



Slippery Rock Student
Government Association
Financial Policy

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SRSGA Financial Affairs Committee

Policy Manual

ARTICLE I. Purpose and Definitions

Section A: Purpose

1. The purpose of this policy manual is to serve as a resource and guide for student leaders and advisors of organizations funded through the Student Activity Fee. These policies should be used for the purposes of making financial requests, preparing organization budgets, and making expenditures of allocated monies. The policies contained herein are used by the Finance Committee and the Slippery Rock Student Government Association to determine approval of financial and budget requests. As a general policy, all funds are to be used for the benefit and interests of the entire student body. Decisions of those involved in expenditures of Student Activity Fees act as trustees for the entire student body and should guide their activities accordingly. The role of officers and advisors of organizations for the Finance Policy is to understand and abide by these rules at all times. All financial documents referenced in this policy can be accessed through the following link:

<https://sru.campuslabs.com/engage/organization/student-government-association/documents>

Section B: Definition of Terms and Acronyms

1. The Slippery Rock Student Government Association, henceforth referred to as SRSGA, is the governing body of clubs and organizations. Its members are elected representatives from the student body who pay the Student Activity Fee. SRGSA, in cooperation with the President of the University, sets the Student Activity Fees and supervises the collection, retention, and expenditure thereof along with developing and implementing policies and procedures by which student organizations may be created and operated.

2. The Student Activity Fee is collected alongside other fees required by Slippery Rock University and is allocated by SRSGA to student organizations. The Student Activity Fee(s) shall be referred to as SAF in this document henceforth.
3. The Finance Committee is a subcommittee of SRSGA which is in charge of allocating and monitoring the funds collected from the SAF.
4. The Cooperative Activities office, henceforth referred to as Co-Op, is a subsidiary of the SRSGA, Inc. and is charged with daily accounting functions including the operation of a student organization bank, receiving expenditure requests, and the payment of those expenditure requests.
 - a. The Co-Op acts as fiscal agent and accepts deposits and disburses funds at the request of an authorized representative of the organization. These funds may be used for any appropriate expenditure agreed upon by the organization, consistent with applicable laws and University regulations.
5. The Office for Student Engagement and Leadership is the office of the Smith Student Center (234 SSC) that houses student leadership groups.
6. Organization refers to any student organization, professional organization department, club or program that may receive funding through the SAF in this document.
7. An organization's SRSGA account is to be used for all budgeted funds approved by the SRSGA.
 - a. Funds from an organization's SRSGA account do not roll over from year-to-year. Any unexpended funds at the end of the fiscal year (June 30) are appropriated to the SRSGA reserve.
 - b. SRSGA reserves the right to take back any unspent funds to be reallocated to other organizations.
8. An organization's Self Support account is similar to a savings account.
 - a. Self-Support accounts remain open and balances carry forward from one fiscal year to the next.

- b. Organization advisors must approve authorized student representatives and document on a signature card.

ARTICLE II. Forms and Documents

Section A: Availability

1. All official SRSGA forms and documents are contained within this article. These forms and documents can be found at any of the following:
 - a. Online through the SGA CORE page at the following link:
<https://sru.campuslabs.com/engage/organization/student-government-association/documents>
 - b. Online at www.srsga.org at the following link: <https://www.srsga.org/financial>
 - c. In the SRSGA Office (Smith Student Center Room 235).
 - d. In the Co-Op Office (Smith Student Center Room 238).

Section B: Description

1. The following list outlines the only acceptable financial forms and documents:
 - a. Cash Advance – To request a cash advance.
 - b. Deposit Ticket – To deposit money into an organization’s Self-Support account.
 - c. First Time Funding Request – To apply for funding for the first time.
 - d. Line Item Transfer – To reallocate funds.
 - e. New Initiative Request – To request funds in addition to an approved SRSGA budget.
 - f. Payment Request – To request a payment using funds from your SRSGA account.
 - g. Purchase Order Request – To apply for a purchase order.
 - h. Performer Contract – To be submitted for any performer, speaker, or entertainer that is funded with an organization’s SRSGA budget. This document is to be completed and

signed and by the performer, advisor, and the SRSGA Executive Director before the event takes place. *No contract will be signed or honored after the event takes place.*

- i. Self-Support Payment Request – To request a payment using funds from an organization’s Self-Support account.
 - j. W-9 Tax Form – To be filled out for any performer, speaker, or entertainer funded with an organization’s SRSGA budget. This must be completed and submitted before any payment will be remitted. *(Advisor signature not required)*
2. The following is required for a document to be considered by the Finance Committee:
- a. Signatures of student submitting and advisor.
 - b. Filled out in entirety.
 - c. Inclusion of any invoices, receipts, estimates, maps, or additional documents as necessary.

ARTICLE III. Eligibility for Funding

Section A: Requirements

1. To be eligible for funding, an organization must adhere to the following:
 - a. Official recognition by SRSGA and be active status with the Office for Student Engagement and Leadership.
 - b. A SRSGA account established through the Cooperative Activities Office.
 - c. An active faculty/staff advisor at all times. Any change of faculty/staff advisor must include notifying the Office for Student Engagement and Leadership as well as updating the CORE page.
 - d. An accurate and updated inventory list of all equipment items purchased with the SAF.
 - e. Compliance with all SRSGA and Finance Policies contained herein.
 - f. Open to all students who pay the SAF.

2. Fraternities, Sororities, Interfraternity Council, Panhellenic Council, Pan-Hellenic Council and Order of Omega are to be considered eligible for funding specific to campus events, travel, and programming in the same manner as any other student organization if in good standing with and approved by Slippery Rock University, without having completed the club recognition process.

ARTICLE IV. Restrictions and Penalties

Section A: Organization Restrictions

1. The SAF will not be allocated to any of the following:
 - a. Any organization which is in violation of the Student Code of Conduct and/or relevant policy of Slippery Rock University.
 - b. Any organization which is in violation of local, state and federal laws.
 - c. Any organization that discriminates based on race, sex, sexual orientation, gender identity, gender expression, national origin, religion, age, disability, and/or veteran status.
 - d. Any organization that has members who have not paid the SAF or do not possess a valid student identification.

Section B: Specific Restrictions

1. Student Activity funds may not be used for the following items:
 - a. Alcoholic beverages, drugs, weapons, and other illegal items.
 - b. Gifts.
 - c. Any form of clothing.
 - d. Direct donations to a charitable organization.
 - e. Campaign appearances by candidate or representatives of their campaign.
 - f. Membership recruitment.
 - g. Professional photography.
 - h. Scholarships.
 - i. Coaching fees.

- j. Camps, conferences, or retreats.
**SRSGA awards Conference Grants each semester; application instructions can be found at www.srsga.org or the SGA CORE portal. Links can be found in Article II, Section A.*
- 2. Student Activity funds may not be used to pay University faculty, staff or students for any services provided.
- 3. Lodging and excessive travel expenses
 - a. Funding for lodging and excessive travel expenses may be considered only for National Competitions and Conferences for which a group has received invitation or qualification.
(See Article V, Section B for further explanation)

Section C: Misspending and Penalties

- 1. If an organization misspends funds (i.e. spends funds not in the budget and/or approved by the Finance Committee or spends funds in a way that violates SRSGA or University policy), then SRSGA may take action. In addition to being responsible for payment, organizations will also be subject to the following upon the discretion of the Finance Committee.
 - a. First Offense – Written warning and review by the Finance Committee and/or SRSGA including a probation period in which an organization is required to meet with the VP of Finance on a regular basis for the remainder of the budget year.
 - b. Second Offense – Review by the Finance Committee and/or SRSGA to recommend freezing the organization’s account or termination of remaining budget funds.

ARTICLE V. Expenditure Guidelines

Section A: Events and Programming

- 1. General events and programs include any on-campus event that is funded by SAF and is open to all students who pay the SAF.
- 2. All events and programs must benefit the students and campus community by providing either an educational, enriching, entertaining, or cultural experience.

3. If an organization charges a fee for an event, all earnings must be reported to the Co-Op Office.

In order for an organization to make profit from an event that is funded in whole or in part by the SAF, the organization must first pay back SRSGA. Any profits that exceed the amount funded by the SAF can be deposited into an organization's Self Support Account

Section B: Travel

1. The SRSGA recognizes that some programming and events may take place off campus. In order to accommodate for these expenditures, the SRSGA allows for travel funding as follows:
 - a. Personal Vehicle
 - i. Mileage Reimbursement will only be considered for travel by personal vehicle.
 - ii. SRSGA will fund personal vehicle travel up to thirty cents (\$0.30) for mileage at the discretion of the Finance Committee.
 - b. Vehicle Rental
 - i. SRSGA will fund rental vehicles from a commercial rental company.
 - ii. Organizations must provide a quote to the committee for approval and all terms of the rental contract must be complied with.
 - c. Bus Rental
 - i. SRSGA will fund bus travel through a commercial rental company.
 - ii. Organizations must provide a quote to the committee for approval.
 - iii. If the cost of personal vehicle or vehicle rental exceeds that of a bus rental, the committee will recommend the student group use bus rental.
 - d. Lodging/Airfare Expenses
 - i. Will only be considered in the event of a National Competition or Conference invitation/qualification. The invitation or qualification must follow include a rigorous selection process. (Excludes open registration/bids) These processes are outlined in the following sections:

2. Conference invitation/qualifications may include, but are not limited to research, presentation, individual or group special recognition and/or selective representation of the organization at a National level.
3. National Competition invitation/qualifications may include but are not limited to competing in a qualifying event that requires a minimum achievement to advance to the National level.
 - i. Organizations must provide at least three (3) quotes to the committee for approval for airfare/lodging requests.
 - ii. The SRSGA reserves the right to cap the amount funded per student for National Competitions and Conferences. This capped rate will be determined by the current Vice President of Finance and Finance Committee annually.
4. The Finance Committee and SRSGA reserve the right to limit travel expenditures based on student participation in the event and perceived need and will notify organization of the approved amount.

Section C: Food, Decoration, and Giveaway Expenses

1. The total dollar amount of food, decorations, and/or giveaways cannot exceed 30% of the organization's total budget for an event. This event must be open to all students and cannot include an organization's general body meetings or events exclusive to organization members.
2. SRSGA will not fund events centered on food (i.e. banquets, dinners, etc.).
3. Giveaway items may only be given to current students who pay the SAF.
4. Approval of giveaway requests will be based on the organization's stated purpose of the giveaway and its ability to promote the organization, University or activity.
5. Organizations are eligible for a minimum of \$25 for food, decorations, and/or giveaways in cases where 30% of the budget for the event is less than \$25. However, there must be at least \$25 budgeted for an event to be eligible for this minimum to apply.

Section D: Equipment

1. All equipment purchases become the property of the student body. They are not the property of the organization requesting them or individuals using them.
2. Organizations in possession of equipment owned by the student body shall be expected to maintain an inventory record of each item, shall be responsible for the proper security and maintenance of such items, and shall maintain procedures and records for sign in/out of such items.
3. The Co-Op Office will document and maintain a list of equipment purchased at a value of \$250.00 or more.

Section E: Fees

1. SRSGA will fund registration fees for an organization's membership into a group, whether it is of regional, national or international origin. This excludes individual member dues for an organization.
2. SRSGA will fund facility rental usage in the event that the University does not provide for such a facility.
4. SRSGA will fund rental equipment for an event.

Section F: Entertainers, Performers and Speakers

1. All entertainers, performers and speakers must complete a SRSGA approved contract and sign a W9 form. Both forms must be submitted before the entertainer can be paid.
2. Contracts must be initiated at least two (2) weeks before the event and must be signed by the artist, the organization's advisor and the SRSGA Executive Director. No students are permitted to enter into contracts or agreements with entertainers, performers, and speakers.
3. In accordance with Article IV, Section B SRSGA will not fund current faculty, staff or students of Slippery Rock University who serve as entertainers, performers and speakers at an event.

Section G: Advertising/Promotion

1. SRSGA will fund costs associated with advertising/promoting an organization's event including:
 - a. Printing costs (flyers, posters, etc.).
 - b. Advertisements in the Rocket.

Section H: Other

1. SRSGA will fund for supplies, music arrangements, publications and other expenses upon evaluation by the Finance Committee.

ARTICLE VI. Expenditure Procedures

Section A: Payment Requests

1. To access funds approved in an organization's budget, New Initiative Request, or Self Support account an organization must fill out a Payment Request Form and submit to the Co-Op Office.
2. Payment Requests can be submitted to pay a vendor directly or to reimburse for expenses already incurred.
3. When submitting a Payment Request, you must include the following:
 - a. Organization name.
 - b. Date and item/service purchased.
 - c. Cost of item or service.
 - d. Payable to name and address.
 - e. Original signatures of Treasurer and Advisor.
 - f. Original invoice or itemized receipt.
 - g. For mileage reimbursement: a copy of distance traveled.
 - h. Original Contract and W-9 (for Performers, Entertainers, Speakers)

**Incomplete Payment Requests will not be processed.*

4. Checks for Payment Requests from an organization's SRSGA account are only released on Mondays and Thursdays. Requests submitted by end of business on Friday will be released on Monday; requests submitted by end of business on Wednesday will be released on Thursday.
5. Checks for Self-Support payment requests are processed daily. Payment requests submitted by end of business will be released the following day after 12:00 pm.

Section B: SRSGA Credit Card

1. Organizations may request online purchases using the SRSGA credit card *if the expense is already approved in the organization's budget or through the New Initiative process.*
 - a. When requesting a purchase with the SRSGA credit card, the following procedures apply:
 - i. The organization's Treasurer must schedule an appointment at least one (1) week in advance with the SRSGA Executive Director.
 - ii. The Treasurer shall prepare a payment request payable to "SRSGA Credit Card" following the procedures outlined in Section A of this Article. The payment request must be completed in advance of the meeting with the SRGSA Executive Director.
 - b. At the scheduled meeting, the Treasurer shall present a print out of the item(s) to be purchased as well as the appropriate login information to access the online purchasing site.
2. All items will be shipped to the Co-Op Office and personnel will notify the organization that items are received and available for pickup.

Section C: Revision Procedures

1. Revisions to the Finance Committee Policy Manual may be initiated during new business via specific motions at either a Finance Committee meeting or a formal meeting of the SRSGA Senate.

2. If the motion is made at a Finance Committee meeting, the revision must be approved via a 2/3 majority vote by of the committee before being forwarded to SRSGA.
3. Revisions must be approved by a simple majority vote of the SRSGA Senate.
4. Revisions must be presented and explained to the President of the University. This is required by Act 188 of 1982 Section 20-2010-A.6., which indicates the Power and Duties of Institution Presidents: “In cooperation with the student association, to fix SAF and supervise the collection, retention, and expenditure thereof.”

ARTICLE VII. Special Financial Requests

Section A: Line Item Transfers

1. If an organization does not use the entirety of its budgeted funds for an approved event, the organization has the option to reallocate those funds for other events.
2. An organization may submit a Line Item Transfer Request to reallocate funds to another line item or event in its budget.
3. Requests shall be submitted through the Finance Committee for approval in the proper format. Requests shall not be entertained otherwise.
4. Requests need to be submitted two (2) weeks in advance. Allocations will not be granted after an event has already taken place.
5. Only student officers and advisors of the respected organizations are permitted to submit a Line Item Transfer Request.

Section B: New Initiative Requests

1. An organization may submit a New Initiative Request to fund programs or events not included in its approved budget.
2. Requests shall be submitted through the Finance Committee for approval in the proper format, including as much detail as possible with any appropriate supporting documentation. Requests shall not be entertained otherwise.

3. The current Vice President of Finance will set up a timeline for New Initiative Request submissions annually. Allocations will not be granted after an event has already taken place.
4. Only student officers and advisors of the respected organization are permitted to submit a New Initiative Request.
5. Student members of the requesting organization will be expected to attend the Finance Committee meeting when the request is being reviewed.
6. New Initiative travel requests exceeding \$1,000.00 will be evaluated on a case by case basis for events open to all students. (See Article V., Section B)

Section C: First Time Funding Requests

1. Newly recognized organizations or established organizations who have not received funding in the past and who meet the requirements of Article III may submit First Time Funding Requests.
2. An organization must be recognized for at least four (4) months or one (1) semester to be eligible for First Time Funding.
3. First Time Funding Requests may not exceed \$500.00.
4. Requests shall be submitted through the Finance Committee for approval in the proper format including as much detail as possible with any appropriate supporting documentation. Requests will not be entertained otherwise.
5. The current Vice President of Finance will set up a timeline for New Initiative Request submissions annually. Allocations will not be granted after an event has already taken place.
6. Only student officers and advisors of the respected organization are permitted to submit a First Time Funding Request.
7. Student members of the requesting organization will be expected to attend the Finance Committee meeting when the request is being reviewed.

Section D: Cash Advance

1. Organizations may request a cash advance from its budget for purchases on a case by case basis.
2. Cash advances must be reconciled within five (5) days, including original receipts and return of unspent cash if applicable. After 5 days the advance will be counted as an expense to the individual and must be repaid in full. Failure to comply with these requirements may result in action pursuant to Article IV, Section C.

Section E: Conference Grant

1. SRSGA will set aside a budgeted amount of \$5,000 per academic year \$2,500 per semester to fund for conference registration fees relevant to organizations.
2. First time preference will be given to an organization if several have applied at the same time and one has previously received a Student Conference Grant.
3. SRSGA will fund an organization up to \$500 to send as many students as wanted on a case by case basis.
4. These funds can only be used for conference registration.
5. Within three weeks of returning from the trip, an organization representative must be in contact with the SRSGA President in regards to providing Senate with a three minute presentation discussing the value of their grant.
6. If an organization fails to contact the SRSGA President within three weeks of returning from their trip, their organization's activity fee budget will be frozen until completion of the presentation.

Section F: Capital Budget

1. Amount Reserved for Budget
 - a. The budget shall be determined by the Financial Affairs Committee during the Spring semester after a determination has been made of the surplus left after that academic year.
2. Application for Funding

- a. The club or organization must be in good standing with their financial actions through SRSGA under the discretion of the finance committee.
 - b. If there are multiple items of different kind, the items must be presented in a prioritized manner from most to least necessary.
 - c. Organizations must submit an application detailing what the money would be used to buy, how it will benefit their organization, and three (3) estimates of the item to be purchased.
 - d. Those selected to receive funding from the capital budget will be asked to attend a financial affairs committee meeting to answer any further questions posed by members.
3. The clubs/organizations which utilize the capital budget will be required to maintain the asset with routine repairs, cleaning, etc. which will assist in prolonging the use of the item. Signatures of the advisor, president, and treasurer are required on the Maintenance Agreement document if chosen and decide to accept the funding from the capital budget.

ARTICLE VIII. Budgets for Student Organizations

Section A: Budget Request Procedures

1. Budgets must be created and submitted in the required format.
2. Either the Treasurer or the President of the organization can submit a budget during the budgeting period.
3. An organization officer must attend a one on one meeting with a member of the Finance Committee prior to submitting a budget.
4. Budgets must be submitted electronically via CORE before the published deadline in order to avoid penalty. In addition, a hard copy with required signatures must be submitted to the Co-Op office before the published deadline in order to avoid penalty.
5. Any budget that is received late or without required signatures will automatically have 5% of the total requested funds deducted from the organization's request.

6. Each additional day a budget is submitted late or without required signatures will result in another 1% deduction.
7. Under no circumstances will budgets be accepted ten days past the announced deadline.
8. Any organization that fails to attend a one on one meeting will automatically be assessed a 15% penalty.
9. Only student officers or members of the respective organization are permitted to submit budget requests.
10. All penalties are cumulative.
11. All budgets must have both the officer's and the advisor's signatures.
12. All budget submissions shall be reviewed by the Finance Committee and approved by the Senate and President of the University.

Section B: Budget Considerations

1. Allocation decisions shall be based on the following:
 - a. The number of students involved or served by the organization
 - b. The organization's contribution to the greater student body and Slippery Rock University community.
 - c. The organization's record of supporting the goals of the SRSGA and the University.
 - d. The organization's record of performance, fiscal responsibility, and integrity.
 - e. The budget allocation for the organization in the previous year, and the degree to which it was utilized.
 - f. The success and impact of events previously held by the organization.
 - g. Whether the organization effectively conducts fund-raising activities to supplement their allocated budget.
 - h. Whether the organization actively participates in community service events.

- i. Whether the funding request is detailed, complete, and adheres to the finance policies contained herein.

ARTICLE IX. Appeals Process

Section A: Appeal Rights

1. Any organization is granted the right to appeal any funding request decision to the Finance Committee.

Section B: Appeal Process

1. Organizations appealing a funding request decision must submit a written appeal to the Finance Committee within one week of being informed of the original decision.
2. A member of the appealing organization will be required to attend the next available Finance Committee meeting in order to defend the appeal.
3. The Finance Committee will deliberate and vote on the appeal. If the organization is not satisfied with the Finance Committee decision, the organization may appeal in writing to the SRSGA President for consideration.

ARTICLE X. Special Funded Organizations

Section A: Athletics

1. Athletics is specially funded through the SAF at 34% of the overall budget annually.
2. Athletics is eligible for funding to cover the following expenses:
 - a. Lodging for Student Athletes
 - b. Meals for Student Athletes
 - i. The meal allowance for Student Athletes is \$6.00 for Breakfast, \$8.00 for Lunch and \$11.00 for Dinner.
 - ii. Per Diems up to approved meal allotments may be allocated to a specific sport at the discretion of the Athletic Director.
 - c. Transportation to cover travel to competitions.

- d. Athletic Accident Insurance for Student Athletes.
 - e. Uniforms and related equipment for competitions.
 - f. Athletic Training equipment and supplies for the prevention and recuperation of injury.
3. Income from Athletic Gate Receipts is deposited with Co-Op and remitted annually to the University for Student Athletic Scholarships.
 4. No SAF funds are allocated for Athletics salaries.

Section B: Club Sports

1. Club sports may request funding for member transportation to competitions despite the requirement of the event being open to all students.

Section C: Intramurals

1. Intramurals are permitted to allocate funding towards officials for the various sports seasons. These officials can be students at Slippery Rock University.

ARTICLE XI. Exceptions

Section A: Marching Band

1. Annually, the SRSGA will allocate funds in a special reserve account for the replacement of the SRU Marching Pride uniforms.

Section B: WSRU Radio

1. At the end of the fiscal year, WSRU is permitted to reserve unspent budget funds to be used in the event of a catastrophic equipment failure.
2. The only person who can authorize release of the funds in the reserve account is the person designated as the station's Chief Engineer.
3. The maximum amount of funds in the reserve account will not exceed \$12,000.

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