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## Part 1: Budgeting

### **Division I: Structure**

#### **Article I: Student Appropriations Committee**

##### **Section 1: Membership**

- A. The membership of the committee shall be as follows:
  - 1. BSG Officers, with the Treasurer acting as chairperson (voting members)
  - 2. Chairperson of the BSG Fiscal Affairs Committee (voting member)
  - 3. Ten Appropriations Committee members
  - 4. BSG Accounts Manager (non-voting member)
- B. In order to insure continuity between administrations, the members of the previous Officers Council shall be voting members during the formulation of the yearly budget in the Spring.

##### **Section 2: Powers & Duties**

The powers and duties of the Appropriations Committee shall be as follows:

- A. To formulate, direct, execute and publish the student budget.
- B. To hear and decide all special requests made by student organizations.
- C. To call before it the treasurer and/or other representatives of groups that will receive money from the student budget, if it so desires.
- D. To require all organizations that receive funds from the student budget to keep accurate books or accounts of all funds.
- E. To act as the authority for allocating the student budget.
- F. To order, under the authority of the BSG Treasurer, an audit of any student organization receiving money from the BSG Appropriations Committee.
- G. To appoint an auditing committee, under the jurisdiction of the BSG Treasurer, to carry out the audits required by the BSG Appropriations Committee. A representative of the organization being audited may be present during the audit.

##### **Section 3: Meetings**

Aside from its regular Spring meetings for the formulation of student budgets, the committee shall hold regular meetings to consider special requests, and to discuss organizational use of the budgets. Meetings shall be called by the chairperson at his/her discretion, but at least twice monthly.

##### **Section 4: Operating Procedures**

All operating procedures not herein stipulated shall be determined by the Bylaws and Guidelines of the BSG Appropriations Committee.

### **Division II: Appropriations Committee Guidelines**

#### **Article II: The Role of the Appropriations Committee**

##### **Section 1: The Student Activity Fee**

The Student Activities Fee (SAF) is a fee paid by each Bucknell student each year along with their tuition. The BSG Treasurer and the Appropriations Committee are entrusted by the Board of Trustees with the fair and equitable distribution of this Student Activity Fee. It is also the responsibility of the BSG to each year review and assess the adequacy of this fee in meeting student needs. As of the 1996-97 school year, the SAF will be \$130. This fee shall be increased on an annual basis according to the following formula:

$$\text{SAF Increment} = (\text{Comprehensive Fee Increase \%} * \text{Present SAF})$$

The dollar figure shall be rounded down to a whole dollar figure with all increments going to the BSG Appropriations Committee for further distribution.

## Section 2: Distribution of the Student Activity Fee

### A. The allocation of the SAF is as follows:

Bucknell Activities Council	\$ 6.00
Bucknell Student Government	\$ 109.50
BSG Scholarship Fund	\$ 5.00
Office of Student Activities	\$ 2.00
United Class Governance	\$ 7.50

#### Divided in the following manner:

Senior Class	40%
Junior Class	15%
Sophomore Class	15%
First-Year Class	30%

### B. The Appropriations Committee is responsible for the distribution of all moneys allocated to BSG. BSG annually receives funding from three sources:

1. The Student Activities Fee -- \$109.50
2. Rollback from BSG club accounts--approved funds that are not spent at the end of the fiscal year. This figure varies greatly from year to year.
3. Money not appropriated from the previous fiscal year.

This money is available upon written request to all BSG recognized organizations.

### C. Typical annual grants that benefit the entire campus community are given to two BSG Standing Committees as follows:

1. Bucknell Student Lectureship Committee  
Grant in excess of \$20,000
2. Concert Committee  
Grant in excess of \$25,000. There is a stipulation that all moneys made in ticket sales will roll over into a dual account to be used in the funding of the following year's concert.

A minimum reserve balance of \$10,000 is maintained in the BSG reserve account.

## Section 3: Equity to all Student Organizations

The Appropriations Committee will treat all organizations on an equal basis. Preferential treatment is not granted in regard to the University Mission Statement. Each request is treated on an individual level and budgets are not systematically incremented on an annual basis.

## Section 4: Subsidizing Activities

The Appropriations Committee will subsidize campus activities and is under no obligation to fully fund any activity. Furthermore, the Appropriations Committee may specifically ask or require an organization to apply its own moneys to a particular event and make further funding contingent upon that request.

## Section 5: Attending to Student Organizations' Needs

The Appropriations Committee will attempt to attend to the specific needs of each organization as designated by the organizations themselves. Since funding is limited, priority may be granted to funding that benefits a larger portion of the student body. Funding, however, is not directly proportional to organizational size.

## Section 6: Interpretation of the Guidelines

In the event of a question concerning the interpretation of any part of this document, the student members of the Appropriations Committee shall serve as the interpretive body and render an opinion to resolve the issue in question. The Appropriations Committee attempts to establish consistency in budgeting decisions and therefore relies on the Appropriations Committee Guidelines and other precedents in rendering a decision. New issues are often addressed during the course of each semester and consequently interpretation of the guidelines is a continually evolving process.

### **Article III: The Appropriations Process**

#### **Section 1: Eligibility**

##### **A. Recognition**

1. All organizations requesting funds must be recognized by the BSG Recognition Committee. The BSG First Vice-President shall oversee the Recognition Committee.
2. All student organizations must submit a membership list with the signatures of its members by the third week of school in the fall.
3. After recognition, a club is entitled to the following privileges:
  - a. Funding from the BSG Appropriations Committee
  - b. Access to a University account, including check writing privileges
  - c. Use of University vehicles, campus dining, and duplicating services
  - d. May establish an account at the bookstore
  - e. Access to University rooms for meetings

##### **B. Restrictions**

In addition to recognition, the Appropriations Committee will restrict funding by the following requirements:

1. The AC will fund organizations with the function of executing a one-day event provided it caters to students and is open to the entire campus community.
2. The AC will not fund Residence Halls, Special Interest Houses, or other organizations whose membership is based solely on their location of residence at Bucknell University.
3. The AC will not fund athletic organizations whose active membership includes any person who actively participates in the same sport at a varsity or junior varsity level.
4. The AC is not governed by funding biases declared in University or department Mission statements. Equity will be established in the funding of all organizations.
5. The AC is not obligated to grant funding strictly as per the guidelines. The guidelines serve to facilitate funding decisions through a common measure and documented precedents. Furthermore, the AC will exercise the resource of judgment of the committee members in reviewing requests.

#### **Section 2: The Appropriations Procedure**

##### **A. Appropriations Forms**

To request funding the appropriate forms must be completed, which are found at the BSG office. Office hours are posted beside the office door ( LC 303 ) and on the World Wide Web under the student organizations' section of the Bucknell Home Page. There are four different forms, depending upon the type of request. They are as follows:

1. Initial Request form
2. Additional Request form
3. Appeals form
4. Reallocation form

##### **B. Budget Preparation**

In order for budget requests to be processed, the following criteria must be met by the organization in submitting its budget. All requests must be:

1. Itemized
2. **Typed ( no exceptions )**
3. Signed by the appropriate personnel:
  - a. Chief Officer or Contact Person
  - b. Chief Financial Officer
  - c. Advisor

4. All deadlines must be met and budgets submitted to the BSG office.

C. Deadlines

1. Initial appropriations are due at a designated date established by the BSG Treasurer which takes place in the Spring semester for the following fiscal year. Newly recognized organizations may submit an initial budget at any time.
2. Appeals may be made within one month of the original hearing. Appeals for Spring Appropriations will be received in the fall semester and accepted no later than 4 weeks after the first day of class.
3. Additional allocations and reallocations may be applied for at any time.
4. The Appropriations Committee will meet up until one week before classes end each semester.

Failure to meet the aforementioned requirements will result in delaying the budget hearing until the requirements are met.

D. Hearing Notification

Once the forms have been submitted, the BSG Treasurer will schedule a hearing time for the organization and will notify the organization of the time. The time between submission and the hearing will not exceed one month, except for Spring Appropriations. The period of time for the hearing is dependent upon the number of budget requests submitted.

E. The Budget Hearing

At the scheduled budget hearing a delegate of the organization must appear. Failure to do so will result in tabling the budget request. It is in the best interest of the organization to send the treasurer, president, advisor, or a representative who is familiar with the budget.

1. Collectively, the AC and the organization delegate(s) will review the budget.
2. A question and answer period will ensue. Prior to the hearing the AC reviews the budget, investigates discrepancies and prepares questions.
3. When no further questions remain to be answered, the organization delegate will be asked to leave and based on the information presented by the organization, the AC will either make a decision or table the budget and investigate questions further.
4. Notification of the request results will not exceed one week except for Spring Appropriations.
5. The approved funds will be transferred to the organizations BSG account. Spring Appropriations are transferred on September 1. Old balances are also cleared at this time.

F. Transfer of Funds

The appropriated money will be transferred within one week of the decision. Money may be spent only on budgeted items. Failure to comply with these regulations may result in sanctions against the organization.

1. Money will not be transferred if a club is in debt.
2. Transfer will be delayed until such a time that the organization rectifies its debt situation.
  - a. The debt must be paid off by the organization at the University Treasurer's Office.
  - b. Official notification must be transmitted from the Treasurer's Office to the BSG office through documentation procured from the Treasurer's Office.

### Section 3: Types of Appropriations

#### A. Initial Appropriations

This is the first funding request made by each organization. Typically, this is submitted for Spring Appropriations.

##### 1. Spring Appropriations

- a. The bulk of AC funding is distributed at this time. It is a process involving all AC members that typically occurs between April and May. Times will be established by the BSG Treasurer.
- b. Seven copies of the budget will be submitted to the BSG Treasurer by the specified deadline.
- c. If the organization fails to appear for its scheduled appointment, they forfeit their opportunity to obtain funding for the following academic year.
- d. Within one month after the hearing, the organization will be notified of the outcome. A copy of the budget is included with an explanation of what items were not funded.

##### 2. Newly recognized organizations may apply for initial appropriations at any time once the organization has been established.

#### B. Appeals

1. After an organization has been notified of its budget request, it may appeal any decision within one month of the hearing date. This includes initial appropriations, additional allocations, and reallocations. Appeal decisions may not be appealed.
  - a. The appeal must be typed and received by the BSG Treasurer within one month of the original hearing date. All appropriate signatures must also be affixed to the document.
2. Spring Appropriations decisions are appealed in the following fall semester. The appeal must be submitted within the first four weeks of school in the fall semester.

#### C. Additional Allocations

1. At any time during the fiscal year, an organization may request additional funds for any new projects or activities not previously requested or anticipated during Initial Appropriations. An organization may also apply for additional funds if it discovers that expenses for a certain activity or function will exceed the amount originally requested for the event.
2. Additional funding is contingent upon both the nature of the request and the availability of funding within the BSG Reserve Account at the time of the request. The AC is under no obligation to pay for debts incurred by student organizations.
3. **Additional appropriations must be requested at least three weeks prior to the activity.**

#### D. Reallocations

1. Funds appropriated by the AC may only be used for the purposes originally stated in the approved budget. If an organization wishes to reallocate funding within the confines of the original budget it must fill out a reallocation form. If an organization requests a minor reallocation of \$100.00, it may do so with the permission of the BSG Treasurer. An organization may not exercise this privilege more than once for one section of the budget. Reallocations that exceed this amount require the approval of the entire AC.
2. **Reallocations must be requested at least three weeks prior to the activity.**

#### Article IV: Alternate Sources of Funding

##### Section 1: Organization specific funding

- A. Due to organization affiliations, funding may be available from different sources. It is requested that organizations ( if applicable ) explore the funding possibilities from these sources prior to petitioning the AC. Upon application for BSG funds it is helpful to present any information regarding other sources of funding that have been explored. The AC requests organizations to bring this information if it is available and applicable.

##### Section 2: Dues

The AC may recommend that a club charge dues as a supplementary source of income to be considered part of the appropriation. Funding may be contingent upon such a request.

##### Section 3: Loans

Student organizations may apply to the AC for a loan to provide the initial capital needed to undertake fundraising events. Student organizations must present detailed business strategies and projections to insure the AC will receive repayment for its loan. At the time of presentation, loan terms and time schedules will be established should the loan be approved. Failure to repay the loan within the terms established by the AC will result in the student organization's account being frozen.

#### Article V: AC Subsidies

Due to the financial limitations imposed, the AC cannot feasibly fund certain activities in their entirety. Consequently, the AC will provide subsidies in the following areas:

##### Section 1: Organization Specific Funding

The following pertains to internal funding of organizational activities:

###### A. Lodging

1. \$100 per night, up to 4 nights will be granted for lodging. The club must demonstrate that an overnight stay is absolutely necessary.
2. Food will not be subsidized on these trips.

###### B. Transportation

1. Gas may be subsidized as follows:
  - a. \$ 0.10/mile for a non-University vehicle
  - b. \$ 0.26/mile for a University car, station wagon or minivan
  - c. \$ 0.28/mile for University van
  - d. \$ 1.70/mile for buses plus \$7.00 per hour non-moving
2. The AC will fund up to 600 miles round-trip per trip.
3. Food will not be subsidized on these trips.

###### C. Operating Costs

Operational subsidies are considered on an individual basis and granted strictly on demonstrated need.

###### 1. Duplicating

The AC will grant up to \$50.00 per year for duplicating expenses. This includes all duplication, copying, etc.

###### 2. Postage

\$30.00 may be granted for postage per year.

###### 3. Telephone expenses

\$40.00 may be granted for telephone calls per year.

###### D. Food

###### 1. Study Breaks

The AC will fund one study break per semester at \$50.00 each. This policy can be applied to other club social functions which the AC deems as being equivalent to a study break. Requests for study breaks **must** include a statement of purpose as to why the organization is asking for these expenses. Special consideration will be given to clubs or organizations whose activities are primarily social in nature.



2. Special Dinners and Picnics
    - a. **The AC will grant up to \$7.00/person for active members of the club. The AC will only subsidize two such events per year.**
    - b. Membership lists with signatures will be requested to provide documentation of actual active membership.
- E. Alcohol
1. No BSG funds may be used to purchase alcohol.
  2. No BSG funds may be used to sponsor any event at which alcohol will be served.
  3. No BSG funds may be used to pay for fines or any other alcohol related expense.
- F. Competition
1. Funds for competition may not be requested until a schedule and/or timetable has been established for the upcoming event(s).
  2. Only one team per club will be subsidized for off-campus events. These trips will be limited to twelve per year.
  3. Changes in the schedule may not be made without the approval of the AC if such a change involves additional money not specified within the organization's budget
  4. Travel expenses may be requested that comply with the aforementioned guidelines. Food will not be subsidized for travel.
  5. All club budgets must be approved by the advisor before they are submitted to the AC.
- G. Conferences
1. Organizations requesting funds to send members to conferences must adhere to the following guidelines:
    - a. **A conference brochure with price quotes MUST be supplied to the AC.**
    - b. Requests for funding must be made at least three weeks prior to the conference registration date.
    - c. The AC will only fund one conference per year. The AC will fund registration fees up to \$1000. Travel and lodging arrangements may be approved in accordance with the above guidelines. Food will not be subsidized for the conference.
    - d. The AC will fund 65% of airfare for 3 members of an organization. The AC will **NOT** fund airfare outside of the United States.
- H. Equipment & Supplies
1. Any subsidized equipment must be registered and inventoried with the appropriate department on an annual basis. Athletic clubs must register all equipment with the club coordinator.
  2. All equipment will be stored within University facilities during the summer months. Special requests may be made by organizations to retain equipment during the summer months. Organizations must submit a written proposal approved by the appropriate department in order to be eligible to retain equipment during this time.
  3. Athletic clubs must sign out each piece of equipment from the department. Each individual member must register his/her name with the issued equipment. Failure to return the equipment satisfactory to the demands of the club coordinator will result in the individual being billed through the University at the stated cost for replacement of the equipment. The moneys received from these billings will be directly placed in the club's BSG account for replacement of the equipment.

4. All uniforms and equipment must be handed down to new club members. Certain depreciation is allowable for annual replacement of equipment. Therefore, personal equipment such as bathing suits, socks, etc. will not be subsidized due to the personal nature of the equipment.

I. Salaries

1. Salaries may be requested for jobs that require technical skills unavailable within the membership of the organization. The total amount of salaries is not to exceed \$1000 per any given year.
  - a. In order for individuals to receive a salary, the club treasurer must fill out Form 1099-Misc which is a payment to individuals form. This form can be picked up in the BSG office from the accounts manager. Treasurers should bring this completed form with them when they go for check signing. Checks written for payment to individuals will not be approved if this form does not accompany them.
  - b. Undergraduates and other paid employees of the University will NOT qualify for AC subsidized salaries except in the case of the Bucknell Student Government Accounts Manager.

J. Entertainment

1. Organizations may request up to a total of \$2500 for entertainment expenses.
2. The following fall under entertainment expenses:
  - a. Speaker fees and honorariums
  - b. Concert events
  - c. Movies, festivals, dances, museums, excursions, etc.
3. All applicable taxes will be paid for these events. Consequently, a payment for individuals form (Form 1099-Misc) must be filled out and accompany all checks to individuals for these events.

K. Prizes & Trophies

No funding will be allocated for awards, prizes, trophies, or presents.

L. Donations

The AC will not subsidize any donations with Student Activities Fee money.

M. Insurance

All organizations recognized by BSG fall under the University's insurance policy. To obtain documentation for insurance waivers, contact the University Legal Counsel. Other insurance related costs will not be funded by the AC.

N. Publications

The AC may fund the publication of newspapers, academic journals, and other publications that serve the campus community and directly relate to the defined organizational purpose of the petitioning organization. The total funding request may not exceed \$ 5,000.

O. Publicity & Advertising

The AC may fund publicity and advertising for organizations up to \$50 per event. The AC will fund a maximum of 3 events. The AC retains complete discretion as to what will be funded.

Section 2: Campus-Wide Programming

A. Co-sponsorship

1. An organization may receive funds for co-sponsorship of an event if the event is open to the entire campus community.
2. The co-sponsoring organizations must petition simultaneously before the AC.
3. Funding will be limited to the total sum of funding available to each organization under campus-wide programming guidelines.

### Section 3: Miscellaneous

#### A. Revolving Line of Credit

For events expending beyond the restricted scope of the AC guidelines, all financial restraints may be temporarily suspended. In such an instance a revolving line of credit will be established with the AC. Moneys will be transferred to the account as needed and on a daily basis according to a pre-established timetable and with approval from the BSG Treasurer.

#### B. Disclosure

In certain instances an organization may be asked to disclose the total amount of money from a department if it is connected with one. The AC may make funding contingent on such information.

### Division III: Mileage Chart

The following can be used as reference if an organization will be traveling in order to determine costs:

<u>Bucknell University to:</u>	<u>Miles Round-Trip</u>	<u>Bucknell University to:</u>	<u>Miles Round-Trip</u>
Albany, NY	620	Harrisburg, PA	130
Annapolis, MD	390	Hazleton, PA	130
Atlantic City, NJ	490	Hershey, PA	165
Baltimore, MD	300	Indiana, PA	320
Binghamton, NY	260	Iona, NY	390
Bloomsburg, PA	60	Johnstown, PA	275
Boston, MA	870	Juniata College	185
Buffalo, NY	440	Lafayette College	300
Chambersburg, PA	390	Lancaster, PA	220
Charlottesville, VA	610	LaSalle University	370
Cherry Hill, NJ	425	Lebanon, PA	195
Cincinnati, OH	960	Lehigh University	250
Colgate University	425	Loch Haven, PA	115
Cornell University	320	Lycoming College	70
Corning, NY	220	Lynhurst, NJ	485
Cleveland, OH	700	Mansfield, PA	160
Delaware University	320	Mechanicsburg, PA	135
Detroit, MI	950	Morristown, NJ	300
Dickinson College	150	New Haven, CT	250
Easton, PA	220	New York City, NY	400
Edinboro, PA	580	Oberlin, OH	650
Edison, PA	270	Ohio, PA	440
Elmira, NY	210	Ottawa, Canada	980
Erie, PA	460	Philadelphia, PA	390
Fordham University	460	Pittsburgh, PA	380
Gettysburg, PA	210	Pottsville, NJ	130
Hadley, MA	785	Princeton, NJ	370

## MILEAGE CHART (CONTINUED)

### Bucknell University to: Miles Round-Trip

Providence, RI	740
Rahway, NJ	375
Reading, PA	235
Richmond, VA	560
Rider College	355
Rochester, NY	775
Rutgers University	435
Scranton, PA	200
Selinsgrove, PA	40
Shippensburg, PA	200
Silver Springs, MD	360
State College, PA	120
Stroudsburg, PA	220

### Bucknell University to: Miles Round-Trip

Storrs, CT	715
Syracuse, NY	470
Temple University	390
Toronto, Canada	840
Townson, MD	300
Washington, DC	350
West Chester, PA	380
White Plains, NY	430
Wilkes-Barre, PA	150
Williamsport, PA	70
Wilmington, DE	310
York, PA	185

## Part 2: Operations

### **Division I: The Appropriations Process**

#### Article I: The Appropriations Process

##### Section 1: Eligibility

###### A. Debt

1. The AC will not transfer funds allocated during Spring appropriations or by other means if the student organization maintains a debt in its BSG account. The account will be frozen until the debt is rectified.
2. Organizations may petition the AC to remove its debt in the face of extenuating circumstances. However, the AC is not obligated to reimburse a student organization for any debt it incurs or financial obligations it undertakes prior to its budget request and/or AC approval. See Contracts.
3. Unless specifically prohibited by the AC, a student organization may transfer funds from its dual account ( if it maintains one ) to eradicate its debt situation.

#### Article II: Account Transactions

##### Section 1: Check Signing

###### A. Procedure

1. Fill out the check with the date and amount. On the line marked "organization", write the name of your organization. On the line marked "treasurer", the signature of the club treasurer should appear.
2. Fill out a student budget sheet in duplicate (both the blue and white sheets). Be sure that the "description" section is complete and corresponds to an item on your club's budget.
3. Bring the check and both student budget sheets to the BSG Office during check signing hours which are posted outside the BSG office.

4. The Accounts Manager (a paid employee of BSG who maintains responsibility for the current upkeep of all financial records) will sign on the "advisor" line on both the check and student budget sheets. A signed check constitutes an approved expenditure. Prior to signing, the Accounts Manager will compare the check request to your approved budget. Only budgeted expenses will be approved. The Accounts Manager is not required to approve any check if he/she deems there to be reason for not doing so.
5. Your advisor should be informed of all transactions. **Any check over \$250 must have the advisor's signature in place of the club treasurer's signature.**
6. The approved check and student budget sheets are to be brought to the University Treasurer's Office in Marts Hall to be signed by the Trustee of Student Accounts. A signed check at this time constitutes a valid check.

B. Policy

1. Checks will be signed only during check signing hours.
2. Checks will be signed by the Accounts Manager. The Treasurer may sign checks in case of emergency.
3. Checks will be signed from the first week in the semester until the last day of classes.
4. Organizations that seek to operate over the summer or during January must receive approval from the Treasurer. Special provisions will be made in the check signing procedure and disclosed at that time.

C. Canceled Checks

1. Any check that is canceled, lost, or otherwise incorrectly completed must adhere to the following procedure:
  - a. Return the check to or inform the University Treasurer's Office of the error.
  - b. Prepare a new check if needed.
  - c. With documentation provided from the University Treasurer's Office, inform the BSG Accounts Manager of the activity within your account.

Section 2: Deposits

A. Policy

1. All organization funds, regardless of specific origin, must be placed in the organization's BSG account. **Outside accounts are in strict violation of Appropriation Committee Guidelines and will result in sanctions against the organization.**
2. Organization funds that do not originate from the AC will be marked for discretionary club use.
3. Discretionary funds may be maintained from fiscal year to fiscal year if approved by the BSG Treasurer.
4. If the organization currently maintains a dual account with the BSG accounting system, the money will be automatically placed in this account. Failure to report such revenues and maintaining an external account will result in the account being indefinitely "frozen".

B. Procedure

1. Deposits are to be submitted to the University Treasurer's Office.
2. A copy of the deposit slips are then to be brought to the BSG Accounts Manager for accounting purposes.
3. Retaining funds into the next fiscal year
  - a. Organizations must type a letter stating the amount of the funds and their origin. The signature of the BSG Treasurer must be affixed to the document in addition to the student organization's treasurer and the advisor's signature.

- b. The document must then be submitted to the University Treasurer's Office.

### Section 3: University Credit Transactions

#### A. Policy

1. University credit transactions are a privilege of BSG recognized organizations.
2. Credit transactions may only be undertaken for approved budgeted expenses or if discretionary funds exist in the budget to cover the charged expenditure.
3. Organizations may charge expenditures to their accounts through dining services, transportation, physical plant, technical services, administrative services, and media services if it is an approved expenditure within their budget.
4. The Appropriations Committee is under no obligation to reimburse expenses not approved for a student organization.
5. It is the responsibility of the club treasurer to monitor the costs of these services and adjust their account balances accordingly.
6. Failure to comply with these policies may result in sanctions against the student organization.

#### B. Procedure

1. Contact the appropriate department and request a cost estimate for whatever services will be needed.
2. Compare the estimate to the approved budget.
3. Supply the department with the student organization account number and provide all other pertinent information. Also, request an invoice when the services are rendered.
4. Compare the invoice to the approved budget and charge incurred on the monthly printout.
5. If discrepancies exist, contact the BSG Treasurer.

### Section 4: Transfer of funds from one account to another

Any transfer of funds from one student organization account to another or to other departments within the University must first receive prior approval by the AC.

### Article III: Dual Account

The Dual Account system was devised in order to provide organizations with a feasible alternative to differentiate funds appropriated by the AC from those generated externally by an organization. This was also a consequence of the rampant number of external accounts maintained by student organizations. The Dual Account provides the flexibility and convenience of having all accounts in one location while guarding against the appropriation of funds to external accounts. Funds maintained in the Dual Account entail no spending parameters unlike appropriated funds which must be spent on their intended budget items only.

#### Section 1: Program Eligibility

In order for an organization to participate in this program, the organization must contact the BSG Treasurer in order to come before the Appropriations Committee. The criteria are as follows:

1. A student organization must be BSG recognized.
2. The student organization must apply to the Appropriations Committee and demonstrate need to use this dual account system.
3. Only organizations that have a significant amount of non-BSG funds will be allowed to have dual accounts. All other organizations will have to differentiate their funds within one account.
4. An organization may not be granted a dual account if its intended use is solely for dues. Dues are defined as money or moneys collected from members in the organization, club, etc.
5. The AC reserves the right to monitor deposits as well as money withdrawn from a dual account. If the AC determines that a deliberate misuse of funds occurs within a dual account, the AC reserves the right to deliver swift and just

punishment upon the organization and consider this during the Spring Appropriations process when reviewing a student organization's budget.

Section 2: Deposits

Deposits to the dual account must be submitted to the University Treasurer's Office and explicitly stated as such. Non-BSG funds will be recorded in the organizations account as a separate deposit and denoted by the suffix 2550 on the end of the organization's account number. The regular account has a suffix of 5770.

Section 3: Expenses

All expenses to the account will be recorded through the University's already established accounting system, check signing policy, etc.

Section 4: Interest

Interest will be distributed at the end of the fiscal year ( August 31 ) to all funds maintained in the dual account.

Section 5: External Accounts

Any student organization that continues to maintain an outside account will have their account frozen until the student organization complies with the Appropriations Committee Guidelines.

Article IV: Student Organization Responsibilities

Section 1: Registration

- A. Every organization must re-register itself at the Office of Student Activities on an annual basis in the fall semester.
- B. Officers must be registered and updated with the Office of Student Activities on a semester basis.
- C. Each student organization must resubmit a recognition form and a mission statement or constitution to the BSG Office at the start of each academic year.
- D. Each student organization must submit a membership list with signatures to the BSG at the beginning of each year.
- E. Failure to comply with registration policies will result in sanctions against the organization.

Section 2: Athletic Organization Requirement

- A. Athletic organizations must register their officers, schedules, and practice times with the club coordinator on a semester basis.
- B. At the recommendation of the club coordinator, the AC may impose sanctions upon an athletic organization.
- C. All equipment and moneys appropriated for equipment must be registered with the athletic department. The procedure to procure equipment is as follows:
  1. Equipment will be issued at the beginning of each academic year and returned to the athletic department at the end of the academic year.
  2. Each individual issued the equipment will sign and acknowledge financial responsibility for the care of the equipment. Documentation will be provided by the club coordinator.
  3. Delinquency in returning equipment will result in the billing of the replacement cost of the equipment to the individual through their University account.
  4. Moneys recovered will be deposited directly into the organization's account for replacement or updating of equipment.
- D. Funding is unavailable for athletic organizations whose membership is composed of any athletic department teams. Athletic department affiliated members will be defined in the following manner:
  1. Varsity members
  2. Junior varsity members
  3. First-year team members
  4. Any form of recruit or out of season program

- E. Additional requirements may be imposed by the athletic department and/or the club coordinator in order to use University athletic facilities.

Section 3: Printouts

- A. Printouts of account activity are available the 10<sup>th</sup> of each month in the University Treasurer's Office. A one-month time period is allotted for the treasurer to obtain the printout. **If the printout is not retrieved within a week, the printouts will be mailed to the organization's treasurer.**

- B. Reading the Printout

To read the printout, locate the account control lines. The following gives a description of the account control lines:

1. 1100 CM Total Claim On Cash – This amount reflects the cash balance of the account. Under the Total to Date column, a positive number should appear. If it has a minus sign (-) attached, the account is in a deficit cash position.
  2. 2550 Fund Deductions – This section shows the detail of all checks written and processed and other charges against your **BSG Dual Account** during the month. The total of all deductions is reflected in the "Current Month" column.
  3. 3900 CM Total Fund Bal.-Agency Fund – This amount reflects the balance of the account and normally will be the same amount as the cash balance. Under the Total to Date column, it should have a minus sign (-) attached reflecting credit on account.
  4. 4700 Fund Additions – This section shows the detail of cash deposits or other additions to your BSG Account balance made during the month and the total of all additions in the "Current Month" column.
  5. 5700 Fund Deductions – This section shows the detail of all checks written and processed and other charges against your **BSG Account** during the month. The total of all deductions is reflected in the "Current Month" column.
  6. Fund Balance Change – The amounts shown on this line reflect the net change in your account balance ( additions minus deductions ).
- C. Expenditures recorded on the ledger sheet must be compared with the printout. Corrections should be made and discrepancies evaluated. Expenditures occurring at the end of the month may not appear on the printout.

Section 4: Scheduling an Event

- A. Before scheduling an event the following information must be presented to the Reservation Information & Conference Services (RICS) Office in the LC Office 207:

1. Name / type of event
2. Date / time / space preferences
3. Sponsoring group and account number / name / address / phone number of advisor
4. Alcoholic or non-alcoholic event

- B. Approval

1. Simple events (no food, drink, etc.) will be confirmed immediately.
2. Signatures are required with the completion of a space request form. Failure to return this form by the predetermined deadline will automatically result in cancellation.
3. You must know exactly what services (technical, media, food, etc. including contractual obligations) your event will require before your event will be confirmed.
4. Confirmation of the event will be sent via campus mail.



C. Cancellation or Changing of an Event

1. Contact the RICS Office immediately concerning any changes or cancellation of the event.
2. Failure to notify RICS Office will result in charges for services or loss of scheduling privileges.

Section 5: Contracting Procedures & Guidelines

- A. It is Bucknell University's policy that student organizations may investigate the availability of speakers, entertainers, etc. They may also negotiate prices with the agency or individual. However, no student or student organization may make a contract/agreement which binds the University to any action or commit any University funds including the Student Activity Fee funds.
- B. Upon reaching terms for an agreement the student organization(s) involved must have their administrative or faculty advisor call and make the request for a contract. A contract is defined as any formal offer written or conveyed verbally via telephone or in person.
- C. This procedure is to ensure that the individuals who are authorized to commit the University to contracts are insured by the University for liability purposes.
- D. No deposits should be made in advance.
- E. No organization is permitted to enter a contract with the intended use of BSG funds prior to securing those funds.
- F. All payments are to be made by University check. The University Finance Department must be notified a week in advance so all applicable taxes may be paid. Full tax identification information ( including Social Security Number ) is also required by the Finance Department.
- G. Any additional questions regarding contracting may be directed to the Office of Student Activities.

Article V: Advisor Responsibilities

The advisor must sign all budget request and appeals. Any check over \$250 must be signed by the club advisor in addition to the club treasurer signifying prior knowledge of the organizations activities the encompass significant monetary commitments. Advisors must be aware of the ongoing activities of the organization.

Article VI: Tracking Distributed Funds

Section 1: Monthly Audits

The Appropriations Accounts Manager conducts monthly audits on each student organization's account with the computer printouts generated by the Finance Office. The Accounts Manager notifies the BSG Treasurer and Appropriations Committee of any improprieties, discrepancies, or other problems in each student organization's account. The Appropriations Committee may take appropriate action to remedy the situation.

Section 2: Formal Audits

- A. The AC reserves the right to conduct a full scale audit at any time through a formal audit procedure. At the initiation of an audit the student organization account in question will be frozen until the conclusion of the procedure.
- B. Audit Procedure
  1. The audit committee shall be composed of no less than five members of the AC and is to be Chaired by the BSG Treasurer.
  2. The organization being audited will be notified in order to schedule an appointment for an audit hearing and present all financial data relevant to the audit.
  3. The AC will make a decision that will either:
    - a. Acquit the organization
    - b. Impose sanctions against the organization
  4. All initial decisions may be appealed within two weeks of the initial hearing. An appeal may not be appealed.

### Section 3: University Finance Department

The Bucknell University Finance Department maintains constant surveillance of all student organization account activity through the University Treasurer's Office and the University's computer accounting system. All account activity is monitored and in the event of any improprieties, discrepancies, or other problems the BSG Treasurer and the Appropriations Committee are notified.

### Article VII: Sanctions

Failure to comply with any of the aforementioned guidelines will result in one or more of the following actions:

- A. A temporary freezing of organization funds and suspension of use of the organizations' University charges and University accounts.
- B. A withdrawal of current funds appropriated by the AC.
- C. A decrease in the amount of funds allocated for the upcoming fiscal year.
- D. Impoundment of BSG subsidized equipment.
- E. Probation including the loss of the privilege to receive any BSG funds for a period specified by the AC.
- F. Suspended use of University facilities including University accounts and checking privileges. Organizations that are suspended must reapply for BSG recognition.
- G. Formal de-recognition by the BSG upon recommendation from the AC.

### Article VIII: Changes in the Guidelines

#### Section 1: Student Recommendations

The AC encourages recommendations from organizations about changes that should be made in the funding, structure, or procedure of the Appropriations system. An appointment may be scheduled with the AC at the request of the individual or organization suggesting the change.

#### Section 2: Guideline Evolution

The AC will continually be evolving through new precedents and new suggestions. Consequently, the guidelines may be changed periodically. In the event of such a change, the AC will mail organization treasurers a list of changes.

## ABC CLUB 1997-1998 Budget

(When you are making a budget for the upcoming school year, be as specific as you can. The Appropriations Committee will be going over them so make sure that their questions can be answered by looking at your specific explanations.)

### I. Operating Expenses (Refer to Page 9 in the Appropriation Guidelines)

**\*\* When necessary, give a brief explanation of why you requested the amount**

A.	Duplicating	\$50.00
B.	Postage	\$30.00
C.	Telephone Expenses	\$40.00

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<b>Total for Operations</b>	<b>\$120.00</b>
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### II. Food (Refer to Page 9 and 10)

A.	Study Breaks	\$50.00
<b>** Statement of purpose of why ABC Club is requesting the expenses.</b>		
B.	ABC Fall Dinner	\$140.00
<b>*Explain the purpose of the dinner</b>		
C.	ABC Senior Awards Dinner	\$140.00
<b>* Explanation</b>		

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<b>Total for Food</b>	<b>\$330.00</b>
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### III. Conferences (page 9 and 10) **\*\*Please attach a conference brochure to the budget**

A.	Conference Alpha at Cornell University	
1.	Registration (10 members @ \$50 each)	\$500.00
2.	Transportation (mileage on page 12 and 13) 1 university van @ .26/ mile for 320 miles	\$83.20
3.	Lodging	\$300.00

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<b>Total for Conference</b>	<b>\$883.20</b>
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### IV. Entertainment (page 11)

A.	Guest Speaker	
1.	President Clinton	\$1000.00
<b>*Many times the price is all inclusive. If the cost of the speaker is not, please list lodging cost, transportation etc.</b>		

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<b>Total Entertainment</b>	<b>\$1000.00</b>
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**TOTAL AMOUNT REQUESTED FOR ABC..... \$2333.20**