



2018-2019 INFORMATION PACKET

Dear 2018-2019 Committee Members,

Welcome to the Finance and Appropriations Committee, affectionately known as FinApp! You are now an official member of the body that is tasked with allocating the student activities fee, which totals over \$1,000,000 per year. As a member of this committee, you have a unique opportunity to make a tangible, positive impact on student life. Broadly, you will spend this year interacting with members of the Georgetown community you otherwise would not have met and learning University funding policies that can help give you an idea of where tuition dollars are being spent. Being a member of FinApp truly challenges you to actively serve your fellow students in one of the most direct ways possible while becoming more connected to the Georgetown community. I guarantee that throughout this process, you will gain a greater appreciation for the vibrant and diverse passions of your peers and will feel a deep sense of pride for the time, care, and effort spent crafting the fiscal year 2020 budget.

This welcome packet serves as an introduction to what FinApp does, the mechanics of the FinApp budgeting process, and will hopefully be a reference for you as the year goes on. My main goals for this year are to allocate the budget appropriately based on circumstances this year as well as creating an institutional framework that increases transparency, specifically by keeping in mind recommendations from last year's committee. I hope to make information regarding the budgeting process readily available and easily accessible to members of the student body so that every student can understand where and how their tuition is being used.

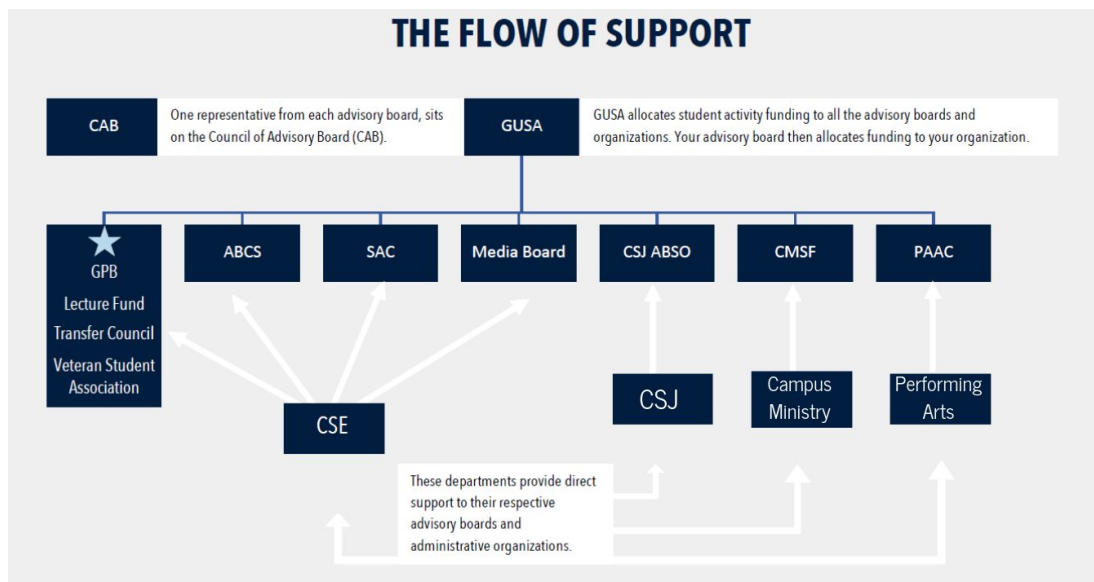
I know that each person on the committee will bring a fresh perspective to the budgeting process, and I encourage you to always ask questions and share your ideas or observations. I look forward to working together to draft the budget for FY20!

Hayley Grande (COL '21), Chair

Abbreviations

Advisory Board for Club Sports	ABCS
Campus Ministry Student Forum	CMSF
Center for Social Justice Advisory Board for Student Organizations	CSJ-ABSO
Performing Arts Advisory Council	PAAC
Student Activities Commission	SAC
Georgetown Program Board	GPB
Council of Advisory Boards	CAB
Georgetown Event Management Services	GEMS
Center for Student Engagement	CSE
Fiscal Year 2020 (July 1, 2019 - June 30, 2020)	FY20
Student Activities Fee	SAF
New Club Development	NCD

General Structure of Club Funding at Georgetown



Graphic from the Fall 2018 Blueprint Manual. Please note that FinApp did not receive a request for funding from the Veteran Student Association for FY19.

[Access to Benefits:](#)

The Access to Benefits policy identifies a set of resources granted by advisory boards, to student organizations, and establishes the [criteria](#) that student organizations must meet in order to be eligible for these benefits. While FinApp only allocates funding to advisory boards that house groups with access to benefits, the committee has no role in determining which groups are eligible for these resources.

Applications for Funding ([Link to FY19 version](#)):

Part A - extended to the Advisory Boards, GPB, Lecture fund, and the GUSA Executive-elect

Part B - extended to Non-Advisory Boards

FinApp General Timeline

Fall Semester:

1. Liaisons assigned, attend advisory board meetings and become familiar with the budgeting processes of their entity.
2. Liaisons present structure and budgeting processes to the full committee.

Spring Semester

1. Application for funding is released. Liaisons meet with the leadership of their entity before they complete the application.
2. Applications for funding due in late January/early February.
3. Members of FinApp hear all applications at Budget Summit in late February/early March.
4. A draft budget is produced within seven days of Budget Summit. Deliberations by FinApp are held within the week; public comment is at the discretion of the chair.
5. The draft budget is made public.
6. Within seven days of the draft budget being public, FinApp holds appeals, where groups may appeal the allocation outlined in the draft budget.
7. Seven days following the budget becoming public, the committee may vote on the final budget, which requires a two-thirds majority vote of the committee to be sent to the full Senate. This occurs in mid-March.
8. The final budget is considered by the full Senate, typically in late March, and must be passed by a two-thirds majority vote of the full Senate.
9. With the GUSA President's approval, the budget goes into effect for FY20!

FY 2019 Summary

Please refer to the [FY19 Budget Report](#) for greater detail

- **ABCS -**
 - Increase from FY18 to FY19 reflects cost of renting field space while the Kehoe Field above Yates undergoes renovation.
 - The university promised completion of renovations by the end of this year. In this case, ABCS should not expect the same level of funding for FY20, as Kehoe should theoretically be ready for student use in the 2019-2020 academic year.
 - Funding increase also reflects efforts to reduce the cost barriers to participation in the form of club dues and registration/travel costs for high-level regional and national competitions.

- **CMSF -**
 - Budget decrease from FY18 to FY19 reflects the loss of a group and restructuring of another, as well as internal budget cuts.
 - Hope to see CMSF continue their excellent record of responsibility, transparency, and fiscal consciousness.
- **CSJ-ABSO -**
 - Increase represents New Clubs and support for the Alternative Breaks Program
 - Concerned about the cost of renting vans through the CSJ versus lower-cost alternatives offered through private companies.
 - Appreciate their efforts to improve their relationship with and oversight of ABP, commend their effective social justice work, and look forward to the progress they make in the future.
- **Media Board -**
 - Increase from FY18 to FY19 reflects the fact that as media organizations transition to online media, operation costs remain high while ad revenues are lower than previously accounted for.
 - Requests that for FY20, the Media Board make an effort to familiarize themselves with all of the contractual obligations of the organizations it oversees, so that they are prepared to present that information to next year's Committee.
 - Ex: printing contracts
 - Appreciates the Media Board's effort to track readership asks that it continue
- **PAAC -**
 - NOTE: PAAC is best understood by reading the full text of last year's budget recommendation, which can be found on [pages 6-7](#). In short:
 - PAAC was allocated \$37,000 last year, and has received half of this allocation.
 - The Committee for FY20 is obligated to review PAAC's efforts to address two main concerns articulated by last year's committee:
 1. A lack of budgeting and expenditure transparency or oversight by the student representatives on PAAC
 2. A lack of student empowerment on the Council.
 - Last year's committee recommended that these concerns are best addressed if PAAC makes a good faith effort towards the following goals:
 1. Student involvement in every allocation decision.
 2. Increased meetings of PAAC, all of which shall be formally considered 'open to the public.'
 3. Student representatives on the Council be directly involved in the formation, review, and approval of the budgets of their coverage groups.
 4. All leadership positions on the Council be held by students.
 5. The creation of comprehensive budgeting guidelines.
 - This year's committee should not attempt to dictate to PAAC specifically how to manifest these goals, as that lies outside of the committee's purview
- **SAC -**
 - Increase due to new travel funding policy for events outside the beltway and sustained commitment to covering 100% of GUPD and space costs using ad-hoc groups

- Extremely objective and efficient funding protocols
- Serves the most student groups of any advisory board and frequently accepts new clubs through the NCD process
- **Lecture Fund -**
 - Increase in funding from FY18 due to planned expansion of co-sponsored events for the coming year, given excess demand for funding from non-Lecture Fund groups in FY18
 - Anticipates continued fiscal responsibility and success in Lecture Fund in the coming year
- **GPB -**
 - Increase due to GPB's new responsibility for Georgetown Day and plans to make significant increases in the quality of their Spring Concert
 - Loss of funding from other sources such as the HFSC
 - Optimistic about new program chair structure
- **CAB -**
 - Did not apply for funding
- **GUSA (Executive)**
 - NOTE: Due to the timing of the executive elections and the application due date, all executive candidates complete the Part A applications, but only the newly elected executive presents at Budget Summit.
 - Decrease targeted at GUSA fund, although the executive makes internal budgeting decisions
 - Looking to see GUSA Fund to reform their allocation process to increase accountability of their process - they lacked basic record keeping and detailed justifications for funding requests.
 - Example, so they are not a simple alternative to SAC's stringent and responsible budgeting and ad-hoc allocations
- **Outdoor Education (Part B) -**
 - Increase to fund gear replacement for Outdoor Education trips, and subsidize training for student guides on the trips.
- **CSJ - Department (Part B) -**
 - No allocation; already supporting students in programs with similar objectives through other allocations
 - Prioritized funding of student-led programs that serve students, and therefore felt that funding a request from a University Department was in conflict with this principle.
- **Transfer Council (Part B) -**
 - Funded in full to support increasing cost of Admitted Transfer Students Day because of the growing transfer student population on campus
 - Council keeps meticulous records and are very transparent
 - Assisting the Transfer Council with a securing a consistent source of funding in future years

Official GUSA Bylaws of the Finance and Appropriations Committee

Section 8 is copied below, see [here](#) for the complete GUSA bylaws.

Emphasis has been added to sections of immediate importance.

8. Finance and Appropriations

8.01 The Finance and Appropriations Committee (hereafter in Section 8 referred to as “Committee”) shall be the only Committee that may produce bills to allocate funding from either the GUSA Student Association operating budget or Student Activities Fee (SAF) account(s).

8.02 Composition and Rules of the Committee:

- a) One Chair, elected as outlined in Section 2.10.
 - i) The Chair shall be ineligible to actively participate in any GUSA Executive campaign.
 - ii) The Chair shall be ineligible to serve as a Liaison or Adjunct.
 - iii) During any in-committee vote the Chair shall only vote in the event of a tie.
- b) Nine Liaisons who shall be elected by single transferable vote of the full Senate.
 - i) Duties
 - 1) **Regularly attend meetings of their coverage entity, as assigned by the Chair:**
 - (a) Any and all advisory boards to the Vice President of Student Affairs, as reviewed and submitted by a University representative of that office:
 - (i) Advisory Board for Club Sports
 - (ii) Campus Ministry Student Forum
 - (iii) Center for Social Justice Advisory Board for Student Organizations
 - (iv) Council of Advisory Boards
 - (v) Media Board
 - (vi) Student Activities Commission
 - (vii) Performing Arts Advisory Council
 - (b) Georgetown Program Board
 - (c) Other groups which receive significant portions of the SAF or are deemed to warrant special attention by the Vice President of Student Affairs, as reviewed and submitted by a University representative of that office:
 - (i) Lecture Fund
 - 2) **Conduct semesterly reviews of their coverage entities budgets and/or relevant activities and how they have been spending the Student Activities Fee.**
 - 3) **Meet at least twice with the leadership of their coverage entity.**

- (a) No more than three weeks following their appointment to the Committee to discuss the structure and history of the board to which they have been decided,
 - (b) No less than four weeks prior to the Budget Summit, to discuss the budget application process, expected funding needs, and any other relevant concerns.
- 4) Conduct a summit to which the treasurers, or equivalent position, of the subordinate groups to the coverage entity shall be invited, if deemed necessary. This summit will be intended to discuss the expenditures of each group, concerns pertaining to the funding process, and to encourage collaboration regarding best practices between groups.
- 5) Attend no less than two events hosted by your coverage entity, or hosted by a subordinate group to the coverage entity.
- c) Three Adjunct Committee members who shall be elected by single transferable vote of the full Senate
 - i) Duties
 - 1) **Liaising with entities not specifically covered by a Committee Liaison** and
 - 2) Assisting Committee Liaisons with an advisory board Treasurer Summits at the request of the Committee Chair.
 - 3) Adjuncts shall be assigned to secondary coverage of Advisory Boards that are too time intensive for one Liaison to effectively cover, in the opinion of the Chair and with the advice of the University advisor to GUSA. They shall coordinate coverage with the Liaison at their discretion.
 - 4) **One Adjunct shall be assigned to cover GUSA Fund as a non-voting member.**
 - ii) Adjunct Committee members shall have full voting rights in Committee.
- d) The Vice-Chair shall be elected immediately following the election of the Committee Chair by simple majority of the full Senate upon the seating of the Fall Class, pursuant Section 2.10.
 - i) The Vice-Chair is responsible for accurate record keeping and timely publication of all matters relating to the Committee's work as well as serving as Acting-Chair in the Chair's absence.
 - ii) The Vice-Chair shall be ineligible to actively participate in any GUSA Executive campaign.
 - iii) The Vice-Chair shall serve as the GUSA Treasurer as outlined in 8.08.
- e) No more than four Senators shall serve concurrently as policy team leadership.
 - i) Preference for serving as a Committee member and as policy team leadership is given to Adjunct members.
- f) Any Senator elected to serve on the Finance and Appropriations Committee shall be required to attend a comprehensive informational session on the funding process, conducted by the Director of the Center for Student

Engagement Programs or their designee. No Committee member may vote on an advisory board budget bill before the completion of this training session.

8.03 Budget Summit

- a) **The Finance and Appropriations Committee shall convene an annual Budget Summit where the proposed budgets of the entities which have been assigned a Committee Liaison and the incoming GUSA Executive shall be considered following their presentation to the Committee.**
- b) Prior to submitting an application to the Budget summit, all entities will be required to review their request in a meeting with their University advisor, the senior-most leader of the entity, and a member of the Committee.
 - i) Groups enumerated in Section 8.02 (b)(i)(1) shall have their Liaison as the Committee representative; all other entities will have a member as appointed by the Chair.
- c) Each proposal must include, but is not limited to:
 - i) A detailed budget for the coming year.
 - ii) Past expenditures and financial information.
 - iii) Any other information the Committee so deems necessary.
- d) Timing of Budget Summit
 - i) No later than twenty-one days following the election of the incoming GUSA Executive nor before the official beginning of that year's Executive election campaign period.
 - ii) Should an entity be unable to present at the Budget Summit, the Budget Summit may be extended over multiple dates, times and locations, at the discretion of the majority of the Finance and Appropriations Committee.
- e) No official deliberations shall be conducted until the final presentation is heard by the Finance and Appropriations Committee.
- f) Entities not assigned a Committee Liaison may also submit budgetary requests; their inclusion in Budget Summit will be approved by majority vote of the Committee.
- g) All committee members must be present throughout the Budget Summit and any votes on the budget.

8.04 Drafting the Student Activities Budget

- a) **A draft of the Student Activities Budget, as approved by the chair shall, be produced and made available no later than seven calendar days, University holidays excepted, following the presentation of the last budget proposal.**
- b) **The draft of the Student Activities Budget may not have a final vote in the Committee to be sent to the full Senate until at least seven calendar days, University holidays excepted, have elapsed following being made publically available.**

- c) Within seven calendar days, University holidays excepted, of the completion of the draft budget by the Finance and Appropriations Committee, that Committee shall convene a public meeting with the express stated purpose of hearing appeals from any concerned person, group, or organization that had submitted a budget application.
- d) During the period between the completion of the draft budget and the public appeals meeting, the opportunity shall be given to the senior-most leader of the entities assigned a Committee Liaison to convene in a meeting jointly overseen by the Chair of the Committee and a representative from amongst themselves to develop a joint opinion on the draft budget proposal. Such an opinion shall only be considered in the case of a consensus being reached by the aforementioned parties.
- e) Upon the expiration of the seven days outlined in 8.04 (b), the Committee shall hold a vote to send a final draft Student Activities Budget to the full Senate with a two-thirds majority vote of the entire Committee.
- f) Should the Committee fail to pass a draft budget with the required two-thirds majority, the budget will revert to the previous fiscal year and be presented by the Chair to the full Senate as outlined in Section 8.05(b).
- g) All committee members must be present throughout the appeals process and any votes on the budget.

8.05 Approving the Student Activities Budget

- a) Upon consideration of the budget by the full Senate, the Speaker shall be directed to allow for a period of public comment at the commencement of the session during which the budget will be considered, such that any concerned entity may make its case to the full Senate before any vote on the budget takes place.
- b) The Chair of the Committee shall give a brief presentation on the Student Activities Budget draft prior to its formal introduction to the floor.
- c) Any Senator may move to amend an allocation of the Student Activities Fee provided such an amendment has a sufficient second consisting of the majority of Senators present.
 - i) Passage of an amendment requires two-thirds support of the Senators present.
- d) The final Student Activities Budget requires a two-thirds majority of the full Senate to pass.
- e) The GUSA President may approve or veto the final Student Activities Budget upon passing the Senate.
- f) If the GUSA President exercises their veto or fails to gain the two-thirds majority vote, the Student Activities Budget Draft will be returned to the Committee for emendation.
 - i) The new draft shall leave the Committee with two-thirds majority support of the Committee and begin again the requirements of Section 8.05.

- g) If the Student Activities Budget cannot be passed and approved, the budget will revert to the previous fiscal year.

8.06 Extraordinary Allocations of the Student Activities Fee

- a) Any allocation of the Student Activities Fee, including and beyond the Student Activities Budget, must be presented to the full Senate before it votes.
 - i) The presentation should include but is not limited to a detailed description of all allocations.

8.07 The GUSA Budget and Associated Accounts

- a) **The total allocation for the GUSA Annual Budget may not exceed fifteen percent of the total allocation of Student Activities Fee money at the Spring Budget Summit.**
- b) The incoming GUSA Executive is required to submit the Official GUSA Budget at the annual Budget Summit, including but not limited to, the Executive's projected funding needs for initiatives, events, and projects.
- c) The Committee will use the Executive's proposed budget to determine how much money to allocate to GUSA.
 - i) The funds shall be allocated directly to the General Account.
 - ii) Upon approval of the SAF Budget, the Speaker and President shall have the authority to split up to 25% of the General Account funds amongst themselves; at minimum 75% of the Budget Summit allocation should be held in the General Account.
 - 1) The funds for the Executive shall be placed in the Executive Discretionary Account and the funds for the Senate shall be placed in the Senate Discretionary Account (colloquially known as the Sunny Day Fund).
 - 2) The Speaker and President shall present the amount and justification for their allocation decision to the full Senate.
 - iii) The GUSA Fund shall be considered earmarked funds in the General Account.
- d) The Official GUSA Budget is split into four GUSA accounts:
 - i) Executive Discretionary Account
 - 1) For miscellaneous, minor expenses of the Executive.
 - 2) Only the GUSA President has the authority to allocate funds from this account.
 - 3) The size of the Executive Discretionary Budget is determined in a joint meeting of the President and the Speaker following the passing of the SAF Budget.

- 4) Any changes to the Executive Discretionary Account should be reported to the GUSA Treasurer within 24 hours of said change.
- ii) General Account
 - 1) The main operating account for GUSA and holds funds to be used by both the Executive and Senate for initiatives, events, projects and other needs throughout the year.
 - 2) Only the Senate has the authority to allocate funds from this account with a majority vote in the affirmative and the signature of the GUSA President.
 - (a) All allocations from this account must follow standard legislative processes. The Senate may use this account for its miscellaneous, minor discretionary needs.
 - 3) The size of the GUSA General Account is determined at the annual Budget Summit.
- iii) Reserve Account
 - 1) The Reserve Account holds surplus money from previous years.
 - 2) Only the Senate has the authority to allocate funds from this account with a majority vote.
- iv) The Senate Discretionary Account
 - 1) For miscellaneous, minor expenses of the Senate.
 - 2) For expenditure of \$100 or less, the Ways and Means Committee shall have full funding discretion with a simple majority approval.
 - 3) For expenses exceeding \$100, the Committee must hear the request and produce a motion to be approved by a simple majority of the Senate.
 - (a) If a quorum cannot be maintained with a good-faith effort, the Ways and Means Committee may approve with a simple majority.
 - 4) The size of the Senate Discretionary Account is determined in a joint meeting of the President and the Speaker following the passing of the SAF Budget.
- e) Additional accounts for specific initiatives may be created only with a majority vote of the Senate or during the Budget Summit.
 - i) Any additional accounts that are created shall be considered earmarked General Account funds as applies to the 75% minimum outlined in 8.07(c)(ii).
- f) The Chair of the GUSA Fund shall provide the Chair of the Committee a weekly appropriations report. If the Chair of the Committee finds reasonable objection to any GUSA Fund appropriations larger than \$500, they may request a temporary stay on the allocation of funds no later than 24 hours after receiving the report. If a stay is requested, the Chair of the Committee, the Chair of the GUSA Fund, and any additional members of either group as needed, will convene at the earliest convenient time to

discuss the objectionable appropriation and come to a reasonable joint decision to resolve the matter.

- g) Student Activities Fee money may only be used by the GUSA Senate or Executive for official business that directly affects public GUSA activities.

8.08 GUSA Treasurer

- a) The Transition Finance and Appropriations Liaison shall serve as the Acting GUSA Treasurer upon their election by the Spring Class.
- b) The Acting GUSA Treasurer shall maintain their title and duties until such time as the Vice-Chair of the Committee is elected following the swearing in of the Fall Class, pursuant Section 2.10.
- c) The Vice-Chair of the Committee shall maintain the GUSA Accounts and ensure that all bylaws within Section 8.07 are enforced.
- d) As the GUSA Treasurer the Vice-Chair of the Committee is responsible for maintaining all records and filing all University paperwork as needed.
- e) As the GUSA Treasurer the Vice-Chair of the Committee must, at a minimum, have a standing bi-weekly meeting with the University advisor to GUSA.
- f) The GUSA Executive shall inform the GUSA Treasurer of any activity within their Discretionary account. The Treasurer shall update the account standing but may not deny any activity as outlined in 8.07 d) i).
- g) In the absence of the Vice-Chair of the Committee, the Chair of the Committee shall serve as Acting GUSA Treasurer, pursuant to the limits of 8.08 b).