.

Receipts may be uploaded to an SGA form on PhoenixCONNECT or the University petty cash system. After uploading the receipt, it is the student's responsibility to retain the original receipt until the reimbursement process is complete. This assures the documentation is retained until it is cleared by Accounting.

All receipts must:

1. Be clearly legible and readable when uploaded
2. Include the name of the vendor and contact information
3. Be itemized and individually list all goods and their quantities, taxes, gratuities, and other charges (i.e. shipping and handling)
4. Indicate the name of the individual who paid for the goods
5. Indicate the method of payment (cash, check, credit, or debit)
6. Contain the name of the cardholder and the last four digits of the card used (if credit or debit is used)
7. Be a final receipt
 - a. If the product was purchased online, the receipt must indicate the product has been shipped and delivered along with all required payment information
 - b. If the expense is for airfare or a hotel expense, the receipt cannot be an itinerary or reservation confirmation. It must be a final receipt issued by the hotel or carrier.
8. Not be handwritten

The Finance Board requires every organization that receives funding submit a funding request no later than one month after the event concluded. Event spending reports must include the following:

1. A completed PhoenixCONNECT Payment Request Form. Petty cash reimbursements will be processed via the University system and check requests/departmental transfers must be processed via PhoenixCONNECT.
2. A detailed accounting for all expenditures, including itemized receipts.
3. An explanation to any budget line item spending variance of 10.00% or more.
4. Advertising samples.
5. Any additional information requested by the Finance Board or the Executive Treasurer.

The Executive Treasurer will review all event spending reports and either approve, approve with an educational letter, or disapprove a report based on the following criteria:

1. Failure to submit a report by the deadline.
2. Misrepresentation of information.
3. Failure to adequately explain budget line item spending variances of 10.00% or more.
4. Failure to complete all sections of the Event Spending Report Form.
5. Failure to follow spending guidelines set forth in the Treasurer's Manual or those indicated at the time of the allocation.
6. Failure to submit all documentation.
7. Failure to use the SAF logo or phrase "Supported by SAF" on promotional materials.
8. Failure to include advertising samples with the SAF logo.

Organizations may be subjected to sanctions as a result of a disapproved spending report. Additionally, following a disapproved spending report, an organization's next request will be limited to maximum of \$1,000.00. Student organizations may not request funding while any previous spending reports are past due.

Audits:

The Finance Board, to determine the overall SAF utilization, reserves the right to perform random audits of organizations, accounts, membership, and events. If an audit reveals evidence of mispending of funds, the student organization may be subjected to sanctions.

Sanctions:

Sanctions may be imposed upon an organization for the following:

1. Failure to submit a spending report by the deadline
2. Disapproval of a spending report
3. Unauthorized spending of SAF funds
4. Spending which violates any clause of this Treasurer's Manual
5. Inappropriate storage or record-keeping of equipment, costumes, or props
6. Falsifying information on any submissions to the Finance Board

Sanctions that may be implemented upon an organization include but are not limited to:

1. Loss of eligibility to request funding for a specified time period
2. Requirement to co-sponsor events for a specified time period or number of events
3. Required weekly meetings with the Executive Treasurer or Board liaison
4. Referral to the Office of Student Life for organization status review
5. Referral to the Office of Student Conduct
6. For annual budgets, required submissions of monthly spending reports

All sanctions with specified time periods will be imposed from spending report due dates.

Sanctions imposed upon organizations will be detailed and outlined in a written memorandum to the organization president, treasurer, and faculty advisor. Appeals on sanctions may be submitted on any decision made by the Finance Board or Executive Treasurer. Appeals should follow the guidelines set forth in the Appealing a Decision section of this Treasurer's Manual.

Organization Appeals Process

Appealing a Decision:

The following appeals process will allow student organizations to request that decisions made by the Finance Board be reconsidered. An appeal may only be based upon the following criteria:

1. Established policies and procedures were not followed.
2. The funding allocation decision was arbitrary or capricious.
3. The severity of imposed sanctions was unnecessarily harsh in nature compared to the severity of the infraction.

The fact that the Finance Board did not fund a request in its entirety does not in itself constitute grounds for an appeal.

If an organization chooses to appeal a decision rendered by the Finance Board, they must submit an appeal request to the Executive President within seven business days of funding decision notification. The appeal request is located under the forms section of the SGA PhoenixCONNECT page. The written appeal should include the following, when applicable:

1. The request for which the decision was made, along with all supporting materials.
2. The funding decision.
3. The allocation and spending workbook.
4. The Spending report submitted.
5. The sanction decision.
6. Any other memorandums from the Finance Board related to the matter.
7. The criteria on which the appeal is based, noting the specific policies within the Treasurer's Manual that were violated.

The President of SGA will receive the appeal and determine if the appeal has merit based on the aforementioned criteria. An appeal that has been found to have merit will be considered by the Appeals Board within five business days of receipt. The Appeals Board will consist of the following members:

1. SGA Executive Treasurer
2. SGA Executive President
3. SGA Executive Vice-President
4. SGA Executive Secretary
5. Designated Appeals Board Member (Appointed by the President of SGA)

In the event that SGA is the appealing organization, the Vice President of Student Life, or a designee, will make the decision on the appeal.

The Appeals Board will consider all aspects of an appeal, including but not limited to:

1. Criteria on which the appeal is based
2. Treasurer's Manual policies that were or were not followed.
3. The ability of the event to succeed without the items that were not funded, if applicable.

The Appeals Board may make one of the following decisions with a simple majority vote:

1. Uphold the original decision of the Finance Board
2. Amend the decision to allocate funding for items not originally funded
 - a. The Appeals Board may not allocate funding above the originally requested amount
3. Fully fund the event

Once a decision has been made, the Appeals Board must provide the rationale of its decision within three business days in a memorandum to the student organization, the organization's advisor, and the Finance Board. Decisions made by the Appeals Board will not have precedent on future appeals, and all appeals will be considered independently. The decision of the Appeals Board is final.

Additional Source of Funding

Fun Fund:

On October 23, 2008 the Student Senate approved an endowment of \$150,000.00 to the university. This was done in order to implement a “Fun Fund” separate of other funding projects of the SGA to enhance the ability of students to produce events on campus for the entertainment of the entire student body.

All undergraduate students are welcome to apply to use the Fun Fund. All Fun Fund events must be “fun” on-campus events that are open to the entire student body and enrich campus unity and promote inclusivity. To learn how to apply, refer to the directions posted on the SGA PhoenixCONNECT page.