

TITLE VIII: THE FINANCE CODE

Chapter 800 Financial Responsibility & Control

- 800.1 The Student Governments of the Florida State University System are charged, by Florida Law, with the responsibility of the allocation of the Activity & Service Fee (A&SF) portion of tuition paid by all students within that system.
- 800.2 The Student Body President shall:
- A. Be responsible for correctly administering A&SF funds according to all Federal, State, University, and Student Government laws and regulations;
 - B. Be responsible for approving all A&SF budget transfers in excess of 5% of the line item;
 - C. Be responsible for informing the Student Senate of all A&SF budget transfers in excess of 10% of the line item by the second (2nd) regularly scheduled Senate session .
- 800.3 The Student Senate shall:
- A. Be responsible to the Student Body for representing the Student Body's interests and opinions when allocating funds and approving budgets;
 - B. Consider all monetary legislation;
 - C. investigate thoroughly, all reported irregularities pertaining to expenditures of monies budgeted, allocated and/or transferred through any branch of the Student Government.
 - D. Be responsible for allocating A&SF funds according to all Federal, State, University, and Student Government laws and regulations.
- 800.4 The A&SF Business Office shall:
- A. Be responsible for submitting an advertisement to the major campus media at the beginning of each month. This advertisement shall include the name of all agencies, student organizations, and individuals which received A&SF funding from the Student Senate for the previous month;
 - B. Be responsible for the oversight of property purchased through A&SF funding;
 - C. Be responsible for keeping an inventory of all purchases made by student organizations with OCO (Operating Capital Outlay) funds.

- 800.5 There shall be a Student Government Finance Office, and its members shall include:
- A. The Student Body President;
 - B. The Student Body Vice President;
 - C. The Student Government Comptroller;
 - D. The Attorney General;
 - E. A member of the student body at the Student Body President's discretion;
 - F. The Speaker of the Senate;
 - G. The Senate President Pro Tempore;
 - H. The Financial Allocations for Organizations (FAO) Committee Chair or it's Vice Chair in the Chair's absence;
 - I. The Conference Registration and Travel (CRT) Committee Chair or it's Vice Chair in the Chair's absence;
 - J. The Operations Review Committee (ORC) Chair or it's Vice Chair in the Chair's absence;
 - K. The Director of the A&SF Business Office or the Assistant Director in the Director's absence;
 - L. The A&SF Budget Chairman or its Vice Chair in the Chair's absence as a non-voting ex-officio member.
- 800.6 The Student Government Finance Office shall meet at least twice a semester to discuss any financial matters concerning A&SF funds. The Student Government Finance Office shall make policy recommendations to the Activity and Service Fee Business Office based on issues addressed. The Student Government Finance Office shall make recommendations to the Student Senate for revisions to Title VIII: The Finance Code. The Student Government Comptroller shall serve as chair of the Finance Office.
- 800.7 Student Government Officers should seek the guidance of the Student Government Comptroller prior to initiating discussions with any vendor to ensure that the Officer understands the procedures, guidelines, and university policies associated with purchases made with State/A&SF funds. All Student Government Officers must notify the Student Government Comptroller prior to initiating any purchase. It must be clearly stated on the Purchase Request Form who will initiate the purchase, the budget line from which the funds are to be expended, and the justification for the purchase. All elected or appointed Student Government Officers shall be required to successfully complete the A&SF Financial Training Workshop.
- 800.8 Property Control
- A. Property purchased through A&SF funds is the property of the State of Florida, as administered by the A&SF Business Office of the University of Central Florida, and, as such, is subject to

- periodic inventory. Repeated loss or theft can be sufficient cause to require all property returned and deny further funding.
- B. When a student organization is declared inactive, all Student Government inventoried items purchased through A&SF funding shall be relinquished to the A&SF Business Office.
 - C. When a student is no longer enrolled concurrently, he/she shall relinquish to the A&SF Business Office all Student Government inventoried items purchased through A&SF funding.
 - D. The A&SF Business Office shall verify the inventory and notify the Student Government Finance Office of its condition and recommendation of possible future use. All property items deemed by the Director of the A&SF Business Office as surplus shall be disposed of through established University procedures, if the disposal is approved by the Student Body President.
 - E. Property purchased through A&SF funds, as administered by the Activity and Service Fee Business Office, may be checked out with the following conditions:
 - 1. The Student Government Comptroller and/or Student Body President must approve the use of all property that is classified as OCO
 - 2. The Student Government Comptroller and/or Student Body President must approve the use of all property to be checked out for more than one week.

800.9 In order to receive any Activity and Service Fee funds, student organization membership must be open to all students at the University without regard to race, sex, age, religion, disability, national origin, marital or parental status, veteran's status, or sexual orientation.

800.10 Activity & Service Fee Funding Eligibility

- A. To receive funds, an organization must meet these basic criteria:

Of the officers required for registration of any organization, two (2) must be financial custodians who are responsible to Student Government for:

- i. Reporting to the Student Government Accountant and Comptroller on the use of all student funds appropriated and property purchased therewith;
- ii. Upholding all applicable provisions within this Finance Code—violations of which may

be prosecuted against him/her to the full extent of the law;

- iii. The correct and lawful administration of all expenditures;

Registered with the Office of Student Involvement

- B. To receive funds through senate allocations or bills, individuals must be students currently enrolled at the University of Central Florida.
 - C. In order to receive funding directly through the Activity and Service Fee Committee budget formation process, student organizations shall have been in continuous active existence for the spring and fall semester prior to the A&SF Committee approval of such funds. This prohibition does not preclude the right of organizations to approach the Senate for A&SF funds per applicable statute.
- 800.11
- A. All agencies, organizations, and individuals receiving A&SF funding shall be subject to audit by the State of Florida, UCF's Office of Internal Auditing, the Student Government Finance Office, the Operations Review Committee, or the Student Government Comptroller.
 - B. The Student Senate may, with due cause, request an audit by the Student Government Finance Office, by a majority vote, on any agency, student organization, or individual receiving A&SF funds.
- 800.12
- A. All agencies and organizations budgeted through A&SF funds must credit all funding in any and all brochures, clothing, pamphlets, programs, posters, mailings, promotional items, and advertisements, by the conspicuous inclusion of the Student Government Association logo, supplied by Student Government, not to be reduced to under one-half (1/2) inch in size, unless otherwise approved by the Operations Review Committee.
 - B. Student organizations that receive A&SF funding for brochures, clothing, pamphlets, programs, posters, mailings, promotional items, and advertisements shall forward a copy of the advertisement/graphic to the Operations Review Committee for approval before funds are expended. A final proof of the advertisement/graphic shall be submitted to the Activity & Services Fee Business Office Accountant with the Operations & Review Committee stamp of approval before the Purchase Request will be processed.

- C. Continued disregard for these requirements, or their intent, can be considered sufficient cause to freeze present funding or to deny further funding.
- D. Should a Registered Student Organization/SGA Agency submit an advertisement/graphic approval to the ORC committee during a period where the Student Senate does not meet for more than two (2) weeks, three (3) out of the four (4) said signatures shall approve the promotional items:
 - 1. Speaker of the Senate
 - 2. Senate President Pro Tempore
 - 3. Operations Review Committee Chair
 - 4. Operations Review Committee Vice Chair

800.13 Freezing of Funds

- A. The Student Body President may, with due cause, recommend that the Finance and Accounting Department of the University of Central Florida freeze any Activity and Service Fee funded account, with the exception of bond-indebtedness accounts. The Student Senate may override such a recommendation with a two-thirds (2/3) vote.
- B. The Student Body President may, with due cause, recommend that the President of the University of Central Florida freeze funds of bond-indebtedness accounts.
- C. The Student Senate may, with due cause, recommend that the Finance & Accounting Department of the University of Central Florida freeze any Activity & Service Fee funded account, with the exception of bond-indebtedness accounts subject to veto by the Student Body President.
- D. All accounts frozen at the request of the Student Body President and/or the Student Senate shall continue to be frozen, until released by the Student Body President, or by the Student Senate by a two-thirds (2/3) vote.
- E. Due cause shall be defined as, but not be restricted to, violations of the Constitution of the Student Body of the University of Central Florida, the Student Body Statutes, or the current year's budget bill.

800.14 Senate Bills allocating money from any Senate account must contain:

- A. A detailed breakdown of all proposed expenditures for that Bill;
- B. A detailed breakdown of all A&SF funding during the same fiscal year for that individual or group, unless that individual or group received zero funding to date;
- C. The amount of funds the student organization/individual is contributing to said expenditure;

- D. The purpose for the proposed expenditures;
- E. A date by which the allocations shall be expended or reverted.

800.15 Student Senate Accounts

- A. The Student Senate shall have the right to allocate funds from the following accounts: Office Supply Account, Registration & Travel Account, Speakers Account, and the Senate Working Fund Account.
- B. The Student Senate may transfer funds in any combination between senate accounts, in bill form, by a majority vote of the Senate.
- C. The Office Supply Account – The Office Supply Account shall be used by the Student Senate to provide funds for organizations to purchase office supplies.
- D. The Registration and Travel Account – The Registration and Travel Account shall be used by the Student Senate to provide funds for registration and travel expenses for workshops, conventions, conferences, and competitions. Food shall not be considered a registration or travel expense unless it is included in registration fees.
- E. The Speakers Account – The Speakers Account shall be used by the Student Senate to provide funds for Speaker honorariums, and related Speaker costs such as lodging, transportation, and hospitality.
- F. The Senate Working Fund – The Senate Working Fund shall be used by the Student Senate to provide funds for:
 - a. Projects not provided for by other Senate accounts, including areas under the explicit jurisdiction of the Conference Registration and Travel (CRT) Committee;
 - b. Projects that do not charge an admission fee to students of the University of Central Florida except Student Government Association sponsored concerts;
 - c. Projects that benefit the Student Body in general.
- G. Request for Funds Forms – Any organization or individual requesting funds through any Senate Accounts must fill out an Allocation Request Form, as prepared by the Student Government Comptroller. These forms shall be available, upon request, in the Student Government Office. The organization or individual must file the appropriate form with either the Financial Allocations for Organizations (FAO) or Conference Registration and Travel (CRT) Committee Chairs.
- H. Reversion Dates – Any reversion date on any of the A&SF Senate accounts may be changed by up to thirty (30) days before or after the original reversion date after the legislation is passed. The reversion date change would be in memo form

addressed to the Director of the A&SF Business Office and signed by the Student Government Comptroller, the Student Body President, and the Speaker of the Student Senate. The memorandum must be reported to the Student Senate by the Student Government Comptroller at the next meeting, and the Student Senate may override the reversion date change by a two-thirds (2/3) vote.

- 800.16 Regional Campus Financial Control
- A. The Regional Campus Coordinator shall be responsible for submitting, each year, a budget for his/her respective Regional Campus.
 - B. The Student Government Finance Office shall be responsible for submitting a budget for all Regional Campuses which do not have a Regional Campus Coordinator Confirmed at least one month prior to when Agency Budget requests are due to the A&SF Budget Committee.

Chapter 801 Student Government Comptroller

- 801.1 The Comptroller shall be the chief financial officer of the Student Senate and of Student Government in general. The Comptroller shall make weekly reports to the Student Senate containing current amounts of funds remaining in accounts controlled by the Senate. The Comptroller shall also make monthly reports detailing the expenditures and reversions from all Senate Accounts.
- 801.2 The Comptroller shall serve as a liaison between Student Government and those organizations receiving funds from A&SF. The Comptroller shall investigate the improper use of these funds by those organizations and shall report these improprieties to the Student Body President.
- 801.3 Comptroller Responsibilities:
- A. The Comptroller, as a member of the Student Body President's Cabinet, shall be responsible to that President for the administration of the fiscal unit of Student Government and for such financial matters not otherwise provided for, but specified by the President.
 - B. The Comptroller shall be responsible to the Student Body, the Student Senate, and the Student Body President for the accurate and current keeping of records of all transactions made. All such records shall be open, public documents. The Comptroller shall also be responsible for notifying the Student Body President and the Finance Office of any irregularities.
 - C. The Comptroller shall be responsible for preparing Allocation Request forms for use by the Student Senate.

D. The Comptroller shall review all committee allocated funds with the CRT & FAO Committees' Chair. All deviations shall be reported to the ORC Committee for further investigation.

801.4 The Comptroller shall report to the A&SF Budget Committee, upon request, any deviations exceeding ten (10) percent of any line item by student organizations from their allocated purposes.

Chapter 802 The A&SF Budget Committee

802.1 The A&SF Budget Committee shall be an SGA committee that recommends to the Student Senate a budget for the allocation of the next fiscal year's A&SF funds.

802.2 The A&SF Budget Committee shall be composed of:

- A. The Student Body President;
- B. The Student Body Vice President;
- C. The Speaker of the Senate;
- D. The Senate President Pro Tempore, or the Deputy Pro Tempore for Senate Operations, in the Senate President Pro Tempore's absence;
- E. The Student Government Comptroller;
- F. The Chair of the Financial Allocations for Organizations (FAO), or its Vice Chair, in the Chair's absence;
- G. The Chair of the Operations Review Committee (ORC), or its Vice Chair, in the Chair's absence;
- H. The Chair of the Conference Registration and Travel Committee (CRT), or its Vice Chair, in the Chair's absence;
- I. Three (3) Student Senators, chosen by a majority vote of the Senate;
- J. Two (2) students-at-large chosen by a committee consisting of the Student Body President, the Speaker of the Senate, and the Chief Justice.
- K. One (1) additional Senator elected by the Senate as the Committee alternate. This senator will only vote in the place of an absent A&SF Budget Committee member.
- L. The Student Body President Elect, after final election results are confirmed by the Election Commission.

802.3 The A&SF Budget Committee non-voting advisors shall be comprised of:

- A. The Vice President of Student Development and Enrollment Services, or his/her designee;
- B. The University Comptroller, or his/her designee;

- C. The University Budget Officer, or his/her designee;
 - D. The Director of the A&SF Business Office, or the Assistant Director in the director's absence; and
 - E. Any other individuals whom the committee deems necessary.
- 802.4 All Committee members, alternates, and non-voting advisors shall have full rights to debate.
- 802.5 The A&SF Budget Committee duties
- A. The Student Body President shall be responsible for calling the first meeting to order by the (11th) week of the Fall semester.
 - B. The Student Body President shall be responsible for overseeing the election of the Chair at the Committee's first meeting. All voting members, excluding the alternate, are eligible for these positions.
 - C. Upon election, the Chair shall immediately call for the election of the Vice Chair.
- 802.6 The A&SF Budget Committee shall:
- A. Review all budget procedures and Finance Statutes
 - B. Review all irregularities as reported by the Director of the A&SF Business Office or the Student Government Comptroller;
 - C. Review the records of the previous year's A&SF Budget Committee,
 - D. Conduct an audit of agency use of A&SF funds as prepared by Review the Director of the A&SF Business Office; and
 - E. The Student Government Comptroller's report on the current year's money flow
 - F. Review the Activity and Service Fee Business Office's revenue projections for the next fiscal year
 - G. Establish, confirm, and/or revise A&SF budget guidelines for use of A&SF funds
 - H. Create A&SF budget request forms
 - I. Compare A&SF budget requests with the A&SF Budget guidelines;
 - J. Hold open hearings on all budgets, the schedule of which shall be advised to all budget-requesting agencies or student organization representatives prior to the hearings;
 - K. Compare the total A&SF projected income with the total requested allocations; resolve a comprehensive working budget recommendation based on its priority guidelines.

- 802.7 In order to facilitate the formulation of A&SF Budget guidelines, the committee may require information pertaining to A&SF funds from the various agencies, including all sources and amounts of outside income. The A&SF Budget Committee may require the Student Body President or the Student Senate to provide for surveys of student opinions and desires for the A&SF allocation.
- 802.8 The finished A&SF Budget Committee Guidelines and Budget Request Forms shall be distributed by the first (1st) week of December to:
- A. All SGA agencies;
 - B. All student organizations that are registered with the Office of Student Involvement that are eligible to receive A&SF funding.
- 802.9 The completed Budget Request Forms, along with a cover sheet concerning the agency's or student organization's long and short term goals and priorities for their use of the requested A&SF funds within their programs, shall be submitted to the A&SF Budget Committee's Designee no later than when the A&SF Budget Committee deems necessary in order to be considered by the A&SF Budget Committee.
- 802.10 The Student Body and the Student Senate shall have access to all documentation relating to the A&SF budgeting proceedings, which shall include, but not be limited to:
- A. Two (2) complete and updated copies of the A&SF budget documents. These shall be placed in the custody of the A&SF Business Office once the budget has been approved by the University President and may be checked out by members of the Student Body, upon the presentation of valid student identification. A&SF records of presently occurring proceedings prior to receiving the University President's approval shall be considered in the custody of the A&SF Committee and under the direct supervision of the A&SF Committee Chair.
 - B. A complete notebook of the A&SF Budget Committee's meeting minutes. This shall be placed in the A&SF Business Office.
- 802.11 The A&SF Budget Committee shall introduce a bill to the Student Senate in a special session per Senate resolution by the third Senate meeting of April that contains the following:
- A. Proviso language that governs A&SF funds for the next fiscal year;

- B. A budget summary that classifies the budget allocations as a student organization, SGA Agency, or Student Government;
- C. The comprehensive budget recommendation;
- D. All student organizations and/or SGA Agencies that were zero-funded.

Chapter 803

Senate Fiscal Committees

803.1

The Conference Registration and Travel (CRT) Committee

- A. Membership of the Conference Registration and Travel (CRT) Committee shall be composed of the following:
 - a. Ten members of the Senate to be elected to the committee;
 - b. The Senate President Pro Tempore or a duly appointed Deputy Pro Tempore;
 - c. An ORC Representative.
- B. Upon being elected, the CRT Committee shall meet as many times as is deemed necessary to allocate funds to organizations and/or individuals wishing to attend workshops, conventions, and/or conferences.
- C. The CRT Committee shall allocate funds not to exceed:
 - a. \$1500 per organization one time per fiscal year out of the Registration and Travel Account
 - b. \$250 per individual one time per fiscal year out of the Registration and Travel Account.
- D. If any request is presented exceeding the maximum committee allocation, the request shall be made to the Senate, introduced by the CRT Committee in Bill form, and must pass the Senate by a majority vote.
- E. If the total of all CRT Committee allocations for any particular conference exceeds \$1500.00, every additional allocation for that conference shall be brought to the Senate floor, and must pass the Senate by a majority vote
- F. All allocations made by the CRT Committee shall be verbally reported to the Senate at the next Senate meeting, after which the Senate will have until the close of business at that Senate meeting, unless a one-week delay is requested, to change the Committee's action(s) by majority vote. No funds shall be expended until this time period has elapsed.

803.2

The Financial Allocations for Organizations (FAO) Committee

- A. Membership of the Financial Allocations for Organizations (FAO) Committee shall be composed of the following:
 - a. Ten members of the Senate to be elected to the committee;

- b. The Senate President Pro Tempore or a duly appointed Deputy Pro Tempore;
- c. An ORC representative.
- B. Upon being elected, the FAO Committee shall meet as many times as is deemed necessary to allocate funds to organizations wishing to acquire funding from the Senate Working Fund, Speakers Account, and/or Office Supply Account.
- C. The FAO Committee shall allocate funds not to exceed:
 - a. "\$1000 per organization one time per semester (Fall, Spring, and Summer) between the Senate Working Fund Account and/or the Speakers Account
 - b. \$100 per organization one time per year out of the Office Supply Account. If an organization received funding for office supplies in the current year's A&SF Budget, the office supply request must be presented to the senate and pass by a majority vote.
- D. If any request is presented exceeding the maximum committee allocation, the request shall be made to the Senate, introduced by the FAO Committee in Bill form, and must pass the Senate by a majority vote.
- E. Allocations made by the FAO Committee shall be verbally reported to the Senate at the next Senate meeting.
- F. The FAO Committee shall be responsible for introducing a Bill establishing the next year's Senate Working Fund Spending Schedule within two (2) school weeks of the University President's signing of next year's budget bill.

803.3 Should the FAO or CRT committee suspect deviations from the intended use of funds originally awarded, it shall refer the matter to the Operations Review Committee for further investigation.

Chapter 804 Scholarships

- 804.1 The Scholarship Committee shall take action to create and implement Student Government Association scholarships. The funding for these scholarships shall come from the interest earned in Activity & Service Fee accounts.
- A. The committee shall be composed of:
 1. The Vice President of Student Development and Enrollment Services, or his/her designee
 2. A representative from Financial Aid
 3. The Student Body President, or his/her designee
 4. The Speaker of the Senate or his/her designee in his/her absence;
 5. Two (2) students at-large chosen by the a committee consisting of the Chief Justice, the Student Body President, and the Speaker of the Senate;

6. Three (3) Senators chosen by the Student Senate.
- B. The committee's proposal shall include:
1. Criteria of recipient for each scholarship;
 2. Application process for each scholarship;
 3. Amount of award for each scholarship.

- 804.2 The Scholarship Committee shall meet as many times as necessary to hear proposals and develop scholarship programs. The Student Government Scholarship Committee will then turn the approved scholarship programs over to the University Scholarship Committee or a University selection committee to select scholarship winners.
- 804.3
- A. The members of the Scholarship Committee shall have been selected, reviewed and approved by the end of the (9th) week of every Fall semester.
 - B. The Student Body President shall be responsible for calling the first meeting to order by the tenth (10th) week of the Fall semester.
 - C. The Student Body President shall be responsible for overseeing the election of the Chair at the committee's first meeting.
 - D. Upon election the Chair shall immediately call for the election of the Vice Chair.
- 804.4 Student Government sponsored scholarships shall be open to all students, except students serving on the Scholarship Committee of that fiscal year.

Chapter 805 Operations Review Committee

- 805.1 Membership – The Operations Review Committee (ORC) shall be a standing committee composed of the following members:
1. Ten members of the senate, appointed by the Speaker of the Senate,
 2. The President Pro Tempore or a Deputy Pro Tempore,
 3. A FAO representative,
 4. A CRT representative.
- 805.2 Program Evaluation Forms – On a yearly basis, ORC will develop forms that evaluate the expenditure of A&SF funding. Two forms will be created:
- i. Post-Event – This form will be distributed to agencies and student organizations that host events that are funded through A&SF funds.

1. For all events funded through the A&SF budget process: student organizations will be required, at the request of ORC, to fill out and return a program evaluation form within thirty days of the event.
 2. For all events that are funded through a senate allocation or bill: agencies and student organizations will be required to fill out and return a program evaluation form within thirty days of the event. This does not apply to the A&SF bill.
- ii. Post-Travel – This form will be distributed to individuals and student organizations that have travel funded through the A&SF.
1. For all travel that is funded through the A&SF budget process: student organizations will be required, at the request of ORC, to fill out and return a program evaluation form within thirty days of return from travel.
 2. For all travel that is funded through a senate allocation or bill: individuals and student organizations will be required to fill out and return a program evaluation form within thirty days of travel. This does not apply to the Activity & Service Fee budget bill.
- iii. Upon collection of program evaluation forms, ORC will recommend by majority vote whether or not A&SF monies should be used to fund the program in the future. ORC will forward their recommendations to the A&SF Budget Committee and will keep a log for future references. If ORC finds deviations from the intended use of A&SF monies, they will report such findings to the senate for further action.

BILL 37-86 (09/22/05), BILL 38-55 (05/18/06), BILL 39-05 (11/09/06)

BILL 39-55 (04/05/07)