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Introduction to the Treasury

By the decision of the Board of Trustees of Tufts University, the Tufts Community Union (TCU) Senate has been entrusted with complete responsibility for the allocation, management, and distribution of the Student Activities Fee. This fee is comprised of the money collected by the University from each student and exists for the express purpose of funding student activities. Each year, the TCU Senate Treasury works with the Board of Trustees to determine the amount that will appear on each undergraduate’s Bursar’s bill. The Student Activities Fee for the 2013-2014 Academic Year is $298.00 per undergraduate student.

The TCU Treasury, with the assistance of the Allocations Board (ALBO), reallocates the Student Activities Fees to over 180 organizations that have chosen to apply for funding after having been recognized by the Tufts Community Union Judiciary (TCUJ). The TCU Treasury also monitors the budgets of these organizations and ensures that all transactions conform to Tufts University accounting and auditing standards in order that the TCU remains fiscally sound. ALBO works with all TCU-recognized student organizations to ensure that each group receives the funding it needs to operate and to maintain fair and responsible spending practices. To facilitate this process, each organization is placed in a council according to its purpose, and each council is chaired by a member of ALBO. In the Spring Semester, all TCU-recognized student organizations are entitled to submit a budget to the Treasury for the upcoming fiscal year. The Allocations Board then reviews every proposal and works with organizations to agree upon a final budget. For every request, the Allocations Board takes need, previous expenses, and available resources into consideration to determine the appropriate level of funding.

The TCU Treasury strives to set an example of equal and consistent application of just procedures and processes that the Tufts Community Union can respect and follow. Those procedures and processes are contained within this manual. They exist to enable all student organizations equal access to the resources they need to develop and produce quality programming and enhance student life here at Tufts.

Who’s who in the TCU Treasury?

*Fiscal Year 2013*

**TCU Treasury Officers**

TCU Treasurer: Adam Kochman

TCU Associate Treasurer: Solanna Davis

TCU Assistant Treasurer: *TBA*

**Campus Life Financial Office (CLFO) Staff**

Business Manager: Annie Wong

Budget & Fiscal Administrator: Monica Pontes

Job Descriptions

**TCU Treasurer**

The TCU Treasurer is empowered by the TCU Constitution to “be primarily responsible for all financial transactions of recognized organizations funded by the Student Activities Fee.” The Treasurer is authorized to approve all Treasury forms and University forms pertaining to TCU groups and accept all deposits. The Treasurer is the only member of the Treasury who is authorized to use the TCU Treasury credit card. The Treasurer is a member of the Executive Board of the TCU Senate as well as the chair of the Allocations Board. The Treasurer is responsible for all disciplinary matters concerning the Treasury. The Treasurer will hold at least five office hours per week, during which he/she can answer questions concerning the TCU Treasury and can assist in completing Treasury paperwork.

**TCU Associate Treasurer**

The Associate Treasurer is empowered by the TCU Constitution to “assist the Treasurer in performing his/her duties”. With the exceptions of the Signatory Authorization Form and the TCU Credit Card Application, the Associate Treasurer is authorized to approve all Treasury forms and accept all deposits. The Associate Treasurer serves on both the Executive Board of the TCU Senate and is a council chair on the Allocations Board. The Associate Treasurer will hold at least four office hours per week, during which he/she can answer questions concerning the TCU Treasury and can assist in completing Treasury paperwork.

**TCU Assistant Treasurer**

The Assistant Treasurer will assist the Treasurer and the Associate Treasurer in performing their duties. Except for the Signatory Authorization Form and the TCU Credit Card Application, the Assistant Treasurer is authorized to approve all Treasury forms and accept all deposits. The Assistant Treasurer is a council chair on the Allocations Board. The Assistant Treasurer will hold at least three office hours per week, during which he/she can answer questions concerning the TCU Treasury and can assist in completing Treasury paperwork.

**Allocations Board Council Chairs (Voting Members of the TCU Senate)**

Allocations Board Council Chairs serve on the Allocations Board and are responsible for finalizing budgets for all TCU-funded organizations in their council. They may be consulted regarding New Group Funding requests, Buffer Funding requests, or the writing of budgets. Council Chairs are not authorized to approve any Treasury forms or accept deposits. Council Chairs are encouraged to attend the meetings of the organizations in their council to be better able to assist signatories in the writing of their budgets.

**Business Manager (Non-Voting Employees of Tufts)**

The Business Manager is a staff member in the Campus Life Financial Office (CLFO). He/she is responsible for managing the financial aspects of student organizations. The Business Manager monitors cash flow and reviews the financial reports for accuracy. The Business Manager provides fiscal training for student staff and also manages the financial reporting and recordkeeping systems. In addition, the Business Manager develops financial models to assess and optimize financial operations for student programming activities and events.

**Budget and Fiscal Administrator (Non-Voting Employees of Tufts)**

The Budget and Fiscal Administrator is a staff member in the Campus Life Financial Office who is responsible for facilitating the day-to-day workings of the TCU Treasury. The Budget and Fiscal Administrator is responsible for maintaining records of all TCU transactions and printing checks. The Budget and Fiscal Administrator is also able to answer questions regarding forms, organizational accounts, and other issues that pertain to the TCU Treasury. In addition, the Budget and Fiscal Administrator makes available monthly financial reports for all TCU-funded organizations to allow them to reconcile their financial records with the Treasury’s records.

**To contact TCU Treasury Officers:**

Phone: (617)-627-3628

E-Mail: TCUTreasury@Tufts.edu

Office: Mayer Campus Center 216

**To contact Campus Life Financial Office Staff:**

Business Manager, *Annie Wong*

Phone: (617) 627-4112

Fax: (617) 627-5366

E-Mail: Annie.Wong@Tufts.edu

Office: Mayer Campus Center 213

Budget & Fiscal Administrator, *Monica Pontes*

Phone: (617) 627-3873

E-Mail: Monica.Pontes@Tufts.edu

Office: Mayer Campus Center 213Who Can Do What?

The members of the TCU Treasury are available to help all signatories and members of the TCU with the financial matters of TCU-recognized groups. While they can be reached by the Treasury e-mail address or Treasury telephone, the Treasurer, Associate Treasurer, and Assistant Treasurer all hold office hours multiple times a week where they are available as a resource to groups funded by the TCU. All students are welcome to come to office hours to ask questions or to fill out and deposit paperwork. However, different officers have different responsibilities, so here is a checklist to help you determine whether you need to attend a specific officer’s office hours to fulfill your needs.

| Form/Task | Treasurer | Associate Treasurer | Assistant Treasurer |
| --- | --- | --- | --- |
| Approve General Reimbursement Form |  |  |  |
| Approve Independent Contractor Form |  |  |  |
| Approve IDR’s |  |  |  |
| Approve ETE’s |  |  |  |
| Approve Gnomon Copy Form |  |  |  |
| Approve Tufts Daily Requisition Form |  |  |  |
| Approve Inter-TCU Transfer Form |  |  |  |
| Approve Deposit Form and Accept Deposit |  |  |  |
| Accept Buffer Funding Requests |  |  |  |
| Accept New Group Funding Requests |  |  |  |
| Approve Signatory Authorization Form |  |  |  |
| Approve Application for TCU Credit Card |  |  |  |
| Approve Request to Disburse Charitable Funds |  |  |  |
| Accept Surplus Grant Application |  |  |  |
| Approve Rollover Application Form |  |  |  |
| Use TCU Credit Card |  |  |  |
| Sign Event or Service Contracts |  |  |  |

Helpful Treasury Acronyms

A/V Audio / Visual

Account # Account Number (The number that identifies the type of expense.)

ALBO Allocations Board

CLFO Campus Life Financial Office

DeptID Department ID (The number that identifies the student group / department.)

ECOM Elections Commission

ETE Expense Transfer Forms

FY Fiscal Year

IDR Inter-Departmental Requisition

OCL Office for Campus Life

TCU Tufts Community Union

TCUJ Tufts Community Union Judiciary

TPM Treasury Procedures Manual

TCU-Funded Organizations

*As of September 2013*

Council I (Cultural)

|  |  |  |
| --- | --- | --- |
| A901101 |  | American Sign Language |
| A901102 |  | Arab Student Association |
| A901103 |  | Asian American Union |
| A901104 |  | Armenian Club |
| A901105 |  | German Club |
| A901106 |  | Asian American Alliance (AAA) |
| A901107 |  | Brasil Club |
| A901108 |  | Association of Latin American Students (ALAS) |
| A901109 |  | Pulse |
| A901110 |  | Cape Verdean Students Association (CVSA) |
| A901112 |  | Caribbean Club |
| A901113 |  | HAPA |
| A901114 |  | Chinese Students Association (CSA) |
| A901116 |  | Filipino Cultural Society |
| A901120 |  | Hawaii Club |
| A901122 |  | Hellenic Society |
| A901124 |  | Hong Kong Students Association |
| A901125 |  | African Students Organization (ASO) - Black Out, Envy |
| A901126 |  | International Club (I-Club) |
| A901128 |  | Italian Club |
| A901130 |  | Japanese Culture Club |
| A901132 |  | Korean Students Association (KSA) |
| A901136 |  | Multi-racial Organization of Students at Tufts |
| A901137 |  | Persian Students Association |
| A901138 |  | Pan African Alliance (PAA) |
| A901139 |  | Emerging Black Leaders Symposium |
| A901140 |  | Queer Straight Alliance (QSA) |
| A901142 |  | Russian Circle |
| A901143 |  | Singaporean Students Association |
| A901146 |  | Taiwanese Association of Students at Tufts (TAST) |
| A901148 |  | Thai Club |
| A901150 |  | Tufts Association of South Asians (TASA) - Bhangra, Tamasha |
| A901152 |  | Vietnamese Students Club (VSC) |

Council II (Social Programming):

|  |  |  |
| --- | --- | --- |
| A901202 |  | Apple Jam |
| A901204 |  | Inter-Greek Council (IGC) - Order of Omega |
| A901206 |  | Midnight Café |
| A901208 |  | Off-Hill Council |
| A901210 |  | Concert Board |
| A901212 |  | Entertainment Board |
| A901214 |  | Programming Board |
| A901216 |  | Film Series |
| A901218 |  | Freshman Class Council |
| A901220 |  | Junior Class Council |
| A901222 |  | Lecture Series |
| A901224 |  | Senior Class Council |
| A901226 |  | Sophomore Class Council |
| A901228 |  | Tufts University Spirit Coalition (TUSC) |
| A901230 |  | Returning Students Organization |

Council III (Media):

|  |  |  |
| --- | --- | --- |
| A901301 |  | Undergraduate Research Journal |
| A901302 |  | Hemispheres |
| A901304 |  | Discourse Journal |
| A901306 |  | Media Advocacy Board (MAB) |
| A901307 |  | Melisa Music Magazine |
| A901308 |  | Observer |
| A901309 |  | Infusion Magazine |
| A901310 |  | ONYX |
| A901314 |  | Outbreath |
| A901316 |  | Primary Source |
| A901317 |  | Public Journal |

Council IV (Religious):

|  |  |  |
| --- | --- | --- |
| A901401 |  | Conversation,Action,Faith and Education (CAFÉ) |
| A901402 |  | Tufts University Unitarian Universalists |
| A901403 |  | Buddhist Sangha |
| A901404 |  | Catholic Community at Tufts |
| A901405 |  | Chabad |
| A901406 |  | Hillel |
| A901407 |  | Hindu Students Council |
| A901408 |  | Muslim Students Association |
| A901409 |  | Bhakti Yoga Club |
| A901410 |  | Freethought Society |
| A901411 |  | Campus Hope |
| A901412 |  | Protestant Student Fellowship |
| A901414 |  | Christian Fellowship |
| A901415 |  | Orthodox Christian Fellowship |
| A901416 |  | Interfaith Social Action |

Council V (Performance & Arts):

|  |  |  |
| --- | --- | --- |
| A901501 |  | Anchord |
| A901502 |  | Amalgamates |
| A901503 |  | Belly Dance |
| A901504 |  | Bare Bodkin |
| A901505 |  | BEATS |
| A901506 |  | Tufts Burlesque Troupe |
| A901507 |  | Stand-Up Comedy Collective |
| A901508 |  | Cheap Sox |
| A901509 |  | Tap Ensemble |
| A901510 |  | Chorale (Concert Choir) |
| A901511 |  | Jumbo Jugglers |
| A901512 |  | Crafts Center |
| A901513 |  | Tufts Irish Dance Team |
| A901514 |  | Essence |
| A901515 |  | Blackout |
| A901516 |  | La Salsa |
| A901518 |  | Hype |
| A901520 |  | Pep Band |
| A901521 |  | Major Undecided |
| A901522 |  | Sarabande |
| A901524 |  | S-Factor |
| A901526 |  | Spirit of Color (SoC) |
| A901528 |  | sQ! |
| A901530 |  | Symphony Orchestra (TSO) |
| A901532 |  | Torn Ticket II |
| A901534 |  | Tufts Dance Collective (TDC) |
| A901536 |  | TURBO |
| A901538 |  | Wind Ensemble |

Council VI (Community Service & Miscellaneous):

|  |  |  |
| --- | --- | --- |
| A901602 |  | Tufts Ballroom Society |
| A901603 |  | Debate Society |
| A901604 |  | Ears for Peers |
| A901605 |  | Tufts Energy Forum |
| A901606 |  | Leonard Carmichael Society (LCS) - Sub of LCS: Animal Aid, All Stars, Best Buddies, Blood Drive, Cancer Outreach, CHILD, Elderly Outreach, ESL, Habitat for Humanity, Halloween on the Hill, Hunger Project, Kids' Day, Kids to College, Peace Games, Peer Health Exchange, Shelters, Social Justice Arts Initiative, Special Friends, Special Olympics, Traveling Treasure Trunk, Tutoring, Big Brother Big sisters |
| A901607 |  | Tufts Mock Trial |
| A901608 |  | Tufts Automobile Enthusiasts |
| A901609 |  | Knitting Club |
| A901610 |  | Monty Python Society |
| A901611 |  | Quiz Bowl |
| A901612 |  | No Homers Club |
| A901613 |  | China Care |
| A901614 |  | Shotokan Karate Club |
| A901615 |  | Tufts Men's Activist Coalition (TMAC) |
| A901616 |  | Origami Club |
| A901617 |  | Tufts Soo Bahk Do |
| A901618 |  | Beyond the Light |
| A901619 |  | Tufts Aikido Club |
| A901620 |  | Strategic Gaming Society |
| A901621 |  | Tufts Timmy Global Health |
| A901622 |  | Tufts University Presents Archaeology & Classics (TUPAC) |
| A901623 |  | Tufts Relay for Life |
| A901624 |  | SAFER (Students Active For Ending Rape) |
| A901625 |  | Red Watch Band |
| A901626 |  | ACM |
| A901627 |  | Baseball Analysis at Tufts |
| A901628 |  | Jumbo Poets Society |
| A901629 |  | LIFT |
| A901630 |  | Boxing Club |
| A901631 |  | Transfer Student Alliance |
| A901632 |  | Tufts Culinary Society |
| A901633 |  | Robotics Club |
| A901634 |  | Tufts Model United Nations |
| A901635 |  | Health Horizons International |
| A901636 |  | P. A. C. T. |
| A901637 |  | Strong Women Strong Girls (SWSG) |
| A901638 |  | Active Minds |
| A901639 |  | Let's Get Ready |
| A901640 |  | Tufts Tae Kwon Do Club |
| A901641 |  | Chess Club |
| A901642 |  | Harry Potter Society |
| A901643 |  | Tufts Bikes |
| A901644 |  | Anime Brigade |
| A901645 |  | Balance Your Life |
| A901646 |  | Spark the Truth |
| A901647 |  | Global China Connection |
| A901648 |  | Tufts Hybrid Racing |
| A901649 |  | Tufts Quidditch |
| A901650 |  | Tufts Teach-in-Cores |
| A901651 |  | Global Health Network |
| A901652 |  | One World |
| A901653 |  | Love 146 |
| A901654 |  | Magic The Gathering |
| A901655 |  | Thirst Project |

Council VII (Pre-Professional & Academic):

|  |  |  |
| --- | --- | --- |
| A901701 |  | Art History Society |
| A901702 |  | American Chemical Society |
| A901703 |  | Architectural Society |
| A901704 |  | American Institute of Chemical Engineers (AICHE) |
| A901705 |  | AIESEC |
| A901706 |  | American Society of Civil Engineers (ASCE) |
| A901707 |  | Imaginet |
| A901708 |  | American Society of Mechanical Engineers (ASME) |
| A901709 |  | Education Society |
| A901710 |  | Anthropology Collective |
| A901711 |  | Sharewood Project |
| A901712 |  | Biomedical Engineering Society (BMES) |
| A901713 |  | 85 Broads at Tufts |
| A901714 |  | Tufts Economics Society |
| A901715 |  | Engineers Without Borders |
| A901716 |  | Tufts Human Factors and Ergonomics Society (THFES) |
| A901717 |  | HIV/AIDS Collaborative |
| A901718 |  | Institute of Electrical and Electrics Engineers (IEEE) |
| A901719 |  | International Society for Pharmaceutical Engineering |
| A901720 |  | Tufts Financial Group |
| A901721 |  | NSBE (National Society of Black Engineers) |
| A901722 |  | History Society |
| A901723 |  | Globe Med |
| A901724 |  | Math Club |
| A901725 |  | Geological Society |
| A901726 |  | Urban Policy and Planning |
| A901727 |  | TUP3 |
| A901734 |  | Pre-Legal Society - Common Law |
| A901736 |  | Pre-Medical Society |
| A901738 |  | Pre-Veterinary Society |
| A901739 |  | Pre-Dental Society |
| A901742 |  | Public Health at Tufts (PHAT) |
| A901743 |  | Student Society for Stem Cell Research |
| A901744 |  | Society of Women Engineers (SWE) |
| A901746 |  | Young Entrepreneurs at Tufts (YET) |
| A901748 |  | Women in Computer Science |

Council VIII (Political):

|  |  |  |
| --- | --- | --- |
| A901801 |  | No Labels |
| A901802 |  | Alliances Linking Leaders in Education and the Services (ALLIES) |
| A901803 |  | Roosevelt Institute |
| A901804 |  | Students at Tufts Acting for Immigrant Right (STAIR) |
| A901805 |  | Students for Justice in Palestine |
| A901806 |  | Amnesty International |
| A901807 |  | STAND |
| A901808 |  | Jumbos4Life |
| A901809 |  | Jumbo Janitor Alliance |
| A901810 |  | Tufts Democrats |
| A901811 |  | Students for Sensible Drug Policy |
| A901812 |  | Sustainability Collective |
| A901813 |  | European Club |
| A901814 |  | Friends of Israel |
| A901815 |  | Minority Association of Pre-Health Students (MAPS) |
| A901816 |  | Tufts Republicans |
| A901817 |  | NIMEP (New Initiative for Middle East Peace) |
| A901818 |  | Hip Hop for Social Change |
| A901819 |  | Women in Media |
| A901821 |  | J street U |
| A901826 |  | Tufts Feminist Alliance |
| A901831 |  | VOX: Voices for Choice |
| A901834 |  | PANGEA |
| A901835 |  | Tufts LINK |

Council IX: (TCU Government):

|  |  |  |
| --- | --- | --- |
| A901902 |  | Elections Commission (ECOM) |
| A901906 |  | TCU Judiciary |
| A901910 |  | TCU Senate |

Allocations Board By-Laws

By-Law 1. This edition of the Treasury Procedures Manual (TPM), which includes the By-Laws and the Rules and Regulations that govern all activity of the Treasury and the Allocations Board, as well as any procedures, rules, or regulations issued pursuant hereto by the TCU Treasury, Allocations Board, and/or TCU Senate, shall replace and supersede all prior editions of the TPM or any other procedures, rules, or regulations issued pursuant thereto prior to TBD.

By-Law 2. The Treasury Procedures Manual requires the approval of two-thirds (2/3) of the Allocations Board and two-thirds (2/3) of the TCU Senate to be valid and binding.

By-Law 3. Additional by-laws or rules and regulations may be enacted at any point throughout the academic year with the approval of two-thirds (2/3) of the Allocations Board and two-thirds (2/3) of the TCU Senate.

By-Law 4. Only the TCU Treasurer may introduce changes to the Rules and Regulations; only the Treasurer and the Parliamentarian may introduce changes to the By-laws.

By-Law 5. In accordance with the TCU Constitution, it is the duty of the TCU Treasury to oversee the expenditure of the Student Activities Fee and to fund TCU-recognized groups.

By-Law 6. The members of the Treasury (Treasurer, Associate Treasurer and Assistant Treasurer) shall be elected in accordance with Article VI, Section B, of the TCU Constitution.

By-Law 7. The Treasurer will be responsible for training the Associate Treasurer and the Assistant Treasurer at the start of the academic year and ensuring that they are familiar with the most current rules and regulations of the Treasury.

By-Law 8. The Treasurer will have the final say on any disputed matter within the Treasury.

By-Law 9. The TCU Treasurer shall be the chairperson of all Allocations Board Meetings. In the event that the Treasurer is absent for any reason, the Associate Treasurer shall chair the meeting. In the event that the Associate Treasurer is absent for any reason, the Assistant Treasurer shall chair the meetings. The chair may vote only in order to break a tie.

By-Law 10. A simple majority of the Allocations Board must be in attendance to constitute a quorum of its members and allow an Allocations Board meeting to be held.

By-Law 11. The Allocations Board shall consist of the TCU Treasurer, who shall chair the Board in accordance with Article II, Section K 4 of the constitution but shall have no vote unless the Allocations Board is equally divided; and nine (9) senators selected in accordance with the provisions of Article V of the TCU Constitution and this By-Law.

* + 1. Six members of the Allocations Board shall be elected at the TCU Senate In-House Election in accordance with the provisions of the TCU Senate By-Laws.
    2. Two members, who shall be freshman senators, shall be elected at the beginning of the fall semester by the full Senate.
    3. The TCU President shall automatically serve on the Allocations Board as the chair for council IX.

By-Law 12. Allocations Board members shall be required to attend all Allocations Board meetings. A maximum of three (3) absences per term shall be permitted. (Attendance at a meeting shall be defined as presence at a minimum of two-thirds (2/3) of the meeting.). The TCU Treasurer will have the sole discretion to determine which absences shall be considered excused.

By-Law 13. Accumulation of three or more unexcused absences from Allocations Board meetings shall be grounds for immediate removal from the Allocations Board. It is solely at the discretion of the TCU Treasurer as to whether a member of the Allocations Board shall be removed from the Allocations Board.

By-Law 14. Removal from the Allocations Board in cases other than absences shall be effected by a two-thirds (2/3) majority vote of the Allocations Board and a simple majority of the TCU Senate. The removal process must be initiated by the TCU Treasurer, who is obligated to inform the person in question one (1) week in advance.

By-Law 15. Any member of the Allocations Board who makes a request for funds on behalf of another organization must excuse him/herself from debate on the request and may not vote on that request in ALBO. If a member of the Allocations Board appeals a decision of the Allocations Board, he/she forfeits his/her right to debate and vote on that request in Senate as a senator.

By-Law 16. In accordance with Article II, Section K 8 of the TCU Constitution ,“all funding decisions of the Allocations Board must be approved by a majority of the full Senate before any funds can be officially allocated.”

By-Law 17. All financial decisions made by the Allocations Board that are ratified by the TCU Senate are binding for future Allocations Boards and TCU Senates, unless they are in direct conflict with the TCU Constitution or Senate By-Laws.

By-Law 18. All groups that are recognized by the TCU Judiciary that have received funding from the TCU Treasury, or from other sources, will be assigned to one of the nine (9) TCU Treasury councils, based on their mission statement, and will receive a corresponding Department ID (DeptID).

By-Law 19. The Treasurer will ensure that all organizational signatories have access to monthly financial reports and will make available any additional financial records upon request.

By-Law 20. The Treasurer will be responsible for ensuring that all group signatories have access to and are familiar with the most up-to-date Treasury By-Laws, Rules and Regulations, and necessary forms that are being used by the Treasury in the current fiscal year.

By-Law 21. The Treasurer will be responsible for representing the TCU Senate during budgeting.

* + 1. Every year, the Treasurer shall budget a buffer fund, from which both Supplementary Funding and New Group Funding shall be drawn. This fund may be increased by the surplus in accordance with Title V, Section 5 of the Rules and Regulations.

By-Law 22. Only the Treasurer, Associate Treasurer, and Assistant Treasurer are permitted to sign TCU Treasury forms on behalf of the Treasury. Any ALBO chair or other member of the TCU Senate who willfully uses his/her signature to authorize any transaction, in violation of this bylaw, shall be considered for impeachment by Senate.

By-Law 23. In accordance with an agreement between the TCU Treasury and the School of Arts, Sciences, and Engineering, money shall be allocated at the beginning of every fiscal year directly from the Student Activities Fee to the Athletics Department to disperse for the sole purpose of funding club sports.

By-Law 24. Financial mismanagement will never be tolerated by the TCU Treasury. The TCU Treasurer, Associate Treasurer, Assistant Treasurer, Budget & Fiscal Administrator, and Business Manager are all charged with monitoring and/or approving all TCU organization expenditures and transactions. For any violations of TCU Treasury rules and regulations or bylaws; violations of the TCU Constitution; or violations of University policy, disciplinary proceedings shall be initiated in accordance with Title VII of the Rules and Regulations.

Rules and Regulations of the TCU Treasury

Title I: Signatory Responsibilities

1. No student will be authorized to spend funds on behalf of a TCU-funded organization unless he/she has filed a Signatory Authorization Form. These forms may be found on the TCU Treasury website, outside the TCU Senate Office (215 Mayer Campus Center), or in the TCU Treasury Office (216 Mayer Campus Center).
   1. By becoming a signatory, a student acknowledges that he/she has read this manual and that he/she understands and agrees to adhere to the procedures and responsibilities outlined herein.
   2. Signatories are responsible for all funds withdrawn, deposited, or transferred to and from their organization’s account; therefore, signatories will he held responsible for any violations of any Treasury procedures as defined in this Treasury Procedures Manual, or as issued in writing at any other time by the

TCU Treasury (see Disciplinary Actions, Title VII).

* 1. All signatories are responsible for keeping up-to-date records of the financial activity of their organization. Signatories are responsible for reconciling their accounts every month and bringing up any discrepancies with the Treasury.
     1. The Financial Office maintains up-to-date records of all transactions. Upon request, a complete financial report will be reprinted for an organization. These reports do not act as substitutes for individual organizations’ financial records as the TCU Treasury may request such records at any time.
  2. The Treasury expects all organization officers and signatories to maintain a sense of integrity, responsibility, honesty, and professionalism in all dealings with the Treasury and the greater Tufts community.

1. Only members of the Tufts Community Union (TCU) are eligible to serve as authorized signatories of an organization receiving funds from the TCU Senate. A member of the TCU is, as defined by the TCU Constitution, any Tufts undergraduate student who has paid the Student Activities Fee for that semester.
2. The Signatory Authorization Form may be approved by the Treasurer only.
3. **All TCU-funded organizations must at all times have two authorized signatories**. If this is not the case, the account of the organization will be frozen (see Disciplinary Actions, Title VII, Section 2, Sanctions).
   1. **A SIGNATORY IS NOT AUTHORIZED TO SIGN HIS/HER OWN GENERAL REIMBURSEMENT FORM. If one signatory seeks reimbursement, he/she must acquire the signature of the second signatory.**
4. All signatories, or students intending to become signatories, must attend the Treasury Procedures Meeting in the Fall Semester and the Budget Meeting in the Spring Semester. The exact times and locations of these meetings will be advertised at the start of each respective semester through the TCU Treasury E-List, on the TCU Treasury website, and outside the TCU Senate Office.
5. A member of the TCU may be a signatory for only one organization at a time. Any signatory found to be in violation of this regulation shall be required to meet with the TCU Treasurer and may be forced to immediately resign their signatory power for all but one organization.
6. **A signatory should never collect any sensitive personal or tax information from an individual — whether they are a Tufts student or an outside vendor — on their computer or as a hard copy.**

Title II: Guidelines for Spending Money

1. General Expenditures
   1. All expenditures made by a TCU organization must be explicitly represented in its budget for the fiscal year.
      1. **Organizations that wish to spend funds on items not explicitly represented in their budgets may do so only with the prior permission of the Treasurer.**
      2. Any funds obtained through Supplementary funding or New Group funding must be spent in the same fiscally-responsible manner.
   2. There are three (3) ways in which an organization can pay for expenditures:
      * Using the TCU Credit Card with either the Treasurer or the Business Manager by using the Application for the TCU credit card.
      * Paying an outside vendor by check by using the Independent Contractor Form.
      * Paying out of pocket and getting reimbursed by using the General Reimbursement Form.
   3. All organizations wishing to be reimbursed for expenditures must submit their reimbursement requests within the same semester that the expenditure was made. **The Treasury will not reimburse any individual for expenditures made in a previous semester**. It is wise to submit all requests as three (3) weeks in advance so that they may be processed in a timely fashion and so that all potential problems can be solved before the end of the semester. The Treasurer will post hard deadlines to mark the last day forms can be submitted.
   4. As an educational institution, Tufts University is exempt from paying the state sales tax on its purchases. TCU Tax Exempt forms will be given to all TCU Organizations at the start of the Fall Semester and can be obtained from the TCU Treasury during office hours.
      1. No organization will be reimbursed for the state sales tax paid on expenditures. Tufts’ tax exemption applies only to the sales tax and does not extend to taxes on meals, hotels, or any other non-sales tax.
   5. Individuals without a US tax ID, a Social Security Number, or an Individual Taxpayer Identification Number cannot be paid for any services or products.
2. Money Disbursement Procedures
   1. All reimbursements for purchases that are below $500 will be made using a General Reimbursement Form. These will generally be processed within ten (10) business days.
   2. All reimbursements that exceed $500 will be submitted in the same manner; however, they are required to be processed through Tufts University Accounts Payable and will therefore take a minimum of two (2) weeks to be processed.
      1. Under no circumstances will the treasury reimburse individuals for purchases over $500 without prior written consent from the Treasurer.
   3. Checks and Petty Cash Slips for reimbursements will be available for pickup in the filing cabinet in the Senate Office, where they will be sorted into individual group folders. All checks and Petty Cash Slips must be signed out on the Pick-Up Log on top of said filing cabinet. **In the event that a check or Petty Cash Slip is lost or misplaced by the recipient, the Treasury (and Accounts Payable) will assume no responsibility if the pickup is not recorded.**
      1. Petty Cash Slips are to be cashed at the Bursar’s Office on the seventh floor of Dowling Hall, which will be open from 10AM to 3PM Monday through Friday. Students picking up cash must present the Petty Cash Slip, original receipts, and a valid Tufts ID.
   4. All payments to vendors and other third parties should be paid using either the TCU Credit Card or an Independent Contractor Form (see Title IX, page 47). Under no circumstances should groups pay vendors or other third parties without prior approval from the Treasury; no reimbursements will be given for such payments not previously authorized by the Treasury.
      1. Only the TCU Treasurer is authorized to use the TCU Credit Card, and only the TCU Treasurer is authorized to approve the corresponding request form.
   5. The TCU Credit Card should be used to pay outside vendors and other third parties whenever possible. If the Treasurer does not automatically receive a receipt at the time of payment, a receipt must be given to the Treasury.
      1. If the organization fails to give a receipt to the Treasury after making a payment with the TCU Credit Card, they will not be allowed to use the TCU Credit Card again in that Fiscal Year.
   6. Tufts University Accounts Payable will not process a check request for a vendor or other third party if the payment request dates back to a previous semester. It is wise to submit all requests as early as possible so that they may be processed in a timely fashion and so that all potential problems can be solved before the end of the semester.

Title III: Expenditure Guidelines

1. Apparel
   1. All items of clothing that are requested by an organization — for the purpose of sale to the Tufts community or use by the members of an organization — shall be budgeted to net to zero. That is, all expenses on apparel must be exactly offset by revenues for said apparel.
      1. No organization shall spend funds on apparel to be used exclusively by its own members unless each member pays the complete cost for his/her items.
      2. The only exception to this regulation shall be if the apparel is central to the mission of the organization; said exceptions are subject to the approval of the Allocations Board.
      3. Any organization that does not bring enough revenue to cover the expenses of the apparel will receive a deficit penalty for the amount not covered by revenues.
   2. This section, as determined by the Allocations Board on a case-by-case basis, applies to items other than clothing that might be sold to the Tufts community or for the personal use of the members of an organization.
2. Equipment
   1. Since student organizations at Tufts have many different needs and requirements with regards to equipment, as a general guideline, the Treasury will weigh the need for such expenditures against the available resources.
   2. All equipment purchased by a TCU-funded organization shall remain the property of the TCU and may be transferred at any time.
   3. As a general guideline, **most equipment should not be replaced more than once every five (5) years.**
   4. All irregular equipment purchases shall be granted through Supplementary funding, not through regular budgeting.
      1. All organizations requesting equipment shall be required to present the Allocations Board with at least three (3) price quotes on the equipment they wish to purchase.
      2. All equipment requests valued at $10,000 or more must be accompanied by three (3) quotes as well as a justification form, in accordance with University policy. Justification forms can be found in the Treasury office. All equipment valued $10,000 or more must also meet strict security standards. Questions about status of and/or security measures required for certain equipment may be referred to the CLFO.
   5. All equipment must be inventoried in the Spring during the budgeting process. Signatories will be required to fill in an Equipment Inventory sheet and submit it to their council chair (even if they have no equipment) before they will be permitted to receive a budget for the following fiscal year.
      1. All equipment that an organization has that was purchased through TCU funding must be listed.
         1. The Treasury assumes no responsibility for items not listed on an organization’s Equipment Inventory sheet; theft or damage to equipment will be the responsibility of the organization’s officers in this instance.
3. Food and Drink
   1. Unless specifically budgeted, funds shall not be used for the purchase of food or drink.
   2. Unless additional funds are granted for food through Supplementary funding, no money may be moved into a group’s food account after the initial allocation of funds at the start of the fiscal year.
   3. It is the feeling of the Treasury that programming should not be centered on food; food should be an added incentive to an event. The food policy is as follows:
      1. Each organization is permitted to have two General Interest Meetings a year with food, one during each semester. A maximum of thirty dollars will be allotted for food per General Interest Meeting. Thirty dollars is a cap, not a guarantee.
      2. Any and all food fairs shall be net to 50%, which means that the group needs to bring in an income of 50% of the original money expended on food.
      3. A 20% food cap will be in effect for all organizations except for those in Councils I and IV, who will receive a 40% cap. This cap includes all food expenditures except for 50% of food fair allocations. To determine if the food budget fits the cap, **the percentage will be calculated by dividing the total food expenses by the total non-food expenses**.
         1. The Allocations Board reserves the right to overturn any of these policies in extraordinary circumstances by a two-thirds (2/3) majority vote.
   4. **No group may spend funds on alcohol** except in the most extreme and specific circumstances (i.e. religious events); and, in such cases, the organization must obtain written permission from both the TCU Treasurer and the Director of the Office for Campus Life before making any such purchase.
   5. The Treasury reserves the right to charge an organization a deficit penalty for funds spent on food that exceed the budgeted amount.
4. Gift Cards
   1. In accordance with University policy, student organizations will not be permitted to buy gift cards / gift certificates.
   2. Under no circumstances will a student be reimbursed for the purchase of a gift card.
   3. In very rare circumstances, the CLFO may buy gift cards for a group if they are to be used exclusively as prizes.
5. Magazines, Books, and Periodicals
   1. The TCU Treasury will fund the purchase of magazines, books, or periodicals only in rare circumstances. Organizations are encouraged to use Tisch Library and other Consortium libraries for their reference needs. If an organization’s reference needs are not available, a written request should be made for Tisch to add the volume to their holdings before the organization will be granted permission to purchase the volume.
   2. All requests for magazine subscriptions should be kept to a minimum. Subscriptions will only be granted when an organization can demonstrate that it cannot obtain the reference from another source. Similar guidelines shall be employed when evaluating requests for books.
   3. In some cases, certain organizations may request books on a yearly basis in their budgets for the purpose of building a reference library for the organization. In such instances, it is the discretion of the Allocations Board to determine if such requests should be granted.
6. Programs with Special Security Needs
   1. The TCU has no regulations prohibiting the hiring of performers that have special security needs. The TCU Treasury will therefore generally fund any such performer, in accordance with all other rules and regulations that govern the hiring of performers. However, in order for the TCU Treasury to fund such speakers, the event must meet all of the standards set forth by the Tufts University administration regarding Programs with Special Security Needs. If an event should fail to meet these criteria, the TCU Treasury will not issue any payment associated with the event. A current version of the entire policy may be found in the Office for Campus Life’s publication, The Roadmap, or in the Pachyderm.
7. Telephone Bills and Faxes
   1. Any TCU-recognized organization may use the TCU Senate’s phone line located in the Senate Office for free.
   2. In rare circumstances, the Treasury will permit groups to budget funds for paying for phone calls dedicated to organizational business. In order to secure reimbursement, phone bills must be submitted with business calls highlighted; all bills will be examined. For organizations with University extensions, itemized bills are automatically sent to and carefully examined by the TCU Treasury; these bills are paid entirely by their respective organizations. These phone lines are strictly prohibited from being used for personal calls, whether long distance or local.
   3. At any time during the semester, the Treasury may audit an organization’s telephone records. Organizations abusing their phone budgets will have such funds immediately revoked for the present fiscal year and will not be granted reinstatement of phone services in the following fiscal year.
   4. Any organization with a phone line provided by Verizon must submit a General Reimbursement form with its entire phone bill as soon as it is received **(the TCU Treasury will not pay late charges under any circumstances),** including itemization of local and long distance calls, as well as any additional charges.

Title IV: Income, Deposits, and Tickets

1. Under no circumstances may an organization keep cash from an event in order to pay for future expenses.
2. **No TCU-funded student organization is permitted to hold an outside bank account, debit card, credit card, or PayPal.**
3. Income
   1. When money is collected for a TCU organization by another University-affiliated organization, it is the responsibility of the signatory to submit an *Expense Transfer Entry Form* (see Expense Transfer Entry Form p. XX), which allows for the transfer of income to the organization’s account.
   2. For income earned by a TCU organization through ticket sales through the Information Booth or Box Office, the Treasury will ensure that income is deposited directly to the organization’s account.
   3. All groups that receive money from outside donors are required to keep accurate records of all donations. For all donations that exceed $250, the group must speak to the Treasurer, as the University is required by law to issue a receipt to the donor. These donations will first be processed through the University’s Office of Development before being deposited in the group’s account.
   4. When an organization receives unbudgeted income, the Treasury is generally flexible in how this income may be spent. However, the Treasury must first approve any spending of unbudgeted income.
      1. Groups are permitted to donate unbudgeted income to charity or roll over any unbudgeted income to the next fiscal year (see Title IV, Section 5).
      2. Disciplinary action may be taken against any group that spends unbudgeted income without prior permission. While this money has been raised through the organization’s efforts, the original capital for such events comes from the Student Activities Fee; therefore, all money raised must be spent in accordance with TCU Treasury policies.
   5. Co-sponsorship is not considered a form of income. Groups receiving co-sponsorship should use account number 6216; groups giving co-sponsorship should use account number 6206.
4. Making Deposits
   1. All income, whether budgeted or not, must be deposited with the TCU Treasury in-person during normal office hours.
      1. All deposits must be accompanied by a Deposit Form signed by a signatory, that denotes the exact amount being deposited.
         1. Any checks being deposited must be made payable to the TRUSTEES OF TUFTS COLLEGE and must mention the group receiving funds. The deposit form must list the check number and the last name of the individual issuing the check.
      2. **No Deposit Forms with the corresponding combination of cash and checks may be left in the Drop-Off Bin. All forms of money must be handed to the Treasurer, Associate Treasurer, or the Assistant Treasurer during office hours**. The Treasury is not accountable for any money not deposited in this manner.
5. Tickets  
   1. Any organization that does not budget income for an event may not sell tickets or charge money in exchange for admission to the event. **All events not budgeted for income must be free for any and all who wish to attend.**
      1. Any group that has not budgeted income is permitted to solicit donations, as long as they are not required.
         1. This may be overturned pending the written approval by the Treasurer.
      2. Any group that charges income for an event that did not budget income and did not get the Treasurer’s approval will be considered in violation of Treasury Rules and Regulations and may be subject to disciplinary action.

* + - 1. The aforementioned rule (Title III.12.2) only applies to groups that use Treasury funds to pay for some or all of an event. If an organization is able to net an event to zero by receiving donations of co-sponsorships from sources outside of the TCU, they may charge for tickets even if they are not budgeted for income. TCU co-sponsorship may not be used to net an event to zero.
  1. Any TCU-funded organization that organizes a performance which features Tufts students will not be permitted to charge other Tufts students for tickets. These groups may, however, charge non-Tufts students for tickets.
  2. All tickets sold by TCU groups whose events are being funded by the TCU Treasury must be printed through the Information Booth, the Aidekman Arts Center Box Office, or the Granoff Family Music Building Box Office, regardless of whether tickets are sold in advance or at the door. No outside tickets (i.e. printed at Gnomon) will be accepted.
     1. All groups wishing to hand out complimentary tickets will only be allowed to distribute five (5) tickets free of charge for every 100 tickets issued.
  3. Groups that expect to receive a large amount of payments at a given event will be permitted to use the University credit card machine.
     1. Groups wishing to use the credit card machine must notify the Treasury and/or the CLFO at least two (2) weeks prior to the even for which it is needed.
     2. All groups that use the credit card machine must maintain a spreadsheet listing all cash and credit transactions.

Title IV: Special Transactions (Require PRIOR Treasury Approval)

1. Contracts
   1. Contracts must be submitted along with an *Independent Contractor Form*.
   2. A contract must be used when an organization wishes to hire a group or an individual from outside Tufts to perform a service; this includes, but is not limited to: DJs, bands, food from outside caterers or restaurants, record recordings, photographers, bus companies, hotels, lecturers and performers, either amateur or professional.
      1. A contract may only be used if it is submitted more than 14 days before the service is to be rendered. If the service is to be rendered in less than 14 days, then an invoice must be used.
   3. Prior to a contract being written, the signatory must consult with the Treasury and obtain written approval for the contracted agreement.
   4. Per Massachusetts State Law, payment to performers may be subject to tax withholding. For further information about tax withholding, groups should consult with the CLFO.
   5. A contract must include: a description of the service to be rendered and the date of the event being contracted; the signature, name, permanent address, and phone number of the party being contracted; the initials of the group signatory and the signature of the Director of the Office for Campus Life.
      1. All contracts should first be reviewed and initialed, but not signed, by the student group. The contract must then be signed by the payee before being presented to the Director of the Office of Campus Life for his/her signature. This must happen at least 14 days prior to the scheduled event. The TCU Treasury will not honor any contracts that do not have the appropriate authorization.
      2. Any student who enters into a contract without the authorization from both the OCL and the Treasury will be held personally and financially responsible for the obligations set out in the contract.
   6. When receiving goods or services from a third party, there are three possible general scenarios: the vendor produces a contract; the vendor does not have a contract; or no contract needs to be used.
      1. If the contracted party produces its own contract, an organization may bring this to the Office of Campus Life to be signed by the Director. The contract should be in the name of the organization and Tufts University, and, upon approval by the OCL, the TCU Treasury may approve the Independent Contractor Form and contract so that the Budget Office may process the payment.
      2. If the contracted party does not have its own contract, a standard Tufts contract may be obtained from the OCL.
      3. Contracts are not required if the party in question is already contracted by the University (AV Services, Facilities, Catering, etc.)
   7. These regulations exist to protect the students, the organizations, and the University. The Treasury assumes no responsibility for contractual obligations if these provisions have been violated.
2. Charitable Events
   1. If a group intends to hold an event for the purpose of donating to a charity, a “Request to Hold a Charitable Event” form must first be submitted to the Treasurer during his/her office hours for approval.
   2. Assuming the approval of the event, after the event is held, the signatories must then submit a “Request to Disburse Charitable Funds” request.
      1. All charitable events must net to zero before any funds may be disbursed to charity. Should the cost for the event exceed revenues, the Treasurer shall reject the request to disburse charitable funds and all income from the event shall be used to offset the expenses.
         1. In rare circumstances, this regulation may be overturned by a two-thirds (2/3) majority vote of the Allocations Board.
   3. All funds raised through a charitable event must be deposited into the group’s account and should be deposited using the donations account number: 4701.
3. Unbudgeted Income
   1. Any income made above the amount set by the Allocations Board through budgeting, Supplementary Funding, or New Group Funding will be considered “unbudgeted income”.
   2. As outlined in Title III, Section 10, “co-sponsorship is not income”; therefore, money that a group receives from within the TCU will not be counted as “unbudgeted income” and can therefore not be given to charity or be rolled over into the next fiscal year.
   3. If an organization wishes to donate excess income from an event that was not advertised as a “Charitable Event”, it is permitted to do so using the Request to Disburse Charitable Funds form. Only excess income is eligible for donation, though not all excess income is guaranteed to be approved by the TCU Treasury for donation.
4. Rollover
   1. Groups that have any unbudgeted income left in their accounts by the end of the Fiscal Year are permitted to have these funds roll over from one fiscal year into the next. Groups that wish to roll over funds to the next fiscal year must complete a Rollover Application form and submit this to the Treasury before the last day of the Academic Year.
   2. TCU-funded groups requesting to no longer receive funding from the TCU Treasury will work with the Financial Office to establish a University account. Any rollover funds that remain in their account after becoming unfunded may be deposited into the University account at the group’s discretion.
5. Mail Room Cards
   1. When an organization has mailing or shipping to do, it is generally advisable that they bring it to the post office themselves and then get reimbursed by the Treasury. In situations where a group expects to have multiple large mailings throughout the year, they may apply for a mail card, which allows organizations to utilize the University mail room in Hill Hall to send out mailings and have the mailing costs charged directly to the organization’s account.
      1. All mail cards will be kept in the TCU Treasury office and may be obtained during Treasury office hours.
         1. Groups that wish to apply for a mail card should speak to the Treasurer no later than one week after the signatory meeting at the start of the Fall Semester.
      2. Groups should note that there will be a 20% surcharge on all mail sent through the University mailroom.
   2. In extraordinary circumstances, groups may be permitted to use the TCU Senate mail card. Groups that wish to do so should consult with the Treasurer during his/her office hours.

6. Summer Funding

6.1. According to the Office for Campus Life Roadmap, all student organization events and programs are required to be completed by the last day of classes of the spring semester. This means that no funding will be available for use following the last day of classes of the spring semester.

6.1.1 Exceptions to this rule must be unanimously approved by the Director of the Office for Campus Life, the Business Manager, and the Treasurer, respectively.

Title V: Receiving Money through the Allocations Board

1. Supplementary Funding

1.1 The Supplementary Fund is put into place in order bridge gaps caused by holding a spring budget process. The Supplementary Fund can be accessed by TCU recognized groups in order to fund **unforeseen expenses, speakers**, **events**, and **collaborative events**. The Treasurer will budget for the Supplementary fund for the following fiscal year. In years when there is a surplus, the fund can be increased accordingly.

1.2 Any money allocated to a group through the Supplementary Fund must be used during the same fiscal year.

1.2.1 For requests under $5000.00, the money will be transferred directly to the group’s account. For requests larger than $5000.00, the money will be spent from the surplus with assistance of the Treasurer.

1.3 **Under no circumstances will the funding be granted retroactively.**

1.4 The Supplementary Fund will be accessed by TCU funded groups in the following manners:

1.4.1 In past years, the buffer fund was available for groups for emergency unforeseen expenses. The Supplementary fund will still allow this funding.

1.4.1.1 Groups may receive unforeseen expense funding twice per semester but no more than three times during each fiscal year.

1.4.1.2 In some cases this unforeseen expense funding will include Conference and Competition Funding

1.4.1.2.1 All groups intending to attend conferences or competitions must budget for such events during budgeting in the spring prior to the fiscal year in which the conference will take place. In extraordinary circumstances, groups may choose to request buffer funding for conferences.

1.4.1.2.2.  As stated in the introduction, “the Student Activities Fee exists primarily to facilitate programming that will benefit the greater Tufts community”. The number of students for a conference trip funded to attend such events will be limited to six (6) members of an organization. Only in extraordinary circumstances will more members of an organization be permitted to attend.

1.4.1.2.3. During budgeting, the council chair is responsible for making the final decision on how many attendees will be budgeted. As the source of money for the request is the Supplementary fund, a 2/3 majority vote of the Allocations Board will be required for there to be over six attendees.

1.4.1.2.4. All lodging should be booked using the TCU Credit Card through the Campus Life Financial Office.

2.4.1.2.4.1 Lodging shall be subsidized as long as 2/3 of the Allocations Board agrees that the cost is an acceptable use of the Student Activities Fee.

1.4.1.2.5 Transportation and dining are not funded by the TCU Treasury through the Supplementary fund.

1.4.1.2.5.1. This rule may be waived in extraordinary circumstances by a 2/3 majority vote of the Allocations Board.

1.4.2 Speaker requests can be heard as many times as groups have reserved in their budgets in the prior spring. Speaker requests can be used to accompany amounts already budgeted for that fiscal year in order to afford specific speakers.

1.4.2.1 Groups not budgeted for a speaker that wish to hold a speaker are limited to one request per semester.

1.4.3 Event and Collaborative Event requests can each be heard once per semester per group.

1.4.3.1 Event and Collaborative Events requests will not be heard from groups that were subject to deficit penalties or that spent less than 50% of their budget in the previous fiscal year.

1.4.3.1.1 This rule may be overturned by 2/3 majority of the Allocations Board

1.4.3.2 Event requests will be capped at 20% of the group’s initial budget. Collaborative requests will be capped at 15% of the groups’ combined initial budgets.

1.4.3.2.1 This rule may be overturned by a 2/3 majority of the Allocations Board.

1.4.3.3. These requests will be subject to the food cap placed on the specific groups during the prior budgeting period.

1.4.3.3.1 In cases where groups were subject to different food caps during the budgeting period, the lower of the two caps will be in place for the event.

2. New Group Funding

* 1. Each fiscal year, the Treasury allocates a portion of the Student Activities fee to act as a reserve fund for the purpose of funding organizations newly-recognized by the TCU Judiciary and TCU-recognized groups that did not receive funding through regular budgeting.
  2. Under no circumstances will funding be granted retroactively (i.e. for an item or event on which money has already been spent).
  3. Organizations may apply for new group funding only once per fiscal year.
     1. If the group requires additional funds, they may apply for Supplementary Funding through the established Supplementary Funding procedure.
  4. It is the feeling of the Treasury that unfunded and newly-recognized organizations should go through a probationary period. This period will allow the leadership of the organization to gain valuable experience in programming and working with the University, system, as well as demonstrating to the Senate that they are capable of managing funds in a fiscally responsible way. Each new and unfunded organization that requests funding may be granted a maximum of $1,000.00 for the current fiscal year. This cap may be overturned only by a two-thirds (2/3) majority vote of the Allocations Board.
  5. Organizations applying for New Group funding must use the following process:
     1. A completed New Group Funding form must be submitted 48 hours before the start of the ALBO meeting. It must be accompanied by a detailed, itemized budget.
     2. At least one signatory must be able to attend the ALBO meeting in order to discuss the request with and answer any questions for the ALBO chairs. He or she is permitted to bring other organizational officers to the meeting. The Allocations Board will review the request and make a recommendation to the TCU Senate. (No proposal is finalized until it gains the approval of Senate.) The organization will be notified of ALBO’s recommendation within 24 hours of the ALBO meeting.
     3. The Senate will review the New Group funding request at the next possible meeting following the ALBO meeting. A simple majority is needed to pass a New Group Funding request.
     4. If the organization so desires, it has the right to appeal the ALBO decision to the entire TCU Senate. The organization must make its appeal at the first Senate meeting after the ALBO decision is made; no late appeals will be accepted (see Appeals section).
  6. New groups may not start spending funds until they have been officially allocated by the TCU Senate.
     1. Organizations will not be reimbursed for any items or services that funds are spent on prior to the vote of the full Senate.
  7. Upon approval of the TCU Senate, two individuals must see a member of the TCU Treasury to become organizational signatories before any funds are released.

3. Budgeting

* 1. Any organization that is recognized by the TCUJ and has previously received New Group Funding is entitled to submit a budget for the following Fiscal Year during the budgeting period in the Spring Semester.
     1. Subgroups will never be awarded a budget and must submit all funding requests through the budget of their parent organization.
  2. Any group requesting a budget must have at least one signatory attend the budgeting meetings held at the start of the Spring Semester.
  3. The following events will take place during the budgeting process:
     1. The signatories will submit a rough draft of a budget to the TCU Treasury by the appropriate deadline to be announced in the spring.
     2. The signatories will then meet three (3) times with their Council Chair over the course of three weeks. The first of these meetings will include a council-wide meeting, intended as a forum to discuss overlapping programming and potential opportunities for future collaboration. The last two meetings will be to discuss preliminary cuts before each organization’s budget is finalized.
     3. During these budgeting meetings, organizations must fill out an equipment inventory form so that the Treasury can keep track of all equipment purchased by organizations.
     4. If any differences between the organization and the Council Chair cannot be resolved, the Allocations Board will hear appeals.
     5. Before they may be heard by Senate, the Allocations Board will finalize all budgets. Once ALBO has finalized the budgets, they will be made public and sent to each organization’s signatories for their approval.
        1. As signatories work with the council chairs to create the final budget, it is the hope of the TCU Treasury that all final budgets are determined satisfactory by both the signatories and the Allocations Board. However, if the signatories determine that the final budget is unacceptable, they are permitted to make an appeal to the full Senate.
     6. The final budgets will be voted on by the Senate.
        1. If Senate does not approve a budget, the council chair in charge of the budget must arrange to meet with the signatories of that group within the next two weeks to create a budget that will be satisfactory to both Senate and the signatory. This budget will then be sent to Senate for final approval.
     7. If a group submits a budget but does not attend the three (3) meetings with their council chair, the council chair reserves the right to not approve their budget and make any changes that he/she deems appropriate. If a group fails to submit a preliminary budget during the Spring Semester, the group will have to apply for New Group funding in the next fiscal year if it hopes to receive TCU funding.
  4. Details of the budgeting process for FY15 can be found in the Fiscal Year 2015 Budget Process section of this manual.
  5. An organization that is de-recognized by the Judiciary at any point in time will immediately cease to receive funding from the Treasury, even if they received a budget during budgeting.

5. Appeals

* 1. Every organization has the right to appeal any decision made by the TCU Treasure or the Allocations Board using the following procedure:
     1. A written statement must be presented to the TCU Treasurer by the organizational signatory.
     2. If the situation cannot be resolved between the TCU Treasurer and the signatory, the decision will be turned over to the Allocations Board.
        1. All appeals presented to the Allocations Board will be handled in the same fashion as buffer funding and new group funding requests.
     3. If the organization is not satisfied by the resolution offered by ALBO, it has the right to appeal to the full Senate.
     4. The Treasury appeal process at a Senate meeting will be as follows:
        1. The Treasurer will present a narrative of the situation, including the history and context of the appeal to date.
        2. The organization filing the appeal will have up to five (5) minutes to present their argument and make their case.
        3. The Treasurer will then have up to five (5) minutes to present the Treasury’s side of the argument. This may include ALBO members who have a concurring opinion with the Treasury.
        4. The Senate and the appealing organization will have up to ten (10) minutes to ask questions of each other.
        5. The Senate, as well as the members of the appealing organization, will have up to ten (10) minutes to debate the appeal; debate will be followed immediately by a vote.
           1. Additional time may be added only by a two-thirds majority vote of the Senate.
     5. An appeal requires only a simple majority vote of the TCU Senate.
  2. If the organization believes the Treasury, Allocations Board, or Senate has violated its constitutional obligations making its decision, it has the right to bring a complaint to the TCU Judiciary.

Title VII: The Surplus

1. The Surplus
   1. At the end of each fiscal year, any unspent funds that remain in organizations’ accounts that are not eligible for Rollover (see page 35) will be rolled into a general surplus account. Funds from the surplus account may only be spent in accordance with the regulations contained in this section.
   2. The TCU Treasury will attempt to maintain a surplus that is roughly $100,000 to serve as a buffer in case of large, unforeseen payments that exceed the funds available to any group.
   3. Surplus funds may be used to supplement the Supplementary Fund at the beginning of the academic year or at any other time the Treasury deems appropriate. In years when the surplus exceeds $100,000 but does not exceed $300,000, the Treasury is advised to have all funds over $100,000 added to the Supplementary Fund.
      1. The movement of such funds shall be made upon the proposal of the TCU Treasurer. This movement of funds requires a simple majority vote by the TCU Senate.
   4. In years when the surplus exceeds $300,000, the Treasurer is advised to transfer more funds to the Supplementary Fund after the initial transfer of funds is exhausted, while taking sustainability and appropriateness of program’s extension into consideration.
2. Discretionary Spending of the Surplus
   1. Surplus funds may also, in rare circumstances, be used to fund capital or other expenditures, if deemed appropriate by the TCU Treasurer. In the case that the Treasurer finds it appropriate, any request to use surplus funds for capital or other expenditures will be heard by the Allocations Board and then by the full Senate. All requests of this nature must go through the following procedures:

2.1.1 A member of the TCU Senate (including Community and Trustee Representatives) presents a proposal first to the Treasury and then to the full Allocations Board.

2.1.1.1 The Treasury has the sole discretion to decide if a proposal should be heard by the Allocations Board.

* + - * 2.1.1.2 A simple majority of the Allocations Board shall recommend, but not modify, the proposal for review by the TCU Senate.
    1. The request will then be heard at the following meeting of the TCU Senate, where a simple-majority vote is needed to amend or authorize the request.
    2. In rare or extraordinary circumstances, the TCU Senate may deem it necessary to conduct a campus-wide referendum regarding a specific request to access funds in the surplus account.
       1. The Senate shall call for a campus-wide referendum upon the passage of a treasury resolution to be presented by the TCU Treasurer to the full Senate.
          1. The Treasurer shall, in this case, be empowered to ensure that the details of the expense in question are fairly and accurately presented to the Senate and shall have no vote on the resolution, unless the vote results in a tie.

2.3.3.2. In the event that the TCU Senate calls for a campus-wide referendum, the Treasurer shall work with the TCU Elections Commission (ECOM) to ensure that details of the expense in question are fairly and accurately presented to the members of the TCU.

* + 1. Unless approved through the expenditure process specified in this section or mandated by a referendum in accordance with Article VIII of the TCU Constitution, no monies shall be drawn from the TCU Surplus.
    2. Any member of the TCU has the right to request any financial documentation concerning the TCU, including, but not limited to, surplus funds. A written request must be presented to the Treasury; the Treasury shall have no more than fourteen days to prepare the information.

Title VIII: Disciplinary Procedures

1. General Disciplinary Provisions
   1. Financial mismanagement will never be tolerated by the TCU Treasury under any circumstances. The TCU Treasurer, TCU Associate Treasurer, TCU Assistant Treasurer, Budget & Fiscal Administrator, and Business Manager are all charged with monitoring and/or approving all TCU organization expenditures and transactions. Disciplinary proceedings shall be initiated for violations of TCU Treasury regulations, violations of the TCU Constitution, and violations of University policy.
   2. **Each organization must keep receipts, invoices, and detailed records of all financial transactions that take place during the fiscal year**. Failure to do so may result in disciplinary action against an individual or an organization.
      1. The TCU Treasury reserves the right to audit any TCU-funded organization at any time during the fiscal year. In the event of an internal audit, the Treasury will notify a signatory that the organization will have 2-3 business days to present its receipts, invoices, and financial records — as well as any other information that is required — to the TCU Treasury for review. Failure to submit records is grounds for immediate disciplinary action, as is any and all evidence of fiscal mismanagement.
      2. In the event of an external audit, the TCU Treasury will notify a signatory that the organization will have 24 hours to present its receipts, invoices, and financial records — as well as any other information that is required — to the auditors. Failure to submit records is grounds for immediate disciplinary action.
   3. No TCU-funded organization will be allowed to spend into a deficit situation. Groups that spend into deficit throughout the fiscal year may have their accounts frozen if the Treasurer deems the deficit to be the result of fiscal mismanagement.
   4. The TCU Treasury shall be the arbiters of all violations of all TCU Treasury regulations. The TCU Judiciary shall be the arbiters of violations of the TCU Constitution. The Dean of Students Office shall be the arbiter of violations of University policy. In any event, appeals of said bodies shall be handled by the Committee on Student Life (CSL).
2. Sanctions
   1. Any violation of the TCU Treasury regulations shall be adjudicated by the TCU Treasury and the Allocations Board. At any time, the TCU Treasury may freeze an organization’s account if there is any question as to the validity of any expenditure. Once an alleged violation is committed and a complaint is made by any member of the TCU or noted by any officer of the TCU Treasury, the TCU Treasurer shall determine if there is a probable cause to investigate such charges. A charge may be brought against an individual, individuals, or an entire organization. If it is determined that there is no cause, no further action will be taken. If cause is determined, the TCU Treasury shall be responsible for investigating the alleged violation. The accused group or individual shall be notified of any changes in writing no less than seven (7) days prior to a hearing before the Allocations Board. A hearing before the Allocations Board will be handled in the same manner as a hearing held by the Office of the Dean of Student Affairs, with findings based on a preponderance of evidence. At the conclusion of the hearing, the Allocations Board shall make a binding decision as to what disciplinary action shall be taken. The Allocations Board must approve such adjudication by majority vote. The Allocations Board decision may be appealed to the full Senate through the stated appeals process.
   2. The following sanctions may be imposed by the TCU Treasury for violation of any Treasury procedures as set out in this manual or in writing at any other time by the TCU Treasury, Allocations Board, or TCU Senate:
      1. **TCU Treasury Probation 1**: Groups are warned and all transactions involving their accounts are examined with the highest level of scrutiny. All forms must be approved by the Treasurer, Associate Treasurer, or Assistant Treasurer prior to being processed.
      2. **TCU Treasury Probation 2**: Groups will not be permitted to use the Drop-Off Box or Pick-Up boxes and will be required to go through every form in person with the Treasurer, Associate Treasurer, or Assistant Treasurer. All transactions will be closely scrutinized.
      3. **Account Freezing**: Groups will not be permitted to access any funds in their account for the rest of the present fiscal year unless the violation is resolved and the TCU Treasurer deems it appropriate for the organization to resume use of their funds.
      4. **Organizational Fines**: The Treasury reserves the right to fine groups for financial mismanagement. The levying of a fine indicates a serious offense and may be used in concert with other disciplinary proceedings. All fines levied by the TCU Treasury shall be transferred to the Surplus.
      5. **Signatory Fines**: All signatories shall have signed a statement taking personal responsibility for the affairs of their organizations; if necessary, the TCU Treasury will use this agreement to recoup losses incurred due to fiscal mismanagement.
   3. In extreme cases, the TCU Treasury reserves the right to eliminate funding for any group that is found to be in gross violation of TCU Treasury Procedures and/or By-Laws.
   4. Any violation of University regulations shall be forwarded to the Dean of Students Office and/or law enforcement. Such violations encompass any violation of the Pachyderm, including, but not limited to: theft, fraud, and embezzlement of TCU funds.

Title IX: Forms

1. General Reimbursement Form
   1. What is a General Reimbursement Form?
      1. General Reimbursement forms are to reimburse individuals for expenditures previously paid out-of-pocket. These reimbursements should not exceed $500.
         1. Signatories will not be reimbursed for purchases greater than $500 unless they have received written permission from the Treasurer or Associate Treasurer before the purchasing date.
         2. Purchases under $50 will be reimbursed by petty cash slips only.
         3. If the purchase is above $50, a check can be issued on a case-by-case basis upon approval by the Treasurer.
   2. What needs to be included for the General Reimbursement Form to be complete?
      1. All the information requested, including:
         1. The date submitted
         2. The payee’s full name, permanent address, local address, e-mail address, and phone number

1.2.1.2.1 Check the box to specify whether or not it is a Tufts student.

* + - 1. The organization’s DeptID
      2. A description of the goods purchased (one line for each receipt submitted and separate lines for each account number used)
      3. The printed name and signature of one of the organization’s signatories.

**1.2.1.5.1 If a signatory seeks to be reimbursed, he/she cannot sign his own General Reimbursement Form and must acquire the signature of the second signatory. A signatory may under no circumstances sign his/her own General Reimbursement Form.**

* + 1. ORIGINAL, ITEMIZED RECEIPTS
       1. All receipts must be from the current semester; receipts from a previous semester will not be reimbursed.
       2. If a credit card was used for the purchase, it is not enough to submit a credit card receipt if this only shows the total amount; the itemized receipt must be the one submitted.
       3. Online receipts will be accepted for reimbursement as long as they are printed and attached to the General Reimbursement Form. It is not enough to e-mail these to the Treasury.
       4. Hand-written receipts may be accepted if that is the only form of receipt that can be issued, but it must include the name and phone number of the store/supplier/vendor.
       5. For the reimbursement of travel expenses, groups must not only present a receipt, but they must also present either a boarding pass and / or a ticket stub with the cost of air fare printed on it, OR any two of the following: boarding pass and/or ticket stub, travel itinerary, credit card statement used to purchase the ticket, hotel bill identifying the dates of the trip and city visited, receipt of the airfare purchase.
       6. The TCU Treasury does not reimburse for MBTA costs
  1. Timeline
     1. Reimbursements in value of less than $500 will usually be processed within ten business days. However, during peak business times, a wait of 2 or more weeks can be expected. For reimbursements in value of more than $500, a wait of at least 2 weeks should be expected.
  2. Important Information
     1. Purchases made during a period when a group’s account is frozen for disciplinary reasons will not be reimbursed, regardless of whether their expenses were budgeted.
     2. All checks and petty cash slips will be available for pick-up in the Senate Office in the top drawer of the filing cabinet.

1. Independent Contractor Form
   1. What is an Independent Contractor Form?
      1. An Independent Contractor Form is used to pay groups or individuals from outside Tufts for goods and services.
         1. If a group is paying for a service including, but not limited to DJs, bands, food from an outside caterer, record recording, photographers, bus companies, hotels, lecturers, and performances, either amateur or professional, the Treasury will not reimburse any individual who pays for these services directly without prior authorization.
   2. What needs to be included for the Independent Contractor Form to be complete?
      1. All the information requested, including:
         1. The date submitted
         2. The payee’s full name, address, e-mail address, and phone number
            1. If the payee is a Tufts student, his or her Tufts ID must be provided.
         3. The organization’s Dept ID
         4. A description of services
         5. The amount requested
         6. The date and type of event
         7. The printed name and signature of the organization’s signatory
      2. All Independent Contractor Forms must be accompanied by a contract or invoice.
      3. An Independent Contractor Form must also be accompanied by a W-9 form, in accordance with Federal Income State Laws. Any violation of this regulation could put the TCU Treasury in conflict with the Internal Revenue Service.
         1. W-9 forms should not be handed into the Treasury but should be sent directly to the University Financial Division by fax (617)-627-2099 or by mail to: Accounts Payable; Tufts Administrative Building; 169 Holland Street; Somerville, MA, 02144, in accordance with Massachusetts State Law.
   3. Timeline
      1. If a service is to be rendered at a future date and requires a contract, the contract should be submitted 21-28 days prior to the event. If the vendor does not have his/her own contract, a blank contract can be obtained from the OCL.
         1. **Contracts must be signed first by the payee and then by the Director of the Office of Campus Life.**
      2. If a service is to be rendered within the next two weeks or has already been rendered, then an Independent Contractor Form must be accompanied by an invoice, not a contract.
         1. All Independent Contractor Forms that are accompanied by invoices should be submitted as soon as invoices are received, as late payments could incur fees, resulting in an increased cost to student groups.
      3. Payments to vendors may take up to 30 days after the invoice date.
   4. Important Information
      1. An organization will not be permitted to hire a member of their own group to perform a service.
2. Inter-Departmental Requisitions (IDRs)
   1. What is an IDR?
      1. IDRs are used to request and pay for supplies or services from other Tufts University Departments.
   2. What needs to be included for the IDR to be complete?
      1. All the information requested, including
         1. The Department from which the service is being requested
         2. The name and Dept ID of the organization requesting the service
         3. A contact person’s name and phone number
         4. A brief description of the services required
         5. The corresponding account number
      2. IDRs should include an estimate of the costs of services requested. If those are not known, groups should contact the respective departments directly to obtain an estimate. If a group cannot obtain an estimate, the cost estimate box may be left blank.
   3. What Does the Signatory Need to Do with An IDR?
      1. After an IDR has been signed by the Treasury, it must be delivered to the Department from which the service is being requested. If an IDR is not brought to a member of the TCU Treasury during office hours, the signed IDR can be picked up from the To-Be-Delivered bin on the door of the TCU Treasury.
         1. The Treasury will retain the gold copy of the IDR for its records. This copy must be legible; therefore it is necessary to write down hard on the carbon copy paper
   4. IDRs can be obtained from the rack outside the Treasury Office.

* 1. As with all other Treasury forms, signatories are NOT authorized to sign IDRs; they must be signed by the Treasury before the can be processed.
     1. Any signatory that signs an IDR will be held financially responsible for any services received.

1. Expense Transfer Entry Form (ETEs)
   1. What is an ETE?
      1. The ETE is used to transfer funds to/from other Tufts University Departments.
   2. What needs to be included for the ETE to be complete?
      1. All the information requested, including:
         1. The name and Dept ID of the TCU-recognized group
         2. A brief description of the reason for the money transfer
         3. The amount and a corresponding account number in one line
         4. The corresponding information for the other Tufts Department in another line
            1. There must always be TWO LINES filled in.
         5. Signatory name and signature in the center box
   3. What Does the Signatory Need to Do with an ETE?
      1. Acquire the signature of the University department
         1. The non-TCU University Department should fill out their respective section of the form before bringing it to the Treasury for final approval.
   4. As with all other Treasury forms, signatories are NOT authorized to sign ETEs; they must be signed by the Treasury before the can be processed.
      1. Any signatory that signs an ETE will be held financially responsible for any services received.
2. Tufts Daily Requisition Form
   1. What is a Tufts Daily Requisition Form?
      1. The Tufts Daily Requisition Form can be used by TCU-funded organizations wishing to place advertisements in The Tufts Daily. This form allows TCU organizations to place advertisements in the Daily on credit.
   2. What Needs to be Included for the Tufts Daily Requisition Form to be Complete?
      1. All the information requested, including:
         1. The name and Dept ID of the TCU-recognized group
         2. The contact name and his/her phone number
         3. Signatory’s name and signature
         4. Name of event being advertised and the date of the event
         5. Information concerning the print date of the ad, the preferred size, and any special requests
   3. What Does the Signatory Need to do with a Tufts Daily Requisition Form?
      1. After a member of the Treasury has approved and signed the form, it will be left in the “Pick-Up” bin on the Treasury door. At this point, it is the signatory’s responsibility to take the form and the advertisement to the Tufts Daily office located in Curtis Hall.
         1. The Treasury is NOT responsible for delivery of any requested advertisements.
   4. Timeline
      1. Tufts Daily Requisition Forms MUST be submitted no later than ONE week before the desired advertising date. The Tufts Daily MIST receive the form with the advertisement NO LATER than 48 hours before the desired advertising date.
         1. The Tufts Daily reserves the right no to run advertisements that are submitted late or to charge groups a 15% (subject to change at the discretion of the Daily) late fee.
   5. After an advertisement is run in the Daily, the Tufts Daily Requisition Form is returned to the Financial Office with the final charge noted. The final amount of the expenditure will then be charged to the organization’s account within 30 days of receiving the form from the Daily.
      1. In rare circumstances, groups that run many advertisements every semester will be permitted to negotiate special payment plans with the Tufts Daily after prior consultation with the Treasury.
3. Gnomon Copy Form
   1. What is a Gnomon Copy Form?
      1. All TCU-funded organizations should use Gnomon Copy for all copying needs, including flyers, programs, announcements, etc. They should always use the Gnomon Copy Form when requesting these services, as only this form allows organizations to benefit from the TCU discounts that have been negotiated with Gnomon Copy.
   2. What Needs to be Included for the Gnomon Copy Form to be Complete?
      1. All the information requested, including:
         * The group name and DeptID
         * A contact name and telephone number
         * The signatory signature
         * A description of what is being copied
         * Selections for each category in the bottom box
         * A copy of what is to be copied

6.4 What must be done after filling out a Gnomon Copy Form?

6.4.1. A member of the organization must bring the Gnomon Copy Form to Gnomon Copy. There will no longer be a pickup service provided by Gnomon Copy. If a member of the TCU Treasury has signed a Gnomon Copy Form, it can be found in the “To Be Delivered” bin on the Treasury office door.

Fiscal Year 2014 Budget Process

The budget process for Fiscal Year 2014 (FY2014) will begin shortly after Winter Break this year. It is important that, during the Fall Semester, groups are constantly evaluating their budget in order to facilitate the budget process in the Spring Semester.

All budgets, both preliminary and final, must be submitted via e-mail to both the TCU Treasury ([tcutreasury@tufts.edu](mailto:tcutreasury@tufts.edu)) and to each group’s respective ALBO chair by the deadlines below. The specific file format and templates will be discussed at the mandatory Budget Meeting held at the start of the Spring Semester. No other format will be accepted and the budget will not be considered received until submitted in the appropriate format.

The timeline for the budget process will be as follows:

| Wednesday, January 15 | Spring Semester 2014 Classes Begin |
| --- | --- |
| Week of January 20 | Mandatory Budgeting Meeting  Pearson 104 |
| Friday, February 14 | Preliminary Budgets due to  [tcutreasury@tufts.edu](mailto:tcutreasury@tufts.edu) by 5:00 PM |
| Monday, February 17 — Friday, 21 | Council-Wide Meetings |
| Monday, February 24 – Friday, March 14 | 2 Meetings Between Individual Signatories and ALBO chairs to negotiate final budgets |
| Week of March 17 | ALBO will review all budgets |
| Sunday, April 6 | Senate will hear all appeals and vote on final budgets |

It is important that signatories adhere to the budget process timeline above, as the TCU Treasury must establish budgets for over 180 TCU-funded organizations. Any organization that fails to submit a preliminary budget by February 14 or that fails to submit a final budget by may be penalized at the discretion of the council chair or the Treasurer.

Any organization that fails to meet with its ALBO chair between February 24 and March 14 will have its final budget determined at the sole discretion of the ALBO chair, in conjunction with the TCU Treasury.