



## **Appendix B: Budget and Finance Policies and Procedures**

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### 1. Fiscal Year

A. The SGA fiscal year runs from July 1 to June 30.

### 2. Student Activity Fee

A. Southern New Hampshire University (SNHU) collects, on behalf of the SNHU Student Government Association (SGA), from the undergraduate and graduate day student population a Student Activity Fee. The fees collected are used to support student clubs, organizations, publications, the yearbook, social life, campus improvements and other activities recognized by the SNHU Student Government Association.

B. The Executive Director is ultimately responsible for the oversight and management of the Student Activity Fee as an agent of Southern New Hampshire University.

C. The fees are currently collected in the following instances:

I. Full-time undergraduate day student fees are assessed \$165 per semester.

II. Workforce Partnerships students interested in participating in these activities can elect to pay a \$165 per term fee during the fall and spring semesters (this is equal to \$165 per traditional undergraduate day semester.)

III. Full-time graduate students are assessed at a semesterly fee of \$100.

IV. Global Campus students interested in participating in these activities can elect to pay the standard \$165 per term fee.

D. The fees may be requested through the following process:

I. Funds are drawn on the following cycle:

II. Undergraduate Student Activity Fee – at the beginning of October, December, February, April and May (for any remaining funds);

III. Graduate Student Activity Fee – at the beginning of October;

IV. Student Center Operations Fee – at the beginning of October and February.

E. Any changes to the way Student Activity Fee is assessed or the assessment schedule may be requested by both SGA and the Student Activity Fee Oversight Committee (See Appendix D). If voted upon by the entity opposite the requestor, an official recommendation will be made to the SNHU Dean of Students who will then follow University procedures to submit for further review.

### 3. Structure

A. The Budget and Finance Committee is a standing committee of the Student Government Association designated to manage the fiscal oversight of organizations.

B. It shall consist of three (3) or one-fourth (1/4) (whichever is greater) of senators appointed to the position by the Executive Vice President of Internal Affairs.

C. The following positions are members of the committee:

I. SGA Vice President of Finance (Chair of the committee; non-voting). If the Vice President of Finance cannot perform their duties or attend a select

meeting, the Vice President of Finance's Assistant will assume responsibilities.

- II. Three (3) or one-fourth (1/4) (whichever is greater) of senators. A senator in this group will be appointed to take accurate minutes.
  - D. Quorum: Quorum shall be defined based on the number of elected members. That is, quorum is defined as having more elected voting members in attendance than not in attendance at the meeting.
  - E. The Budget and Finance Committee shall meet bi-weekly; except when the University academic calendar prohibits. The Vice President of Finance has the right to call special meetings.
  - F. Proxy Voting is prohibited.
  - G. Absentee voting is permitted only in emergency situations under the discretion of the Vice President of Finance.
4. Application of Policies
- A. The following policies and procedures apply to all SGA entities including:
    - I. Student Government Association
    - II. Funded clubs
5. Appropriation Process and Remaining Funds
- A. Clubs will receive their yearly allocation on July 1.
  - B. The beginning of the year budget allocation is based on the previous beginning yearly allocation plus any additional allocations.
  - C. Each club will be additionally allocated \$160 for Copies Plus purchases on an annual basis.
  - D. Any funds remaining in the SGA budget after June 30 will automatically be placed in the SGA Reserve account. The Student Activity Fee Oversight Committee will oversee this account.
6. Disbursement Procedures
- A. For any expense of budget funds, the requestor must submit an SGA Budget Disbursement Form with supporting documentation (receipts, contracts, invoices, etc.) in order for the SGA Business Analyst to process payments.
  - B. Checks will be signed by an Office of Student Involvement staff member as well as the SGA Vice President of Finance.
    - I. In the absence of the SGA Vice President of Finance, an appropriate Office of Student Involvement staff member will sign and countersign all budget disbursements and checks.
  - C. Any cash advance that is disbursed by the SGA Business Analyst must be returned with an Expense Report, as well as all receipts and unused funds within five (5) business days of the conclusion of the event/program. If failure to do so may put the organization in jeopardy of an account freeze.

7. Deception in Fiscal Responsibility

- A. Deception in any way relating to financial information or monetary requests will lead to an immediate revocation of funds with a possible audit.
  - I. The extent of revocation of funds is up to the discretion of the SGA VP of Finance.
  - II. The revocation of funds could be in regard to any/all of the club's accounts, including:
    - 1. General Club Allocation
    - 2. Copies Plus Budget
    - 3. Liability Account
    - 4. Any Funding Requests with the Budget and Finance Committee

8. Auditing

- A. SGA has the right to review monetary efficiency and fiscal responsibility of an organization in fulfilling its function.
- B. An organization's failure to comply with the monitoring process may result in possible loss of funds.
- C. The following positions have the right to initiate an audit:
  - I. President
  - II. Vice President of Finance
  - III. Student Government Association Advisor
  - IV. The Business Analyst
  - V. The Executive Director
- D. An audit can result in penalties against the club or organization if fiscal irresponsibility or negligence is found to exist. Penalties are up to the discretion of the SGA VP of Finance.
  - I. Penalties can include, but are not limited to:
    - 1. Additional verifications to disburse budget
    - 2. Freezing of any/all accounts
    - 3. Derecognition of SGA funded organization status

9. Additional Allocations

- A. The Budget and Finance Committee will allocate seven thousand five hundred dollars (\$7,500) for additional allocations to clubs.
- B. The Budget and Finance Committee distributes funds to clubs and organizations throughout the year as long as funding is available.
- C. The Budget and Finance Committee and Senate has reasonable discretion to determine the if the additional allocation request serves the club mission, vision, and follows the finance policy guidelines.
- D. Additional allocations will be based on the following guidelines:

Beginning Annual Allocation (July 1 – June 30)	Budget Percent Increase
\$0.00-\$1,600.00	75%
\$1,600.01-\$2,500.00	50%
\$2,500.01-\$5,000.00	25%
\$5,000.01-\$7,500.00	20%
\$7,500.01-\$10,000.00	10%
\$10,000.01 +	5%

- I. The annual allocation amount used to determine the additional allocation starting amount shall only consist of annual SGA club allocation amount to a club.
- II. Liability accounts and Copies Plus accounts will not be used to determine the additional allocation bracket.
- E. The process is as follows:
  - I. Clubs and organizations must submit an Additional Allocation Request Form to the SGA Vice President of Finance.
  - II. The SGA Vice President of Finance will notify the club of the Budget and Finance Committee meeting to attend and present their request.
  - III. The club must meet with the Business Analyst prior to the meeting to review their budget.
  - IV. Presentations will be judged based on fit with club mission and supporting documentation.
    - 1. Club Spending must match club mission and vision statement.
    - 2. Must show the growth/decline in club size in the past two years.
    - 3. Past and future events that are held.
  - V. Any allocations approved by the B&FC will be brought to the SGA Senate for ratification. The SGA Vice President of Finance will notify the club via email within three (3) days of the final decision.
- F. Upon approval by the SGA Senate, funds are immediately available for use.
- G. Should a club be denied funding, the club is still eligible to re-request funds by following the steps above.

10. Newly Approved Organizations

- A. Once an organization is ratified by the SGA Senate, the Budget and Finance Committee will allocate a \$1,600 budget.

- B. Each organization will be additionally allocated \$160 for Copies Plus purchases on an annual basis.

#### 11. Capital Expenses

- A. Budget and Finance Committee will allocate \$10,000 for capital expense allocations for clubs during the year.
- B. The Budget and Finance Committee and Senate has reasonable discretion to determine the quality of a capital request.
- C. Capital requests are required for the following purchases:
  - I. Any single-item capital purchase, above \$250, and has a life of more than one year, will be considered fixed assets and any capital purchases below \$250 will not be considered fixed assets.
    - 1. An item with multiple subparts is considered a capital expense.
  - II. Uniforms that have to last more than one year.
- D. Auxiliary services (Last Chapter Pub, Copies Plus, Concierge Desk, Club Resource Center, and Student Center Tech Crew) will utilize separate Student Center Operations funds for capital expenses.
- E. The process is as follows:
  - I. Clubs and organizations must submit a Capital Request Form to the SGA Vice President of Finance.
  - II. The SGA Vice President of Finance will notify the club of the Budget and Finance Committee meeting to attend and present their request.
  - III. Presentations will be judged based on fit with club mission and supporting documentation.
  - IV. Any requests approved by the Budget and Finance Committee will be brought to the SGA Senate for ratification. The SGA Vice President of Finance will notify the club via email within three (3) days of the final decision.
- F. Upon approval by the SGA Senate, funds are immediately available for use.
- G. Should a club be denied funding, the club is still eligible to re-request funds by following the steps above.

#### 12. Credit Cards

- A. Some staff in the Office of Student Involvement hold SGA credit cards to make purchases for organizations.

#### 13. Conferences

- A. Definition of a conference:
  - I. A meeting for consultation, education, exchange of information, or discussion with a formal agenda.
  - II. An exhibition for companies in a specific industry to showcase and demonstrate their latest offerings is not a conference.
  - III. The Budget and Finance Committee and Senate has reasonable discretion to determine if a conference fits the club's mission, vision, and finance policy guidelines.
  - IV. Budget and Finance Committee will allocate an amount for conference allocations during the year. This amount will be posted on the SGA website (snhusga.org).

- V. This will be evenly divided for allocation during the fall and spring semesters.
- B. Rules Governing Clubs and Organizations:
  - I. Conference requests must align with the requesting organization's mission/vision.
  - II. Requests must meet the definition of a conference, as outlined in the Budget and Finance Committee policies
  - III. The maximum number of attendees is as follows:
    - 1. 12 students plus 1 funded advisor for regional conferences (within 300 miles or 6 hours of SNHU, whichever comes first)
    - 2. 5 students plus 1 funded advisor for conferences outside the region.
  - IV. All conferences must be in the continental United States.
  - V. Clubs and Organizations must book hotel rooms, travel accommodations, and airline airfare through the vendor directly. Third-Party sites and companies are not permitted.
  - VI. All clubs and organizations that wish to attend any conference must apply for conferences through Student Government's policies and procedures and have the conference approved by the Student Government Budget and Finance Committee and countersigned by the Student Government Senate.
    - 1. Due to a conflict of interest, Student Government must apply for any of their conferences to the Student Activity Fee Oversight Committee. Student Government is otherwise still responsible for obeying all limits and policies set forth in the Finance Policies.
    - 2. Exception: any organization wishing to attend regional conferences with total cost of less than \$1,000 should use their annual budget allocation.
      - a. Organizations must still go through the conference approval process via the Office of Student Involvement
      - b. Maximum attendees for these conferences are as follows:
        - i. 23 students plus 1 advisor for any day conferences.
        - ii. 22 students plus 2 advisors for any overnight conferences.
- C. Conference Attendees
  - I. A conference attendee is defined as the following:
    - 1. A conference attendee is anyone in need of funding for transportation, food, lodging, registration, or other miscellaneous expenses.
      - a. If a staff member is acquiring funding through other sources and they do not need any funding from Student Activity Fees, they are not considered a conference attendee for the purposes of the maximum amount of funding per person. However, they are considered an attendee in terms of the one staff advisor attendee rule for conferences and an additional advisor cannot be requested.
    - 2. All attendees of a conference, barring Staff/Faculty Chaperones must pay the student activity fee.
  - II. The maximum amount of conference funding a club can apply for per person is as follows:

1. There will be a \$1,500 per attendee maximum on all funded conferences.
  2. Conference attendees will be allotted the following amounts for each meal including meals during travel: breakfast - \$15; lunch - \$15; dinner - \$25. This excludes meals provided or included in the conference registration fee.
- III. Clubs and organizations are eligible to utilize the liability account for conferences including fundraising or other additional approved sources.
- D. The process to apply for conference funding is as follows:
- I. All conferences must be approved by the Office of Student Involvement before being presented to the Budget and Finance Committee.
  - II. Clubs and organizations must submit a Conference Request through [snhusga.org/budgetfinance](http://snhusga.org/budgetfinance).
  - III. The SGA Vice President of Finance will notify the club of the Budget and Finance Committee meeting to attend and present their request.
  - IV. Presentations will be scored based on a rubric that evaluates alignment with organization mission, definition of a conference, and overall quality of presentation.

				Score/Comments
1. Conference alignment with Organization Mission	No evidence - 0	Some evidence - 1	Significant evidence - 2	Score:
	There is no clear evidence that the conference chosen aligns with the organization's mission.	Aspects of the conference chosen align slightly with the mission of the presenting organization.	The conference aligns closely with the presenting organization's mission.	Comments:
2. Meets definition of a conference	No evidence - 0	Some evidence - 1	Significant evidence - 2	Score:
	The proposal does not meet the definition of a conference, as it is absent of education or a formal agenda.	The proposed conference includes some educational components, but aspects are unclear or insignificant.	The proposed conference includes a clearly-stated, robust educational program.	Comments:
3. Overall quality of presentation	No evidence - 0	Some evidence - 1	Significant evidence - 2	Score
	The presentation is incomplete and/or unorganized and/or lacks clarity.	The presentation includes all basic information, but aspects lack clarity or explanation.	The presentation fully addressed all aspects of the conference, and clear supporting evidence is provided.	Comments:
			Overall Score (out of 6 total points):	

- V. Any allocations approved by the Budget and Finance Committee will be brought to the SGA Senate for ratification. The SGA Vice President of Finance will notify the club via email within three (3) days of the final decision.
  - VI. Upon approval by the SGA Senate, funds are immediately available for use.
  - VII. You have 10 business days to schedule a meeting with an Office of Student Involvement representative and start the booking process once funds are available.
    - 1. Failure to schedule a meeting with an Office of Student Involvement representative to book tickets within 10 business days of your conference triggers an instant revocation of your conference funding and your funding goes back into the available conference funds for all organizations to apply for conference funding.
    - 2. Organizations have the right to reapply for revoked funding due to expiration of not booking conferences. However, requests will be examined in the order they are submitted.
  - E. Should a club be denied funding, the club is still eligible to re-request funds by following the steps above.
  - F. Conference money is limited and will be allocated on a per-semester basis.
  - G. All conference requests for each semester will be heard over a set period of time and then will be evaluated and funded based on their individual merits.
  - H. SGA must request conference funding as part of their annual allocation justification through the SGA Student Activity Fee Oversight Committee.
  - I. Additional Conference Allocations
    - I. Conference overages will only be covered due to external factors out of the control of the organization.
  - J. The following must be completed within five (5) business days after the club attends the conference. If the following are not completed, the club's budget will be frozen (See Section Freezing of Accounts) and could face additional penalties.
    - I. Submitting all receipts from cash advances
    - II. Submitting the conference budget to actual sheet
14. Freezing of Accounts
- A. Definition: A frozen account is an account to which no withdrawals or purchases can be made. Exemptions will be made for pre-existing expenses as to not upset existing relationships with vendors.
  - B. Any account managed by the SNHU Student Government Association can be frozen.
  - C. The following personnel are authorized to freeze and unfreeze any account.
    - I. President
    - II. Vice President of Finance
    - III. Business Analyst
    - IV. Executive Director
    - V. Advisor



- D. The process to freeze an account is as follows:
    - I. To freeze an account, one of the authorized personnel must have just cause to freeze the account.
    - II. The authorized personnel requesting that an account be frozen (the petitioner) will submit a written request to another member of the authorized personnel team and will gather a second supporter of the request.
    - III. Once the request has two supporters, the petitioner will notify the SGA business analyst or interim SGA Business Analyst of the request.
    - IV. The SGA Business analyst will notify the following parties:
      - 1. The list of personnel authorized to freeze/unfreeze any account.
      - 2. The overseeing club/person responsible for the account that the account has been frozen.
      - 3. Any additional necessary Office of Student Involvement employees that the account has been frozen.
  - E. The process to unfreeze an account is as follows:
    - I. Any of the authorized personnel requesting that an account be unfrozen (the resolver) will submit a written request to another member of the authorized personnel team and will gather a second supporter of the request.
    - II. Once the request has two supporters, the petitioner will notify the SGA Business Analyst or interim SGA Business Analyst of the request.
    - III. The SGA Business analyst will notify the following parties:
      - 1. The list of personnel authorized to freeze/unfreeze any account.
      - 2. The overseeing club/person responsible for the account that the account has been unfrozen.
      - 3. Any additional necessary Office of Student Involvement employees that the account has been unfrozen.
  - F. Frozen account appeals:
    - I. The club/person responsible for the account may appeal the decision to freeze the account via written submission to the SGA Executive Director who will distribute the request to the personnel authorized to freeze and unfreeze accounts.
      - 1. It is up to the discretion of the personnel authorized to freeze and unfreeze accounts as to whether to propose that an account be unfrozen.
  - G. When freezing a club account, all funds overseen by that club will be frozen, including:
    - I. General Club Allocation
    - II. Copies Plus Budget
    - III. Liability Account
    - IV. Any Funding Requests with the Budget Finance Committee
15. Off-Campus Trips
- A. All trips must be approved by the Office of Student Involvement prior to any arrangements or reservations being made.
  - B. Decisions on chaperone advising trips will be determined through the Office of Student Involvement.

16. Transportation Fund

- A. The Budget and Finance Committee shall appropriate \$20,000 for the use of student group transportation.
- B. The SGA vehicles or rental vehicles may be made available to clubs and organizations for approved activities.
- C. The vehicles, requests, and transportation fund will be managed by the Office of Student Involvement.

17. Ticket Sales

- A. All clubs must use SNHUTickets.com for all ticket sales.
- B. Within two months of the conclusion of sales, the ticket income will be returned to the club budget.

18. Advertising

- A. All events and programs funded by clubs and organizations must be advertised to the campus community.
- B. All events and programs must be published on 25Live at least five days before the event/program.
- C. All flyers, posters, ads, commercials, and all other forms of advertisements must say “Funded by your Student Activities Fees” on the publication.

19. Clothing

- A. Organizations can spend no more than \$40.00 for each individual article of clothing.
- B. Organizations may purchase clothing to promote a specific campaign, organization or event.
- C. No personalization such as name, electoral board position, or number can be funded by the annual allocation.
- D. For uniform purchases, please refer to Capital Expenses.
- E. Two quotes and design proof should be provided to the Office of Student Involvement for approval prior to purchase.

20. Prizes, Gifts and Honorariums

- A. No more than \$25 per person can be used for end-of-year gifts.
- B. An honorarium may be issued to an individual as a thank you for a service rendered to a club or organization. The cost of the honorarium may not exceed \$50.00.
- C. All gift cards, cash prizes, and giveaway items must be recorded through a Prize Sheet and returned to the SGA Business Analyst.
- D. Any E-Gift Cards that are purchased or awarded to a Student or Department must be sent to an SNHU email address.

21. Donations

- A. Any club or organization that will be receiving donations must complete an SGA Record of Donation Form.
- B. A group cannot use the Student Activity Fee to support any non-SNHU organization through direct cash donations or gifts.
- C. The SGA Business Analyst will receive, record, and issue gift letters/receipts for all donations.

## 22. Fundraising

- A. All clubs and organizations shall be allowed to raise funds.
- B. Clubs and organizations may request the option to conduct a fundraiser by completing the Fundraising Registration Form and submitting it to the Office of Student Involvement.
- C. Student Activity Fee funds cannot be used to raise funds.

## 23. Liability Account

- A. Liability is considered funds collected from an organization that are independent from the SGA Student Activity Fees (i.e. dues, fundraising, donations, merchandise sales, etc.).
- B. Liability account funds are held by the SGA.
- C. These funds may be accessed through the Disbursement Procedures.
- D. Liability account funds may be used for:
  - I. The purchase of clothing, personalized clothing, food, gifts, honorariums, and prizes that exceed the stated limits on items outlined within the B&FC Policies.
  - II. The payment of organizational registrations, dues and fees.
  - III. The donation of money to other registered charitable organizations.
  - IV. Off-campus trips that are not open to the entire student body (trips must still be approved through the Office of Student Involvement).
- E. Funds may not be used for alcohol (the operations of the Last Chapter Pub excluded).
- F. Liability account funds rollover from fiscal year to fiscal year.

## 24. Restrictions on Use of Funds

- A. Student Activity Fee funds cannot be used to purchase the following items:
  - I. Alcoholic beverages (with the exception of the Last Chapter Pub operations).
  - II. Drugs or illegal substances.
  - III. Illicit goods and services.

## 25. Movement of Funds

- A. The overseeing club/person responsible for an account has the right to transfer money from an account they are overseeing to another SGA account through a budget disbursement form combined with a memo.
- B. The Vice President of Finance has the right to request the movement of funds from any account they deem necessary.
- C. The decision must be approved by a majority vote from the Vice President of Finance, SGA President, Executive Director, Business Analyst, and the SGA Advisor.
- D. Upon approval, the SGA Business Analyst will move the funds to and from the approved accounts.

## 26. Student Center Operations

- A. A staff member from the Office Student Involvement will be ultimately responsible for the management of the Student Center Operations account,
- B. The Student Center Operations Account will be responsible for the management of the Student Center auxiliary spaces/programs:
  - I. Club Resource Center
  - II. Concierge Desk

- III. Copies Plus (self-sufficient except for capital purchases)
  - IV. Design Team
  - V. Last Chapter Pub
  - VI. Tech Crew
- C. The Student Center Operations annual budget will be presented by an Office of Student Involvement representative as part of the annual budget cycle to the Student Activity Fee Group. This fund will be used for new purchases, maintenance of the facility and equipment, training and development for students and staff, compensation for services rendered, and special programming in the facility.