

2021-2022

Activity & Service Fee Budget

Jake Greenberg, Student Body Treasurer 20-21

Approved on April 8th, 2021

Amended on May 26th, 2021

Be it enacted by the Student Government Senate of Florida Polytechnic University, that the following entities be allocated Activity and Service (A&S) Fee Funds for Fiscal Year 2021-2022, beginning on July 1, 2021 and ending on June 30, 2022. This budget shall replace all previous versions of this document.

| Line Item | Received | Allocated |
|----------------------------------|----------------------|----------------------|
| Revenue | \$ 285,415.89 | |
| Rollover | \$ 561,957.94 | |
| Student Activities & Services | | \$ 145,100.00 |
| Student Travel | | \$ 29,000.00 |
| Registered Student Organizations | | \$ 105,005.00 |
| Student Government Operation | | \$ 95,700.00 |
| Emergency Funding | | \$ 40,000.00 |
| Total | \$ 847,373.83 | \$ 414,805.00 |

We the undersigned have reviewed the allocations:

| | | |
|-------------------------|-------|--------------|
| Student Body Treasurer: | Date: | |
| _____ | _____ | Approve/Veto |
| Senate President: | Date: | |
| _____ | _____ | Approve/Veto |
| Student Body President: | Date: | |
| _____ | _____ | Approve/Veto |
| University President: | Date: | |
| _____ | _____ | Approve/Veto |

2021-2022 ACTIVITY AND SERVICE FEE BUDGET PROVISIONS
LANGUAGE & SPECIAL INSTRUCTIONS

1. The 2021-2022 A&S Fee Budget does not establish precedent for future levels of funding.
2. It is the stance of the SGA's Audit and Budget Committee that the 'Executive Staffing' line item should not exceed 15% of the total budget allocation.
3. It is the stance of the SGA's Audit and Budget Committee that Activity and Service Fees should not be used as the **primary source** of funding for the Student Union.

BREAKDOWN OF SGA REVENUE

| | |
|---|----------------------|
| Revenue | \$ 285,415.81 |
| Projected A&S Fees Charged | \$ 713,539.52 |
| Projected Fee Waivers | \$ (428,123.71) |
| Rollover | \$ 561,957.94 |
| Beginning Fund Balance 2020-2021 | \$ 477,890.45 |
| <i>Note: [Beginning Fund Balance 2020-2021] includes accounting adjustment of \$611,973.36 due to Foundation pledge write-off. University correction from E&G of \$349,139.39, leads to a reduction in balance of \$262,833.97</i> | |
| Projected Revenue 2020-2021 | \$ 259,067.49 |
| Projected Expenses 2020-2021 | \$ (175,000.00) |
| Total Funds Available | \$ 847,373.75 |

BREAKDOWN OF SGA ACTIVITIES & SERVICES

| | |
|--|----------------------|
| Student Activities & Services | \$ 145,100.00 |
| Campus Activities Board | \$ 100,000.00 |
| Student Development | \$ 18,000.00 |
| NOVA | \$ 7,000.00 |
| CAB Initiatives | \$ 5,000.00 |
| Academic Success Initiatives | \$ 1,500.00 |
| Executive Initiatives | \$ 4,000.00 |
| Senate Initiatives | \$ 2,500.00 |
| Judicial Initiatives | \$ 1,500.00 |
| Finals Week | \$ 3,000.00 |
| Sustainability Initiatives | \$ 2,300.00 |
| Student Media Initiatives | \$ 300.00 |
| Campus Development Initiatives | \$ 0.00 |

BREAKDOWN OF SGA OPERATION

| | |
|-------------------------------------|---------------------|
| Student Government Operation | \$ 95,700.00 |
| Executive Staffing | \$ 45,000.00 |
| SGA Wages | \$ 27,600.00 |
| Contracting | \$ 5,000.00 |
| General Operations | \$ 3,100.00 |
| SGA Golf Cart | \$ 15,000.00 |

BREAKDOWN OF SGA WAGES

| | |
|-----------------------------------|---------------------|
| SGA Wages | \$ 27,600.00 |
| SGA President | \$ 3,250.00 |
| SGA Vice President | \$ 2,250.00 |
| SGA Chief of Staff | \$ 2,250.00 |
| SGA Treasurer | \$ 2,750.00 |
| Senate President | \$ 2,250.00 |
| Senate Pro Tempore | \$ 1,500.00 |
| Senate Leadership (3 @ \$1400) | \$ 4,200.00 |
| Vice-Chair Adjustment (3 @ \$100) | \$ 300.00 |
| Senators (11 @ \$750) | \$ 8,250.00 |
| Chief Justice | \$ 600.00 |

BREAKDOWN OF STUDENT TRAVEL

| | |
|-------------------------------------|---------------------|
| Student Travel | \$ 29,000.00 |
| Student Travel Stipend | \$ 4,000.00 |
| Student Organization Travel Stipend | \$ 25,000.00 |

BREAKDOWN OF REGISTERED STUDENT ORGANIZATIONS

| Registered Student Organizations | \$ 105,005.00 |
|---|----------------------|
| RSO Initiatives | \$ 9,000.00 |
| Purple Fire Robotics | \$ 23,000.00 |
| The Force Institute | \$ 8,800.00 |
| IEEE | \$ 6,300.00 |
| NSBE | \$ 5,825.00 |
| ASTRO | \$ 4,700.00 |
| Programming Club | \$ 4,600.00 |
| Media Club | \$ 4,000.00 |
| ASME | \$ 3,695.00 |
| Rhythm Game Club | \$ 3,200.00 |
| SWE | \$ 3,200.00 |
| Archery Club | \$ 3,080.00 |
| TEA | \$ 3,000.00 |
| Cybersecurity Club | \$ 2,600.00 |
| Nerf-Tech | \$ 2,400.00 |
| LASA | \$ 2,325.00 |
| Swim Club | \$ 2,200.00 |
| BCM | \$ 2,180.00 |
| Diversity Club | \$ 2,000.00 |
| FL Poly Mutants | \$ 2,000.00 |
| Music Association | \$ 1,600.00 |
| Anime Club | \$ 1,500.00 |
| TCGTech | \$ 1,400.00 |
| Phoenix League | \$ 1,350.00 |
| Phoenix Jewish Community | \$ 1,050.00 |

Procedures of the 2021-2022 Activity & Service Fee Budget

1. General

- a. All entities funded by the Student Government Association shall spend money in accordance with state laws and University regulations.
- b. All A&S funded entities shall submit detailed reports of spent funds upon request of the Audit and Budget Committee and at the end of each University Fiscal Year.
- c. The Student Government Association may amend this budget as needed. Any amendment must be approved by a supermajority vote of the Senate. All amendments are subject to Student Body Treasurer vetoes and the University President's veto. If the Student Body Treasurer does not approve or veto the amendment within 15 school days, the amendment shall be considered approved. If the President does not approve or veto the amendment within 15 school days, the amendment shall be considered approved.
- d. The Student Body Treasurer may adjust the value of the Revenue line item of this budget to account for differences between projected revenue and actual revenue. The total value in the Reserves will automatically update to reflect these changes.
- e. The Student Body Treasurer shall have two forms of veto that can be used on Budgets and/or Purchase Requests. The Student Body Treasurer must submit vetoes within ten days of receiving the completed budget/request. Either type of veto is subject to an override by the Senate.
 - i. **Standard veto:** A standard veto may be used by the Student Body Treasurer for whatever reason he/she deems fit.
 - ii. **Priority veto:** A priority veto may only be used when the Student Body Treasurer knows it will put the Student Government Association in an unsound fiscal position. Therefore, a priority veto can only be used to delay a budget or purchase request from taking effect until the unsound fiscal position can be solved.

A priority veto may not be used to cancel a purchase/budget.

If the Student Body Treasurer uses such a veto, he/she must submit a document to the requesting entity explaining *in detail* the unsound position and some background of the situation *within* 48 hours of the veto. The use of the priority veto gives the Student Body Treasurer thirty days to collect further evidence and present that evidence to the requesting entity and the Senate.

If no action is taken by the requesting entity or the Senate by the thirtieth day from the veto, the purchase will be approved.

- iii. The Student Body Treasurer may institute his/her own policies for how all SGA entities should submit Purchase Requests. The Student Body Treasurer may also institute policies regarding documentation and communication methods relating to the finances of the Student Government Association. These policies may be instituted without Senate or Executive Board review. Any student may formally object to the Student Body Treasurer or submit a complaint to the Supreme Court regarding these policies. Any rules or policies created by the Senate will override policies created by the Student Body Treasurer when these policies conflict.
- f. No A&S Fee allocations shall be maintained from fiscal year to fiscal year.

2. Fundraised Money vs. A&S Fees

- a. The Student Government Association is funded by the Activity and Service Fee of Florida Polytechnic University.
- b. Registered Student Organizations and other SGA entities may raise funds in accordance with State Laws and University Regulations.
 - i. Funds raised by SGA entities may be stored in the Official Student Government Association Account through the University via depositing funds. The method for depositing funds shall be determined by the Student Body Treasurer in conjunction with the University.
 - ii. The University or Student Government Association may refuse deposits from any organization for any reason.
 - iii. A statement from the first day of March through the last day of February containing the amount of raised funds will be given to SGA from Finance prior to the signing of the SGA budget. This is an addendum to the SGA budget but not separate line items.
- c. Non-A&S Fee dollars raised by a Registered Student Organization or other SGA entity will neither be absorbed by the SGA at the end of the fiscal year, nor will those dollars be transferred to the Reserves at the end of a fiscal year. No portion of this budget shall be construed to suggest that a Registered Student Organization or other SGA entity that raised funds during one fiscal year would not maintain those funds in the following fiscal year. The only instance in which a Registered Student Organization or other SGA entity would not maintain non-A&S Fee dollars from fiscal year to fiscal year is if they are no longer recognized.

- d. All raised funds in the Student Government Association account must be tracked by appropriate Student Government entities and organizations. All raised funds must be spent in accordance with State Laws, University Regulations, and SGA policies, but not rules that govern A&S Fees.
- e. Registered Student Organizations and Student Government Entities are required to deposit any raised funds to the University per policy created by the SGA Treasurer in conjunction with the University
 - i. If you receive funds from a company or a monetary gift from an individual, the funds may be collected through the University and must be deposited at the Student Business Services Office. Finance will be able to support you in spending these funds through monthly reporting and review. In order to deposit the funds, a deposit ticket will need to be completed and taken to the Student Development office for deposit.
- f. If the organization desires to have a separate bank account from the University, they must first speak with the SGA Treasurer, Finance, and the Director of Student Development before pursuing such an option. Policy will be created by the SGA treasurer in conjunction with the University's SGA/RSO Finance Training Guide.

3. Student Activities and Services

- a. All funds drawn from a specific category must be aligned to the spirit of the category and must be drawn from by the appropriate Student Government entity. Each of these entities shall also be responsible for keeping detailed records of expenditures and submitting annual expenditure reports to the ABC upon request. The following organizations shall be able to draw from the following categories:
 - i. **'Campus Activities Board'** - May be drawn from by the Campus Activities Board. Purchase requests may be vetoed by the Student Body Treasurer. None of the Senate, the Executive Board, or Judicial Branch is required to approve any purchases or allotments within this line item.
 - ii. **'Executive Initiatives'** - May be drawn from by the Executive Board. Purchase Requests must be signed by the Student Body Treasurer, but they are not subject to Student Body Treasurer standard vetoes. Neither the Senate nor the Judicial Branch is required to approve any purchases or allotments within these line items. The Executive Board is required to approve any purchases or allotments within this line item.
 - iii. **'Legislative Initiatives'** - May be drawn from by the Senate. Purchase Requests must be signed by the Student Body Treasurer, but they are not subject to Student Body Treasurer standard vetoes. Neither the Executive Board, nor the Judicial Branch is required to approve any

purchases or allotments within these line items. The Senate is required to approve any purchases or allotments within this line item.

- iv. **'Judicial Initiatives'** - May be drawn from by the Judicial Branch. Purchase Requests must be signed by the Student Body Treasurer, but they are not subject to Student Body Treasurer standard vetoes. Neither the Executive Board, nor the Senate is required to approve any purchases or allotments within these line items. The Judicial Branch is required to approve any purchases or allotments within this line item.
- v. **'Sustainability Initiatives'** - May be drawn from by the Sustainability Committee. Purchase requests may be vetoed by the Student Body Treasurer. None of the Senate, the Executive Board, or Judicial Branch is required to approve any purchases or allotments within this line item.
- vi. **'Academic Success Initiatives'** - May be drawn from by the Audit & Budget Committee or the Executive Board. It is recommended that all Academic Success Initiatives are designed in tandem with the Vice Provost of Academic Affairs. All purchase requests must be signed by the Student Body Treasurer and are subject to any Student Body Treasurer vetoes.
- vii. **'Student Development Initiatives'** - May be drawn from by the Student Body Treasurer and/or the ABC Chair in conjunction with the Director of Student Development. All purchase requests must be signed by the Student Body Treasurer and are subject to any Student Body Treasurer vetoes.
- viii. **'Student Travel Stipend'** - May be drawn from by the Judicial Branch. Purchase Requests must be signed by the Student Body Treasurer and are subject to any Student Body Treasurer vetoes. Neither the Senate, nor the Executive Board is required to review any purchases or allotments within this line item. The Judicial Branch is required to approve any purchases or allotments within this line item. These funds should be allocated to the expenses incurred on students from travelling to conferences or other such academic opportunities. How these funds should be distributed shall be determined by an official policy created by the Judicial Branch.
- ix. **'Student Organization Travel Stipend'** - May be drawn from by the Audit & Budget Committee. Purchase Requests must be signed by the Student Body Treasurer and are subject to any Student Body Treasurer vetoes. Neither the Executive Board, nor the Judicial Branch is required to review any purchases or allotments within this line item. The ABC is required to approve any purchases or allotments within this line item. These funds should be

allocated to Registered Student Organizations for travel related expenses. How these funds should be distributed shall be determined by an official policy created by the ABC.

- x. **'CAB Initiatives'** - May be drawn from by the Campus Activities Board. Proposed initiatives to be funded by this line item may be requested from the Audit & Budget Committee via a budget request form. Budget requests from this line item must be approved by the Audit & Budget Committee by a simple majority vote. All funds approved by the Audit & Budget Committee may be spent only on the initiative for which the funds were requested. Upon the ABC's approval of an initiative, purchases may be made via standard purchasing procedures. Any unspent funds from that initiative will be returned to the CAB Initiatives line item and may be requested for another initiative. Purchase Requests must be signed by the Student Body Treasurer and are subject to any Student Body Treasurer vetoes.
- xi. **'Finals Week'** - May be drawn from by the Senate, the Judicial Branch, or the Executive Board. All purchase requests from this line item must be approved by a simple majority vote of the SGA entity submitting the request. Purchase Requests must be signed by the Student Body Treasurer and are subject to any Student Body Treasurer vetoes.
- xii. **'Student Media Initiatives'** - May be drawn from by the Department of Student Media. All purchase requests must be signed by the Student Body Treasurer and are subject to any Student Body Treasurer vetoes. None of the Senate, the Executive Board, or the Judicial Branch is required to approve any purchases or allotments within this line item.
- xiii. **'Campus Development Initiatives'** - May be drawn from by the Senate. Proposed initiatives must be approved by the Audit & Budget Committee before being reviewed by the Senate. Purchase Requests must be signed by the Student Body Treasurer and are subject to any Student Body Treasurer vetoes.

4. Student Government Operation

- a. All positions funded by the 'SGA Wages' line item will be expected to serve their full term. If a paid officer resigns or is otherwise removed from office during his/her term, the Student Government Association reserves the right to terminate payment for the remainder of his/her term.
- b. All funds drawn from a specific category must be in alignment with the spirit of the category.
 - i. All proposed allotments within the General Operations

line item over \$300 (total budget request) must be passed by the Audit and Budget Committee if originating in the Executive Branch or Judicial Branch. If originating in the Legislative Branch, all budgets must also be passed by the Executive Branch.

- ii. All proposed allotments within the Executive Staffing line item must be approved by a simple majority vote of the Executive Board.
 - 1. Any student paid a stipend from this line item must go through hiring procedures outlined in Title II.
 - 2. Any allotment over \$2,000 must additionally be approved by a simple majority vote of the Senate.
- iii. All proposed allotments within the Contracting line item should refer to Chapter 708 of Title VII. Allotments from this line item are intended to be used for renewal of contracts (e.g. Connex, PhoenixLink, etc.)

5. Registered Student Organizations

- a. All funded Registered Student Organizations are responsible for keeping accurate, thorough records of their funds throughout the fiscal year. All funded Registered Student Organizations are subject to audits by the Audit and Budget Committee.
- b. Any dollars allotted to Registered Student Organizations may not be used to fund travel expenses for students (except for registration fees). Therefore, Registered Student Organization funds may not be spent on gas, airfare, hotel costs, rental vehicles, or other travel related expenses *for students*. The Student Government Association will cover student travel for Registered Student Organizations through the Student Organizations Travel Stipend.
- c. **'RSO Initiatives'** - May be drawn from by the Audit & Budget Committee. The ABC is required to approve any purchases or allotments within this line item. Purchase Requests must be signed by the Student Body Treasurer and are subject to any Student Body Treasurer vetoes. Neither the Executive Board, nor the Judicial Branch is required to review any purchases within this line item. These funds should be allocated to Registered Student Organizations that do not have a budget for the current fiscal year. These funds are also able to be allocated to Registered Student Organizations that have already received a budget through the RSO submitting a secondary budget request form to the ABC. How these funds should be distributed shall be determined by an official policy created jointly between the ABC and the SGA Treasurer.

6. Emergency Funding

- a. The Emergency Funding line item may only be spent by the Senate. A proposal shall be brought to the Senate as an initiative that cannot come from another line item of the SGA Budget. The Senate must pass this budget with a Super Majority vote and is subject to Student Body Treasurer vetoes.

If approved by the Senate, at least one Senator must be deemed the liaison to that Initiative and must sign as the "Organization Treasurer" on purchase requests for that initiative.