

SGA Finance Committee

2017-2018



Policies & Procedures

Table of Contents

<u>Basics and Mission</u>	3
<u>Budgeting Process</u>	4
<u>Club Sports</u>	5
<u>Cluster Boards</u>	6
<u>Conferences</u>	6
<u>Contracts</u>	6
<u>Debt</u>	6
<u>Financial Liability and Auditing Procedure</u>	7
<u>Flights and Hotels</u>	7
<u>Handouts and Restrictions</u>	7
<u>Innovation and Collaboration Fund</u>	7
<u>Communicating Across Difference Fund</u>	8
<u>Inventory</u>	8
<u>Meeting Snacks</u>	8
<u>Other Sources of Funding</u>	8
<u>Pre-Meeting Advising</u>	10
<u>Printing</u>	10
<u>Producing an Appeal</u>	10
<u>Publications</u>	10
<u>Retroactive Funding</u>	10
<u>Rollover and Summer Spending</u>	11

<u>Sound Systems</u>	11
<u>Ticketing & Donations</u>	11
<u>Travel</u>	12
<u>Wages</u>	12
<u>Web Service</u>	12
<u>Working in Advance</u>	13

Basics and Mission

Our job as the SGA Finance Committee (SGAFC) is to allocate every Middkid's Student Activities Fee (SAF) to promote social, athletic, and academic activities on campus. In doing so, we distribute about \$1,000,000 to around 175 student organizations every year. Our goal is to be a resource for your organization as the year unfolds and presents funding opportunities.

We can't stress enough: **talk to us!** Your idea *won't* be realized unless you make the first step. Send us an email (sgafc@middlebury.edu) if you have any questions or schedule a meeting on our [website](#). We are here to help you spend the SAF for the betterment of the student body

Budgeting Process

Generally, a student organization comes to the SGA Finance Committee for an annual budget or a new money request.

(a) Budgets

Who? A designated liaison of each group (ideally the new Treasurer) must register to meet with the Committee to discuss the proposed budget and respond to questions.

What? Organizations' annual budgets will consist of funds approved by the SG AFC. Budgets serve as a guide for the organization's expenditures, but groups have some discretion to move funds within their allocated budget.

When? Groups will submit a budget proposal for the following year to the SG AFC by a specified date in spring of the current year. Annual budgets can be requested up through November 15th of the budgeted year

How? The proposal should include a summary of their activities and events from the current year, as well as a specific outline of planned events and expenditures for the following year. Groups should be prepared to answer questions about historical spending. Groups should also submit an inventory of their equipment during their registration process in the fall.

New Organization? A newly recognized student organization applying for a budget during the academic year will receive a maximum budget of \$1,000 for the year. If this initial funding proves insufficient for the events planned, the organization may request additional funds. New organizations that demonstrate strong commitment, membership, and activities can request budget increases in their second year of existence.

(b) New Money Requests:

What? Clubs may also apply for new money requests if they feel that their current budget is insufficient or new programming opportunities arise during the academic year. The Finance Committee may also ask a club to come back for a new money request if they don't have a specific budget for a large event during annual budgeting

When? New money requests can be made at any point during the academic year before April 1st. The Finance Committee's time and resources shift to budgeting on this date, so no new money requests may be made starting on April 1st and

until the following academic year commences. If a club did not apply for a budget by the November 15th deadline, they may make one (1) new money request during the academic year, for up to a maximum of \$500 in new money.

Club Sports

(a) The SG AFC will fund reasonable in-season operating expenses for club sports. This may include equipment purchases, registration fees, facilities costs, and payment for outside trainers. Any post-season expenses will be funded at the discretion of the SGA Finance Committee.

(b) For the following two school years, fall of 2017 to spring of 2019, each club sports team will receive funding within their assigned bar. This bar is 90-100% of a fixed calculated average, based on the last three years: fall of 2014 to spring of 2017. For bar figures for individual club sports, please view the “Club Sports” tab on the [SG AFC website](#). As always, appealing an SG AFC decision is possible, via proposal and vote in the senate.

(c) The SGA Finance Committee will not fund more than 8 weekends of competitions per season. Weekends that include several different instances of competition will only count for 1 of these 8. If you wish to participate in more than 8 weekends of competition per season, you may fundraise or use money from your gift account.

(d) The SGA Finance Committee will no longer fund any capital expenditures. To make an exception to this rule, SG AFC Chair must obtain permission from the Senate in advance. Approval from the Senate requires a majority rule vote. Only at that point may the SG AFC proceed in their standard process of appraising and deciding upon the capital expenditure line item. A capital expenditure is any item that is durable (not consumable) and costs over \$1,000 per unit. If you have any questions about this policy, please contact the SG AFC Chair before submitting your budget proposal.

(e) The SG AFC no longer funds coaching expenses (salary or benefits for head or assistant coaches). Depreciation costs and repair expenditures are often funded by the College, or paid for through a combination of team fundraising and funds from the College.

(f) Spring break expenses are not covered by the SG AFC, and these costs are expected to be fundraised by teams. If an organization can prove that games played during spring break are an integral part of their regular season, these related expenditures may be considered by the SG AFC.

Cluster Boards

Individual organizations that are funded in the cluster board model may not come to the Finance Committee for new money as individual organizations. The exception are new organizations that intend to join the cluster but missed the window for an annual budget within the cluster board. Cluster boards will be allocated a Flex Fund in addition to the funding that each of their member organizations receives, which can be used to grant new money requests. In rare cases, the cluster board may request new money from the finance committee on behalf of their member organizations.

The Finance Committee will treat all cluster board budget requests holistically. Cluster boards will present the total budget they recommend that each of their member organizations receive as well as a proposed Flex fund. The Finance Committee will evaluate the entire budget in the context of the previous year's total budget and the justification made by the cluster board for any proposed increase. For new cluster boards, the previous year's total budget will be calculated as the sum of all budgets of their member organizations from the previous year. The finance committee will then fund the cluster board as a whole. Any budget adjustments will be applied to the total cluster board budget and the cluster board has the authority to decide how much money each of its member organizations receives.

Conferences:

The SGA Finance Committee will fund conference registration fees at their discretion, considering the number of attendees, their involvement in the organization and how they will bring their experience back to campus. The SGA Finance Committee will also fund ground transportation to the conference, but due to the high per person costs, the Finance Committee is unable to fund food or lodging.

Contracts

A Middlebury College employee must sign all contracts made with outside performers/vendors. Students do not have authorization to make contracts with outside organizations, including verbal agreements, which are legally binding in the state of Vermont.

Contact someone in Student Activities at least 2 weeks before the event in order to initiate the paperwork process. If you enter into a contract without approval, you may be personally liable. Retroactive contracts will not be issued.

Debt

Failure of a student organization to stay within budgetary boundaries of an academic year can have consequences on the amount of funding in the future. Any debt incurred by such organizations must be paid back before the start of the new academic year. Organizations are considered inactive until their debt is settled.

Financial Liability and Auditing Procedure

Students take on responsibility and liability by spending student organization funds. Student organization treasurers are responsible to know the guidelines. They are liable personally for purchases made that cannot be reimbursed under our guidelines, including those made using index codes – they should not hand out their codes.

Student Activities will audit 10 randomly selected groups every 2 months, and all groups at year's end. Violations will result in group or individual consequences, depending on the infraction.

Flights and Hotels

Due to their extensive per person cost, the SGA Finance Committee is unable to fund requests for hotels or flights and no allocated funds may be used towards paying for flights or hotels.

Handouts and Restrictions

- (a) While the Finance Committee allocates money to student organizations for food, we do not allow the purchasing of “handouts” under most conditions. Handouts are classified as giveaways, prizes, clothing items, etc. Rare exceptions have included the purchasing of uniforms and jerseys, but these must be inventoried and used across several academic years. The Activities Board is the only student organization allowed to purchase handouts without explicit approval from the SG AFC Chair.
- (b) Alcohol cannot be purchased, with the exception of clubs granted permission by the SG AFC Chair. These are usually limited to the Activities Board, the Senior Committee, and the Feb Celebration Committee.
- (c) Tobacco, firearms/ammunition, and live animals cannot be purchased.

Innovation and Collaboration Fund

Collaboration on events germane to a student organization's purpose is strongly encouraged by the SGA. The SG AFC has noticed a positive trend associated with events co-sponsored by multiple organizations in the past. When multiple clubs work together to throw programming and enrich student life, there is often a stronger correlation of success compared to when one club pursues an event.

Because the SG AFC's goal is to enrich student life while maximizing the Student Activity Fee, the Innovation and Collaboration Fund (ICF) will serve as a resource for student organizations to draw from whenever they would like to co-sponsor an event. This allocation pool will also help to alleviate current fiscal conflicts that arise when clubs divide costs amongst themselves to pay for a co-sponsored event.

To request funds from the ICF, at least one leader from each of the student organizations planning to host the event must present their proposal to the SG AFC together. The leaders must designate which club will receive these funds on behalf of the group. These

funds must go toward completely covering or supplementing the proposed event costs, and any unused funds must be returned to the ICF.

Communicating Across Difference Fund

Collaborative events bringing together different or opposed perspectives can be beneficial to our Middlebury community. In promotion of this idea, the SGA is partnering with President Patton to establish the Communicating Across Difference Fund (CADF) to encourage events that will liven community discussion and promote pluralist arguments. Recognizing that certain perspectives are often marginalized in community spaces, we want to develop platforms where organizations representing those perspectives are co-owners of the conversation. Additionally, please consider broad interpretations of ‘different perspectives’; while inclusive of social and political difference, it should not be limited in that way.

Organizations will plan the event together and then apply through the Finance Committee for funding. At least one leader from each organization must attend the meeting to present as a group. Funds will be allocated to a mutual budget and will only be used for the event and any unused funds will be returned to the CADF.

Inventory

Purchases must be inventoried, and groups must have storage space secured in advance. Please consult Student Activities for more information.

Meeting Snacks

The SGA will fund small snacks for clubs that meet weekly to encourage meeting attendance. The discretionary fund that organizations receive may be used to supplement meeting snack funds. If an organization feels that snacks play a unique role in their weekly meetings in addition to attracting attendance, they may request more substantial funds for meeting snacks which will be granted at the SGA Finance Committee’s discretion.

Other Sources of Funding

- (a) All speakers are funded through the Activities Board Speakers Committee. Check out go/mcabspeak for more information.
- (b) Less expensive concerts and dance parties with non-College affiliated bands and DJ’s are funded by the Activities Board Small Concerts Initiative (SCI). Check out go/bringaband for more information.
- (c) Service organizations may be granted a budget or funding through the Service Cluster Board’s Flex Fund. Email sboard@middlebury.edu for more information.
- (d) Religious organizations may be granted a budget or funded by the Religious Life

Cluster Board. Email rlcboard@middlebury.edu for more information.

(e) Keep in mind that the Commons Councils fund individuals, while the Finance Committee funds recognized organizations. Orgs should not approach Commons Councils for additional funding.

(f) There is a myriad of other sources of funding available at the College. If you are not satisfied with the funds you received from the SGA Finance Committee for a particular event or idea, we suggest trying academic departments, Community Engagement, and other offices of the College to supplement your funding. Start by emailing student_activities@middlebury.edu for ideas.

Pre-Meeting Advising

Each club will be assigned a point of contact on the SGA Finance Committee who will be available to help them prepare for their annual budget/new money meetings with the SGA Finance Committee. Their point of contact will reach out at the beginning of each semester via email and periodically check in with them as the year progresses.

Printing

Each group has a Papercut account linked to their budget. Accumulated printing expenses are charged to organization budgets each month. It's important to monitor usage as these incremental expenses can take a group by surprise.

Producing an Appeal

Appeals to SGA Finance Committee decisions can be filed through the SGA Appeals Committee. Student organizations have the right to file an appeal with the Appeals Committee once communication between said organizations and the SGA Finance Committee have been exhausted. The bylaws of the SGA shall detail the grounds by which an organization may make an appeal. Please email sga@middlebury.edu for more info on pursuing an appeal.

Publications

- (a) All publications will receive a maximum of \$4,000 in funding for a fall semester issue. Funding for all subsequent issues will be granted via new money requests and is contingent on a successful first issue.
- (b) Publications must meet with staff in Reprographics/Printing Services at the beginning of each semester (early Oct. & Jan./Feb.) to avoid issues with Reprographics' workload.
- (c) All publications must have a distribution date not later than the final day of classes in the Spring semester
- (d) All publications are required to charge at cost for issues that go to non-students, the exceptions being Student Activities and College Archives.
- (e) New publications must publish their first issues online

Retroactive Funding

In most cases, it is important to note that the Finance Committee will not allocate funds toward retroactive expenditures. Once an item is purchased or programming takes place, we will not give student organizations more funds to simply replenish their accounts. The

club must demonstrate that their budgets and new money requests are for new, prospective purchases.

Rollover and Summer Spending

Purchases cannot be made during the summer in preparation for the coming school year except in rare circumstances when approved by the SGA FC Chair.

Note that account balances (excluding “gift accounts”) do not roll over to the next year. Unused funds are returned to the SG AFC for redistribution to future student org and SGA initiatives.

Sound Systems

A sound system that resides in a house or space controlled by a student orgs (Gamut Room, MMU, YouPower, Hepburn Zoo, etc.) is eligible to be replaced every three years in the range of \$1500 from the student org’s operating budget. All purchases must be made with the approval of Student Activities. Any repairs or replacement of parts necessary within the three-year interval must come from the organization’s operating budget, gift account, or personal funds. These types of expenses will not be allocated as line items in the operating budget; groups will need to reallocate their existing funds accordingly.

Ticketing and Donations

When student organizations charge for tickets or entrance fees to their events, proceeds must be returned to the organization’s account to cover original expenses. If proceeds exceed the total cost of the event, then these excess funds will be placed in the organization’s gift account.

Organizations with successful and established ticketed events (such as Riddim) will receive funding for their fall semester events in the annual budgeting cycle. Revenue from their fall events will go towards funding their spring events. Organizations may come in for new money requests if the revenue from their fall events is insufficient to cover the costs of their spring events. If proceeds from the fall event exceed costs, excess funds will still be placed in the club’s gift account.

Allocated funds cannot be used for donations to charitable organizations or the purchase of gifts, yet such excess proceeds can be used for such purposes. The student organization can also “suggest” a donation for an event, but must make students aware that the “suggested donation” is entirely optional. Students cannot be blocked from entering events with suggested donations, nor can they purposely be made to feel obligated or guilty for not donating.

Travel

- a) Travel reimbursement is dependent on the mode of transportation.

Travel via personal vehicles is reimbursed or charged at the following rate: \$0.30/mile

For reimbursement, you must submit a voucher to Student Activities and a print-out from an online mapping program designating the start and end addresses and total mileage.

At this time College vans are \$15/day+\$0.40/mile.

- (b) Reserve vans far in advance: they are in short supply.
- (c) Pick up a gas card when you pick up the van keys; gas is included in the cost of a College rental and gas receipts must be dropped off at Vehicle Rentals when keys are returned.
- (c) Please visit the Student Activities site for more information and rules on travelling.

Wages

- (a) Typically, alumni, relatives, or other members of the College community cannot be paid to speak/perform unless it is their sole profession. It is required that clubs notify the Finance Committee if funds will go to relatives of or members of the Middlebury College community. The Finance Committee, and if appropriate, the Speakers Committee, must be made aware of such plans to avoid any possibility or appearance of impropriety. Failure to alert the Committee may result in the cancellation of the event and revocation of funding.
- (b) Organizations cannot use student activity fee funds to pay coaches or advisors.
- (c) Organizations may use their operating budget to pay student DJs and student bands. Using operating funds to pay other student wages is rarely allowed and must be specifically approved by the Finance Committee.
- (d) Organizations may use their budget to pay for outside trainers, instructors or facilitators

Web Service

Almost always, funding will not be awarded toward creating, maintaining, or altering websites or toward website hosting. Student leaders are encouraged to take advantage of MiddLink, blogs, and other free online services to publicize their student organizations' missions. If a student organization feels that the above funding is inherently vital to the mission of their student organization, they may petition the SG AFC to consider allocating funds toward these web service costs.

Working in Advance

The SGAFC will not fund major events, trips, or programs (where major is greater than or equal to \$500) that are scheduled to take place 14 days or fewer in advance of the scheduled SGAFC meeting or time of request. We urge you to plan ahead in order to maximize your funding resources. In addition, student organizations presenting to the Finance Committee must submit their annual budget, new money, or loan request via email to sgafc@middlebury.edu at least 48 hours before their scheduled meeting or their meeting will be cancelled.