

# **What you NEED TO KNOW before applying for funding:**

## **Good Standing**

All student organizations recognized in good standing may apply for SOF.

## **Questions**

We strongly encourage applicants to reach out with any questions during the application process.

## **Training Session**

It is mandatory for a student organization's President or E-board member to attend one of the scheduled training sessions on the SOF process before applying for funding. If an E-board member does not attend a session, the organization cannot apply for funding.

## **Be Detailed**

SOF applications must describe the proposal, describe the monetary requirements, and describe how it benefits the Marquette community in detail. A highly detailed and comprehensive application not only makes the process easier but has historically improved an applicant's probability of approval.

## **Collaboration**

We encourage collaboration among student organizations when sponsoring events. In these cases, only one application from one of the participating student organizations is necessary to achieve funding for a collaborative event.

## **Plan Ahead**

Plan events in advance of the application. We cannot consider previous allocations for the organization's event nor similar events of other organizations.

## **Proof of Cost**

All applications must contain proof of cost for every expense requested. Proof of cost can be in the form of screenshots of item cost on websites, quotes from vendors or facilities, or past receipts and contracts. Proof of cost cannot be an estimation or assumption of cost. The SOF committee cannot fund a request without sufficient proof of cost.

## **Consideration**

Each funding request is considered individually and is reviewed on its potential benefit to the greater Marquette community. The SOF committee can choose to allocate full, partial, or no funding to an organization based on the application, funding criteria, and discussion. Applying does not guarantee funding from MUSG. Student organizations cannot apply twice for the same event, even if funding is denied.

## **Spot Funding**

Spot Funding is a rolling funding process that occurs throughout the fall and spring semesters. Spot Funding can be used for small-scale and unanticipated expenses or other events that organizations were not ready to apply for in the bulk funding period. Funds are limited for spot funding and will be doled out throughout the semester. Spot funding cannot be used for events that were previously denied funding and still require all the proper documentation such as invoices, receipts, contracts, etc. Spot Funding is on a first-come, first-served basis.

## **Reimbursements**

All funds that are allocated to a student organization are awarded through a reimbursement process. The funds that a student organization is allocated are first paid by the student organization and then reimbursed by MUSG through a detailed reimbursement form.

An exception to this reimbursement process would be any upfront costs. Upfront costs are costs payable directly by MUSG. These costs include Sodexo catering, AMU technology, MUPD security, linen/event management, publicity, or university-approved vendors. Invoices are necessary in applications for upfront costs.

## **University-Approved Vendors**

If a student organization uses a university-approved vendor, said student organization is able to bill MUSG directly. This is an upfront cost, so organizations do not need to go through the reimbursement process; however, organizations need to coordinate this purchase with the MUSG Financial Vice President. Using a university-approved vendor is highly recommended, but not required. Usage of these vendors does not guarantee funding. Organizations must still attach a quote or invoice to their application when using a university-approved vendor.

## **University-Approved Vendors**

This link can only be accessed on Marquette Wi-Fi or VPN.

## **What the Student Activity Fee can fund**

- Non-Political Speakers
- Educational events
- Documentaries, films, and performances
- Tournament travel, lodging, and registration
- Conference registration
- Events, a series of events, services, or activities that are free and open to all undergraduate students and that enhance the great Marquette Community

## **What cannot be funded?**

- Recruiting or fundraising events
- Personal goods
- Operating expenses (office supplies)
- Non-current expenses (expenses incurred outside the funding period)
- League Fees, Entry Fees, National Dues
- Any event that charges admission fees
- A good or an event for which a student organization has previously been denied funding

## **Club Sports Specific Guidelines**

Club Sports allocations are included in the SOF Spot Funding processes. Each application is considered under standard SOF guidelines, along with these specified guidelines for Club Sports Student Organizations.

The Student Activity Fee can provide funding for:

- Team/Coach/fan transportation and lodging
- Field/facility rental costs
- Referee/officials fees
- Salaries for non-playing coaches
- First aid supplies
- Entry and Tournament Fees
- Publicity

## **Claiming Donations**

When a donation is made to a club sport student organization, these donations first go through the University. These designated funds are then moved into an account where the specified donations are earmarked for the designated club sport to claim. The club sport organization should then be notified of their donation by a Recreational Sports staff member, which at this point, the student organization then claim. This process typically takes 1-2 business days. If you are aware of an incoming donation, but have not received a notification, please contact a [Recreational Sports Assistant Director](#).

## **On-Campus Events**

All on-campus events are required to include an itemized quote of all costs relating to the event (i.e. speaking fees, food costs, or performer wages). Events with outside vendors or individuals will need a Marquette contract. If you need a contract, contact the Office of Student Development at least 3 weeks prior to the event. A **W9 tax form** will also need to be completed.

### **Speakers**

The quote provided with speaker events must include an itemized list of: The speaking fee, any lodging or transportation costs for the speaker, any incidental costs on behalf of the speaker.

### **Banquets and Networking Events**

The Student Activity Fee cannot provide funding for award banquets and end of the year celebrations, unless it is clearly demonstrated that such an event is open to and will benefit the **entire** community. The applying organization should provide rationale on how the food is an integral part of the event.

### **Concerts/Performances**

All applications for events with DJs, artists, or performers must provide a price quote and description of the performance.

## **Off-Campus Events**

All off-campus event applications must provide rationale that this event will benefit the greater Marquette community and should speak on behalf of the members attending the event.

Off-campus conferences are limited funds to conference registration fees. Funding for transportation costs, lodging costs, and fuel costs will not be considered for conference trip applications.

Applications that show that an organization is contributing its own funds, individual member funds, or funds through fundraising efforts to cover the costs of off-campus events have historically been favored by the SOF committee.

### Transportation to Non-Conference, Off-Campus Events

A detailed quote of all expected transportation expenses are required, including:

- Bus, train, or airplane costs per ticket
- Rental car will require a detailed quote and/or a copy of the rental contract

MUSG can provide up to \$0.555 per mile of the route for the total cost of auto travel.

### Lodging

The reasoning behind the number of individuals sent on each trip should be explained in the application. A detailed quote of the expected lodging costs is required.

The SOF committee assumes at least four students are housed per hotel room in order to maximize efficiency.

## **Publicity Funding**

MUSG can provide publicity and advertising funding for on-campus events, off-campus events, and club sports. The SOF Committee will use the same copy rates as MU Print Wise (\$0.50 a color copy) for any requests submitted. Detailed breakdowns of the number of copies and types of publicity (table tents, flyers, etc.) used is preferable. A copy of publicity must be attached when submitting a reimbursement form.

All publicity must feature [the MUSG Student Activity Fee Logo](#). Failure to include the logo could result in a rejected reimbursement.

MARQUETTE UNIVERSITY STUDENT GOVERNMENT

**FINANCIAL POLICIES**

APPROVED BY MUSG (FORMERLY ASMU) SENATE 2/28/95  
APPROVED BY VICE PRESIDENT FOR STUDENT AFFAIRS 6/1/95  
UPDATED 11/23/98

MAJOR REVISION 2/1/01, VPSA APPROVAL 9/26/01  
MAJOR REVISION (Organization Funding) 11/8/01, VPSA APPROVAL 1/14/02  
MAJOR REVISION (Organization Funding) 12/1/14, VPSA 12/16/14  
MAJOR REVISION (Organization Funding) 04/08/21, VPSA 04/08/21

**Section I – Authority**

The Marquette University Student Government (MUSG) Financial Policies define the policies and procedures which pertain to the collection and distribution of MUSG funds, as mandated by Article VIII of the MUSG Constitution.

**Section II – Definitions**

- A. *MUSG Annual Operating Budget* – Comprised of revenues from the MUSG portion of the Student Activity Fee (SAF) and derived funds and their disbursement for the fiscal year of July 1 to June 30.
- B. *MUSG Budget Committee* – Standing committee of MUSG responsible for compiling and submitting annual budget recommendations in accordance with the Financial Policies, Section VI. Voting members shall be the Financial Vice President as Chair, President, Program Vice President, one Academic Senator, one Residential Senator and the Vice President for Student Affairs or designee. In the case of an emergency absence of the Financial Vice President, the Controller shall serve as Chair. Member senators shall submit an application to the Legislative Vice President, which in turn would be distributed to the Senate as a whole before elections. Upon reviewing said applications, the Senate will appoint a candidate by an affirmative vote of a majority of the present Senate. Academic and residential member senators shall be appointed at the second Senate meeting following the spring and fall elections respectively and shall serve for one calendar year. In the case of a vacancy, another Senator shall be appointed by the Legislative Vice President and shall serve the remainder of the original term.
- C. *Student Organization Funding Committee (SOF)* – Standing committee of MUSG responsible for compiling and overseeing the periodic allocations of the Student Activity Fee as it pertains to club sports teams and registered student organizations in accordance with the Financial Policies, Section VI. Voting members shall be the Executive Vice President as Chair; Financial Vice President; Coordinator for Diversity, Equity, and Social Justice; two Academic Senators; and two Residential Senators. The Vice President for Student Affairs or Designee shall serve as advisor to the committee and must be in attendance for deliberation and voting on all funding allocations. Should the SOF Committee Advisor be unable to attend a deliberation on funding requests, before any deliberation or voting may occur, they must contact all voting SOF Committee members with his or her thoughts on the submitted requests. A note taker shall be present during all

funding meetings and shall take notes regarding the reasoning behind all allocation decisions. Member senators shall submit an application to the Legislative Vice President, which in turn would be distributed to the Senate as a whole before elections. Upon reviewing said applications, the Senate will appoint candidates by an affirmative vote of a simple majority of the present Senate. Academic and residential member senators shall be appointed at the second Senate meeting following the spring and fall elections respectively and shall serve for one calendar year. In the case of a vacancy, another Senator shall be appointed by the Legislative Vice President and shall serve the remainder of the original term. No Senator may occupy seats on both the Budget Committee and Student Organization Funding Committee at the same time.”

- D. *Student Activity Fee (SAF)* – Shall be assessed by the University against the membership of MUSG (Constitution, Article II). The MUSG portion of the SAF shall be collected by the University for MUSG, subject to a reasonable collection fee agreed upon by the University Comptroller and the Financial Vice President. Changes to the amount of the MUSG portion of the SAF shall be subject to approval by a two-thirds affirmative vote of the seated Senate and action by the President. Any proposal to change the MUSG portion of the SAF for the upcoming fiscal year must be approved by the Vice President for Student Affairs and submitted to the University Budget Committee no later than October 1. The change must then be approved by the University Budget Committee.
- E. *Derived Funds* – Funds derived from MUSG-sponsored qualifying student services, or any interest earned on the investment of MUSG funds in the Reserve Fund.
- F. *Capital Good* – Any physical item whose purpose solely serves the organization or its mission. Such an item must have a useful life for greater than one semester or be essential to the operation of the organization. Such determinations will be made at the discretion of the Student Organization Funding Committee.
- G. *Personal Good* – Any good whose purpose serves an individual or individual’s personal interests.
- H. *Operating Expense* – Any current expense not directly related to a qualifying student service. This includes, but is not limited to, national and/or regional membership dues, any costs associated with internal meetings, and service fees (websites, organizational tools, etc.)
- I. *Travel Expense* – Any expense incurred while an organization is traveling. This includes, but is not limited to, food, lodging, auto, bus, train, air transportation, and gas.
- J. *University Expense* – Any expense incurred for a service provided by a department of the University or the University’s contracted food service provider (e.g. AMU services, catering, printing, etc.)
- K. *Qualifying Student Service* – Any service, event or activity open and free to the entire membership of MUSG that is beneficial to the University community.
- L. *Recognized Student Organization* – Any student organization, including MUSG, that has been officially recognized by and is in good standing with the Office of Student Development.
- M. *Reserve Fund* – A fund created by MUSG and the University to maintain excess funds remaining from the annual operating budget and any funds set aside from the annual operating budget (Financial Policies, Section IV).
- N. *Sponsor* – Any recognized student organization, including MUSG, which sponsors a qualifying student service.

- O. *Charitable Contribution* – Any donation of monetary funds to a person or an organization.
- P. *Conference* – An event in which students, organizations, and/or independent parties gather to discuss a specific topic, engage in educational and/or developmental trainings, and/or promote awareness of a specific issue.
- Q. *Tournament* – Any inter-collegiate competition.
- R. *Recurring Event* – Any event, activity, or service that occurs on a daily or weekly basis or is the normal meeting activity of the organization. This does not include events, activities, or services held on an annual or semi-annual basis.
- S. *Spot Funding* – Funds allocable to recognized student organizations during the semester after the initial funding period decisions.

### **Section III – Funding for Recognized Student Organizations**

- A. The sponsorship of a qualifying student service does not guarantee financial support, but ensures only that the requirements of a proposal shall be considered when an organization applies for financial support from MUSG. The organization must describe, in detail, the proposal itself, its monetary requirements and its benefit to the University community.
- B. A recognized student organization may only apply for funding after a member of the organization has completed the Student Organization Funding (SOF) training offered by MUSG at the beginning of each semester. The training shall include an implicit bias training, which shall be administrated by a trained individual(s) and/or organization. Organizations who missed training may be offered a time to make up training at the discretion of the EVP. These trainings are good only for the semester in which they are offered. Failure to attend the training will result in a rejection of all funding requests.
  - 1. Should both the President and Treasurer of a recognized student organization be unable to attend the SOF training, the President and Treasurer must submit in writing why they cannot attend at least one week in advance to the EVP for approval. Upon approval, it shall then be the responsibility of those individuals to schedule a time with the EVP when they can meet in person and go through the training.
- C. MUSG may only fund requests for food, University Expenses, capital goods, conference registration fees, tournament fees, tournament travel expenses, service trip travel expenses, publicity, and qualifying student services from recognized student organizations other than MUSG. MUSG cannot fund operating expenses and miscellaneous expenses for any organization other than MUSG.
- D. MUSG cannot fund any requests for personal goods, recurring events, shipping costs for capital goods, tips for services, events involving charitable contributions, speaking fees for declared political candidates, events that occur outside of the funding periods, events which have already occurred, prizes for events, capital goods which were purchased prior to submitting a funding application, or non-campus events which are not qualifying student services.
- E. Expenses for club sports organizations which may be considered for funding shall be: team, coach, and fan transportation and lodging, field or facility rental, officials, salaries for non-playing coaches, first aid supplies, capital goods, entry and tournament fees, and publicity for events.
- F. MUSG reserves the right to request the financial records of a recognized student organization prior to the allocation of funds.

- G. The Student Organization Funding (SOF) Committee shall review applications for disbursement of the SAF as it pertains to registered student organizations and club sport teams.
1. Any funding request application for the allocation of the SAF shall be submitted to the Executive Vice President no less than 14 days before the event occurs.
  2. No sponsor may apply for the same expense more than once within one funding period.
  3. Allocation cannot be approved for a request that does not have accompanying proof of cost.
  4. The Student Organization Funding Committee must have a quorum of 4/7 members present in order to vote on allocations.
  5. A recommended allocation receiving affirmative votes from a majority of members of the Committee present shall be considered approved for funding.
  6. Allocations greater than or equal to \$2,500 will be forwarded directly to the Senate for consideration at the next scheduled Senate meeting. The recommendations must be approved by a majority vote of the seated Senate.
  7. A report of the total amount requested by all sponsors, the total amount allocated for all organizations by the SOF Committee, or the number of organizations who applied for funding will be made available by the EVP at the request of an MUSG senator.
- H. Any qualifying student service that receives funding through the SAF is also subject to approval through the appropriate process managed by the Office of Engagement and Inclusion. Any sponsor of a qualifying student service that receives a funding allocation but does not subsequently receive event approval from the Office of Engagement and Inclusion cannot receive funding.
- I. During SOF training, the EVP shall publish and distribute to all recognized student organizations the calendar of deadlines for funding request applications for the current funding period and practices pertinent to the SOF Process.
1. There shall be two funding opportunities for organizations with one in the fall term and one in the spring term.
- J. The requests for funding shall be considered by the SOF Committee on a rolling basis throughout the course of the funding period.
1. All recommended allocations greater than or equal to \$2,500 will be forwarded directly to the Senate for consideration at the next scheduled Senate meeting. The recommendation must be approved by a majority vote of the seated Senate.
  2. Any funds remaining at the end of the fall semester shall be added to the available funding for the spring semester.
  3. A sponsor may reapply for funding for a capital good that was approved in the previous funding period but was not purchased.
- K. As the sponsor of a qualifying student service, a recognized student organization may approach the Program Vice President in order to propose co-sponsorship of a service. The Program Vice President shall then present the proposal to the Financial Vice President. In order to receive funding from both the Program Board and the Student Organization Funding Committee, a qualifying student service must have the approval of both the Program Vice President and the Financial Vice President.



- L. No MUSG funds shall be used for fundraising or charitable contributions, nor to offset the expenses related to fundraisers for charitable organizations. This clause does not apply to qualifying student services that are service projects for Marquette undergraduate students.

#### **Section IV – Payments and Reimbursements for SOF Allocations**

- A. Should a recognized student organization receive funding for a University Expense (e.g. AMU expenses, catering, printing, etc.) or a purchase from a University approved vendor, MUSG shall pay that on behalf of the recognized student organization.
- B. Should a recognized student organization receive funding for a Capital Good, the Office of Engagement and Inclusion (OEI) may purchase the Capital Good on behalf of the student organization and facilitate a department transfer with the MUSG Finance Office. The SOF Committee will forward all allocations for Capital Goods to OEI prior to any student organizations requesting OEI purchase any Capital Good(s).
- C. All financial documentation pertaining to qualifying student services must be submitted with the sponsor's External Check Request Form no later than thirty (30) days after the event has taken place or by June 1 of the fiscal year during which the funding was allocated, whichever occurs first. All financial documentation pertaining to food, University expenses, capital goods, conference registration fees, tournament fees, tournament travel expenses, service trip travel expenses, or publicity must also be submitted with the sponsor's External Check Request Form no later than thirty (30) days after the purchase or by June 1 of the fiscal year during which the funding was allocated, whichever occurs first. Any documentation received after these deadlines will result in denial of reimbursement relating to those expenses.
- D. Any funds that are not utilized by a sponsor shall return to the collective portion of the SAF that is designated for Student Organization Funding.

#### **Section V – SOF Appeals**

- A. Any recognized student organization shall be able to appeal a decision of the SOF committee if they can demonstrate that:
  - 1. The SOF Committee incorrectly deemed its application insufficient.
  - 2. The decision of the SOF committee was arbitrary and not consistent with similar funding decisions and practices.
  - 3. MUSG did not follow its stated application procedures and policies.Any other reason shall not be considered grounds for an appeal. All appeals must be submitted in writing no later than one week of notification of the allocation decision. The Budget Committee shall hear all appeals and with four of six possible affirmative votes can overturn a decision of the SOF Committee. Without four of six possible affirmative votes, the appeal is considered to be rejected.
- B. The Budget Committee shall not consider any information not available to the SOF Committee at the time of the original decision.
- C. If any allocations greater than or equal to \$2,500 are rejected by the senate, the organization may submit a written appeal to the Budget Committee within one week of the Senate's vote. The Budget Committee shall review the appeal request, the Senate's decision, and provide to Senate a written letter of support or opposition to the Senate's vote. If the Budget Committee stands in opposition to the appeal, the process is

considered closed and the recommended allocation rejected. If the Budget Committee stands in support of the appeal, the Senate shall then be required to reconsider the rejected recommended allocation and reach a final decision of approval or rejection.

- D. All decisions of the Budget Committee and Senate are final and close the appeals process.

#### **Section VI – The Reserve Fund**

- A. The Reserve Fund shall be available to purchase capital goods or other office related equipment for MUSG. The minimum amount allocable for such a purchase shall be \$500.00.
- B. The Reserve Fund shall be available to solely sponsor or to subsidize the sponsorship of a qualifying student service.
1. The service shall be sponsored by MUSG.
  2. Any service not sponsored by MUSG on an annual basis may be solely sponsored by this fund.
  3. Any service sponsored by MUSG on an annual basis may be subsidized, but not solely sponsored by, this fund.
  4. The service may generate revenue, but shall not generate profit. Any net revenue shall be divided proportionally to the amount of co-sponsorship/guarantee.
- C. To allocate any funds from the Reserve Fund, a proposal shall require a majority affirmative vote of the Budget Committee before it is submitted to the Senate in the form of a bill. A two-thirds affirmative vote of the present Senate and action by the President are necessary to approve the bill. Upon approval by MUSG, the Vice President for Student Affairs, or designee, must approve the bill before any funds from the Reserve Fund may be allocated.
- D. If the balance of the Reserve Fund falls below ten percent (10%) of the MUSG annual operating budget, a budget line shall be included in the next annual operating budget to set aside funds for the Reserve Fund. This budget line shall not be greater than five percent (5%) of the annual operating budget and shall continue on an annual basis until the balance of the Reserve Fund is equal to or greater than ten percent (10%) of the annual operating budget.
- E. If the balance of the Reserve Fund amasses to greater than fifty percent (50%) of the MUSG annual operating budget at the close of any fiscal year, a cap will be initiated. Following the initiation of the cap process, any additional funds that would have been transferred to the Reserve Fund, at the end of a fiscal year, will be transferred to a holding account established by the Marquette University Office of the Comptroller. The Financial Vice President is hereby authorized to oversee the transfer of the rollover funds into the holding line at the end of the fiscal year. The allocation of the funds in the holding account shall follow the financial policy as outlined in Section V subsection H.
- F. If the amount of funds in the MUSG Reserve Fund falls below the instituted cap level, the cap shall be lifted. With the lifting of the cap, at the end of a fiscal year, any remaining funds shall be transferred into the MUSG Reserve Fund until said reserve fund reaches its capped limit thus instituting the cap procedures.

## **Section VII – The Annual MUSG Budget Process**

- A. Each department chair of MUSG shall submit a departmental budget for all qualifying student services. Departmental budget forms for the next fiscal year shall be made available by the Financial Department no later than the first week of December and must be submitted to the Financial Department no later than the first week of February. The application must detail the expected budget for the department for the next fiscal year; including each expenditure and the anticipated financial commitment of each expenditure. Failure to complete the application accurately and timely will result in the Budget Committee determining the final budget for that department.
- B. The Budget Committee will prepare a statement of the projected annual operating budget for the next fiscal year. The statement shall list the following:
  1. The projected revenue from the MUSG portion of the SAF, as agreed upon by the Budget Committee and the University's Office of Finance.
  2. The projected amount of revenue from derived funds, as agreed upon by the Budget Committee and the Office of Student Development. These funds shall be allocable only to MUSG.
  3. The total funds allocable, which shall equal the total revenues minus the University collection fee and any funds set-aside for the Reserve Fund.
  4. The amount of funds available for allocation to recognized student organizations by the Student Organization Funding Committee through the processes outlined in Section III.
    - a. This amount shall be divided into two sums, one for club sports organizations and one for non-club sports organizations. The total for both shall be a figure that is not less than 30% of the SAF.
    - b. The amount set aside for non-club sports organizations shall exceed the amount set aside for club sports organizations by at least 5%.
- C. The Financial Vice President shall then prepare a consolidated statement of the budgetary requests proposed by all internal MUSG departments. The Budget Committee shall then be responsible for adjusting budget requests and all projected expenses and revenues until the aggregate of all budgeted expenses is equal to projected revenues.
- D. Following the Budget Committee's adjustment of MUSG departmental requests, the initial budget draft shall be presented before the MUSG Executive Board for approval. An affirmative vote of at least 4 members of the Executive Board shall be required for approval of the budget. If the MUSG Executive Board rejects the initial budget proposal, the Budget Committee shall draft another proposal, in consultation with the MUSG Executive Board.
- E. Upon submission of the final recommendation of the Budget Committee, the Senate shall consider the acceptance of the budget, in accordance with the Budget Approval Procedures. To accept the budget as submitted shall require a two-thirds affirmative vote of the seated Senate. To amend the recommendations of the Budget Committee shall require a majority affirmative vote of the seated Senate. In no event may the budgeted SAF revenues, the University collection fee or any funds set aside for the Reserve Fund, as established by the Budget Committee, be amended by the Senate. The Senate may approve less than the other budgeted revenues.

- F. Senate budgetary approvals shall not be open to reconsideration, except upon a three-fourths affirmative vote of the seated Senate. Such action shall not affect the obligations already incurred pursuant to the initial approval.
- G. The sponsors of a qualifying student service desiring to modify the approved request for funding may request to redirect funds between budget lines in the approved budgetary allocation of that sponsor. Budgetary reallocations of up to \$100.00 may be made by the Financial Vice President. Budgetary reallocations greater than \$100.00 but less than \$500.00 may be made by the Budget Committee. These reallocations shall not require the approval of the Senate, if the Senate is informed of the reallocation no later than the first Senate meeting following the reallocation. Any budgetary reallocations exceeding \$500.00 in a given year shall be recommended by the Budget Committee and require approval by a two-thirds affirmative vote of the seated Senate.
- H. In a year in which student enrollment is higher than expected, there may arise unanticipated revenue from the MUSG portion of the SAF. The amount of unanticipated revenue which shall be available for allocation shall be determined by the Budget Committee. After the unanticipated revenues have been deposited into the MUSG account, all sponsors of qualifying student services shall be notified of the unanticipated revenues and shall receive no less than five class days notice of the deadline for submitting applications for additional funding. The Budget Committee shall review the applications and submit to the Senate a recommendation for the allocation of these funds. A two-thirds affirmative vote of the seated Senate shall be required to approve the recommendation.
- I. In a year in which the Reserve Fund cap has been instituted, the rollover funds that have been deposited into the holding account shall become allocable by the Budget Committee. All sponsors of qualifying student services shall be notified of the funds in the holding account and shall receive no less than five class days' notice of the deadline for submitting applications for additional funding. The Budget Committee shall review the applications and submit to the Senate a recommendation for the allocation of these funds on the Senate's third Fall Semester meeting. A two thirds affirmative vote of the seated Senate shall be required to approve the recommendation.

### **Section VIII – Expenditure Procedures**

- A. All revenues to the credit of MUSG shall be deposited into an authorized MUSG account by the Financial Department in the identical form in which it was received. The Financial Vice President shall ascertain the account which is entitled to the revenues, under the approved budget, and shall transfer the deposit accordingly to the appropriate accounts.
- B. Final budgetary allocations to sponsors of qualifying student services may be expended or obligated only to the extent that balances are available in the current MUSG account of the sponsor, and that the balance is properly attributable to the particular expense or obligation incurred. Obligations incurred by a contract, purchase requisition or other deferred payment arrangement must be approved, in advance, by the Financial Vice President and shall act as encumbrances against the budget balance.
- C. A sponsor of a qualifying student service having adequate funds available in its account, and seeking reimbursement for cash paid out on behalf of the sponsor, may apply to the Financial Vice President for repayment, via check, out of the appropriate budget line,

only if the purchase is deemed in accordance with the MUSG Financial Policies by the Financial Vice-President and sufficient documentation is presented. Cash vouchers must be signed first by the Financial Vice President, and countersigned by the Vice President for Student Affairs or designee. When the application is for reimbursement, a receipt, invoice, or contract must accompany the application. If a receipt, invoice, or contract is not available, then detailed proof of payment, such as a canceled check, bank statement, or credit card statement must accompany the application. Cash vouchers shall be charged, upon issuance, to the account of the respective sponsor.

- D. Any sponsor of a qualifying student service, having an adequate balance remaining in its budget allocation and seeking to contract or procure facilities, goods or services authorized by the budget, must apply to the Financial Vice President for a purchase requisition or contract approval. University approval shall be secured for any such contract or agreement.
  - 1. Prior to any contractual agreements being made, the approval of the Program Vice President is necessary to ensure that an adequate balance remains in the appropriate account. With this approval, the sponsor may request the contract from the vendor, which then must be submitted to an authorized Student Development administrator. If the contract amount exceeds the signature authority for this individual, they will mark the contract and forward it to the University's General Counsel and to the Vice President of Finance for approval. It shall be the responsibility of the sponsor submitting the contract to provide all cooperation, documents and data necessary to ensure the prompt and efficient processing of such procurement applications. The sponsor shall be solely responsible for obtaining payment for an approved contract.
  - 2. Applications for a purchase requisition shall be obtained from the Financial Department. Applications must include complete specification of the facilities, goods or services to be procured, a statement of the approved budgetary categories to which they relate and a statement of the net cost to be paid. The Financial Department shall submit the documents for regular processing through the Office of Engagement and Inclusion to the University Purchasing Department or University Comptroller's Office, as appropriate.
- E. Upon actual receipt of any goods or services, the Financial Department shall verify the receipt of the goods or services, determine the approved budgetary categories to which the expense relates and begin the appropriate check processing procedures. A check request form shall then be prepared by the sponsor unless a purchase requisition but has been filed. A check authorization form shall be completed and signed by the Financial Vice President and countersigned by the Vice President for Student Affairs or designee. The process is completed when the Financial Vice President obtains the signature from the University's Office of Finance on a University check by which all accounts are paid.
- F. Applications for funding or expenditures for qualifying student services submitted by a recognized student organization shall be processed only if signed by the organization's president or financial officer, or both. The signatures of these officers shall be on file by the Financial Department. At no time shall total amount of funding allocated to a particular group be exceeded.
- G. On a continual basis, the Financial Vice President shall review the transactions of each MUSG –funded sponsor. If it is determined that the sponsor did not monitor the respective budget accurately by overspending or by failing to earn anticipated revenues,

the Financial Vice President shall issue a written warning indicating that any further deviation from accepted procedures shall result in the termination of the sponsor's spending privileges in all budget lines. If the deviation continues, the Financial Vice President shall enact the warning. The decision of the Financial Vice President may be appealed to the Budget Committee. Reinstatement of budgetary privileges may be authorized by the Financial Vice President when all deviations from accepted procedures have been corrected.

### **Section IX – Annual Audits**

- A. The financial records of MUSG shall be made available at the close of every other fiscal year to an internal auditor who shall prepare an annual audit report. This will require the assistance of the current and immediate past Financial Vice Presidents to the extent and for the purposes requested by MUSG, the University or the outside auditing firm.
- B. External audits may be conducted by an External Auditor as requested by MUSG or the University.

### **Section X – General Provisions and Violation of the Financial Policies**

- A. The Financial Policies do not authorize MUSG, any student or organization to incur any fixed or contingent liability, or to pledge or encumber the assets or credits of MUSG, the University or any recognized student organization. The authority to incur a liability is granted only when written authorization is issued, via the signature of the Financial Vice President and an authorized Student Development administrator, in accordance with the accepted procedures of the Office of Student Development. No student or group shall ever represent itself as having such authority, or attempt to contract directly in the name or on the credit of MUSG, the University or any student organization.
- B. All verbal and written contractual agreements made by MUSG, any student or group with outside organizations providing goods or services for a fee must be made pursuant to University Business Policies and Procedures. In arranging for such delivery of goods and services neither MUSG, nor any student or group shall attempt to directly enter into such a contract in the name or on the credit of the University or any student group, or represent itself as having the authority to do so. All students or student groups making such arrangements are legally and ethically responsible for payment until University approval of such arrangements is secured by the processing and signing of the contractual agreements through the Office of Student Development.
- C. No student or organization shall be entitled to claim any form of monetary compensation for time, work or services spent or performed on behalf of any qualifying student service, except in accordance with the terms of any contractual agreement for fair and mutual consideration.
- D. No service funded by, sponsored by or under the auspices of MUSG shall be directed or controlled by any person or organization other than MUSG, the University or a participating recognized student organization, except in accordance with the terms of a contractual agreement for fair and mutual consideration.
- E. No service funded by, sponsored by or under the auspices of MUSG shall contribute, either directly or indirectly, to the economic or political benefit of any person or organization other than MUSG, the University or a participating recognized student

organization, except in accordance with the terms of any contractual agreement for fair and mutual consideration.

- F. Violation of the Financial Policies may result in action taken by MUSG and/or the University. MUSG action may include, but not be limited to, a written warning, limitation of responsibilities or the impeachment and removal from office. University action may be taken through the student conduct process.

### **Section XI – Amendment of the Financial Policies**

These Financial Policies may be amended by a two-thirds affirmative vote of the seated Senate. The amendment shall become effective after approval by the MUSG President and the Vice President for Student Affairs or designee.

*Amended 5/1/03 – Auditing Timeline*

*Amended 9/23/04 – Executive VP replacing Financial VP as SOA Committee Chair*

*Amended 2/10/05 – Increased portion of Activity Fee to SOA to no less than 33%*

*Amended 9/15/05 – Appointment process for SOA and Budget Committee Senators*

*Amended 10/27/05 – Elimination of SOA \$750 Limit Lift Form and clarification of receiving funding from both SOA and the Program Board*

*Amended 12/1/05 – Clarification of charitable contributions*

*Amended 5/3/07 – Modified voting procedure for SOA and Budget Committee Senators*

*Amended 9/6/07 – Reimbursement documentation requirements*

*Amended 3/6/08 – Increased portion of Activity Fee to SOA to no less than 35%, modified funding deadlines for club sports, and clarified that organizations may only apply once for an activity.*

*Amended 3/26/09 – Increased SOA threshold for Senate approval to \$2500*

*Amended 2/24/11 – Renamed Student Organization Funding Process, removed FVP discretion to extend exceptions to application deadline, removed cap of three funding allocations per year per organization, reduced number of funding deadlines, restricted conference travel for non club sports organizations to conference registration fees only, and decreased required portion of Activity Fee to SOF to 33%*

*Amended 3/21/12 – Decreased required portion of Activity Fee to SOF to 30%*

*Amended 3/24/14 – Added a Reserve Fund cap*

*Amended 4/27/15 – Removal of Senate SOF Appeal Review Clause*