

ST. CLOUD STATE UNIVERSITY
STUDENT GOVERNMENT

SENATE FINANCE COMMITTEE

POLICY FOR FISCAL YEAR 2009

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I. Definitions and Structures of the Student Activity Funds

Section A. Rationale and Purpose

- I Minnesota State Colleges and University Board Policy (chapter 2, section 8, part 2, subpart A) states "Colleges and universities shall provide students life/activities programming which supplements the regular curricular offering and contributes to the educational, cultural, and physical well being of students and for which they may charge a fee."
- 2 Students' activities and programs, which may be funded by the student activity fee, are defined by Chapter 2, Section 8, Part 4, subpart C, 3a of MnSCU Board policy as "Lecture courses, concerts, athletics, forensics, and other activities which contribute to the educational, cultural, and physical development of students."

Section B. Structure of the Senate Finance Committee

1. The Student Government and the Senate Finance Committee are the allocating bodies for the non-director managed portion of the activity fee dollars at St. Cloud State University.
2. The Senate Finance Committee consists of eleven students, including a chairperson, vice chairperson of the internal affairs, and vice chairperson of external affairs. Of the eleven students, no member may sit on the Student Government Body, excluding the Finance Chair. Student Government shall internally elect the chairperson, vice chairs, and committee members by the fifth Student Government meeting prior to the end of spring semester. All members shall serve terms of one academic year and may seek reelection. Vacancies will be filled according to the Student Government Operating Rules. The chair and the internal and external vice chairs comprise the Senate Finance Executive Committee.
3. Roles of the Senate Finance Committee members:
 - A. The Senate Finance Chair shall be responsible for holding at least 7 office hours per week, supervising the vice chairs, conducting the annual budgeting session, signing/authorizing budget transfers, conducting a training meeting each semester for every student organization's treasurers, and any other necessary duties in order to ensure the committee operates in an effective and efficient manner.
 - B. The Internal Vice Chair shall be responsible for maintaining the office by holding at least 4 office hours per week, performing necessary clerical duties, educating the Finance Committee members, ensuring that all office hours are maintained, and taking minute reports at every meeting.
 - C. The External Vice Chair shall be responsible for conducting audits of all entities budgeted by the Senate Finance Committee, holding at least 4 office hours per week, conducting a training session for treasurers during the first 7 weeks of fall semester, and tracking all equipment purchased with Student Activity Fees.
 - D. Committee members shall be responsible for researching requests, holding at least 1 office hour per week, and being a designated liaison to student organizations (number of organizations TBD).
 - E. All members will be able to receive 3 unexcused absences per semester. Failure to make an office hour will count as an unexcused absence. All excuses should be submitted to the Finance Executive Committee. Any excuses involving the Finance Executive Committee will be handled by the Student Government Executive Committee. Once a member has received more than 3 unexcused absences, they are automatically removed from the committee with the ability to appeal to the Judicial Council of Student Government.
 - F. All members will use their best judgment in maintaining a level of confidentiality regarding fiscal matters.
4. The Senate Finance Committee policies and actions are under the jurisdiction of the St. Cloud State University President. The Senate Finance Committee policies will be reviewed annually by the St. Cloud State University Student Government, the St. Cloud State University President, and the Finance Committee. Any policy changes will become effective within one fiscal quarter of official notification to entities receiving non-director managed portions of the activity fee dollars at St. Cloud State University.

II. Eligibility Requirements to Receive All Forms of Senate Finance Committee Funding

1. The Senate Finance Committee may fund organizations, non-director managed areas, activities, programs, and services that enhance the cultural, recreational, social, religious, and/or intellectual life of the University.
 - A. The organization requesting funds must be an established organization that is registered with and is in good standing with the Center for Student Organizations and Leadership Development office and the Senate Finance Committee.
 - B. The organization cannot request a budget until 52 weeks after initial registration or re-registration with the Center of Student Organizations and Leadership Development.
 - C. The organization cannot request money from the reserve accounts until 15 weeks after initial registration or re-registration with the Center of Student Organizations and Leadership Development.
 - D. Any organization that receives funds from Student Activity Fees is required to have their treasurer or president attend mandatory training meetings/clinics each semester (number to be determined each year). Failure to do so will result in all funds being frozen until proper training has taken place.

III. Policies for Entities Receiving Senate Finance Committee Funding

Section A. Definitions of Entities Receiving Senate Finance Committee Funding.

1. Entities funded by the Senate Finance Committee will be classified into one of six categories: Student Organizations, Co-Curricular, Sponsorships, Student Media, Student Government, and Senate Finance Committee.
 - A. Any organization which accepts Senate Finance Committee funding must adhere to Finance Committee policies and guidelines.
 - B. A student organization is defined as an organization fully registered by the Center of Student Organizations and Leadership Development and the Senate Finance Committee, which is composed of and run by St. Cloud State University students. Any loss of registration will result in the funds being frozen until re-registered.
 - C. The University defines Co-Curricular as, "Those activities that have activities outside of the classroom and academic setting."
 - D. Sponsorships will be considered to be entities that directly benefit students, but do not necessarily have direct student involvement in the organization. Examples of such entities are the Kiehle Gallery, Winter Economic Institute, MTC subsidy, Student Employment Services, Student Research Colloquium, and Legal Services.
 - E. Student Media is the Chronicle, UTVS, and KVSC. No other form of media may receive funding under the Student Media category.
 - F. Student Government is the governing body of all Student Activity Fees and Student Organizations.
 - G. Senate Finance Committee is responsible for budgeting entities that receive funds from Student Government, paying indirect costs, and administering the reserve accounts. Senate Finance Committee distributes funds as designated by current Senate Finance Committee policies.

Section 13. Policies Relating to Senate Finance Committee Funds

1. If items or services purchased differ from those requested, the organization must present written justification to the Senate Finance Committee within 2 weeks of the purchase. Failure to do so may result in the Senate Finance Committee freezing all or part of the allocated funds.
2. Any event admission fees collected beyond the cost of food and beverages must be deposited into an agency 900 account and used to cover the expenses from the event before using any of the organization's 334xxx account.
3. University policy states that travel vouchers and receipts must be submitted to the business office in the Administrative Services building within 3 business days of attending the function. Failure to comply will result in full reimbursement of the allocated funds to the Senate Finance Committee.

4. All advertising for events which are paid for in whole or part by Student Activity Fees must be posted for at least 7 days prior to the event and include the statement, "Funded by your Student Activity Fees," in type size consistent with the advertisement. This statement shall not be construed as a statement of authority or endorsement, but rather as an acknowledgment of financial backing.
5. All organizations must comply with the Equal Opportunity/Title IX policies. A copy of these policies may be obtained in the Administrative Affairs Office in the Administrative Services Building, Room 205.
6. All Senate Finance Committee funded organizations are required to maintain all related accounts with the Business Office at St. Cloud State University.
7. None of the entities, such as Student Organization, Co-Curricular, Sponsorship, Student Media, Student Government, and Senate Finance Committee, may hold any accounts outside of the St. Cloud State University Business Office without express permission from the Senate Finance Committee and/or the University.
8. Requests for the purchase of costumes and/or uniforms will be restricted to items that are non-personal.
9. Two estimates must be submitted with all requests for equipment. If the purchase includes several items in the overall purchase, two estimates of each item must also be provided.
10. No sale of equipment purchased through Student Activity Fees / Senate Finance Committee will be allowed without prior approval from the Senate Finance Committee. Proceeds from the sale of equipment or any other item will be deposited into the account that initially was used to purchase the item.
11. Senate Finance Committee will not fund any type of awards and/or trophies.
12. Senate Finance Committee will not fund any type of awards ceremonies or banquets. This will include space rental, registration, travel, and any cost associated to individual banquets.
13. Senate Finance Committee will not fund any type of gift offerings.
14. Student Activity Fee funds shall not be used to make a direct contribution to charitable organizations or individuals, including scholarships.
15. Student Activity Fee funds may not be used as security for loans.
16. All organizations must have an advisor.
 - A. Requests submitted for funding approval must have an advisor's signature.
 - B. Advisors shall ascertain that funds are spent for intended purposes. They will be ultimately responsible for all vouchers and other financial records.
 - C. Advisors /coaches shall not be paid with Student Activity Fees.
17. All requesting organizations must have a liaison present at the Senate Finance Committee meeting to introduce the request. If a liaison is not present the first week, the request will be tabled. If the liaison is also not present the second week, it will be denied.
18. Student Activity Fee funds shall not be used to pay for any type of membership fees, including local and national memberships.
19. Senate Finance Committee shall not fund any event that puts St. Cloud State University in violation of the United States Constitution Establishment Clause.
20. Conferences, competitions, and seminars will only be funded as long as they are educational in nature, have aspects that can be brought back to campus, and in some way benefit the campus as a whole. No more than \$2,000 or \$50 per current student per night, whichever is less, will be allowed per event. Any member that is paid to attend a conference, competition, or seminar that does not attend, is then required to reimburse the committee for their part of the allocation given to attend that event.
21. Student Activity Fees will not fund any gasoline purchase. Senate Finance Committee/Student Activity Fees will only fund mileage for travel with a campus vehicle which would include but not be limited to vehicles from Atwood Memorial Center, Campus Recreation, or Buildings and Grounds.

IV. The Senate Finance Committee Free Balance Reserve

Section A. Purpose of the Free Balance Reserve

1. The Free Balance Reserve is an operational reserve and shall be established at the beginning of the fiscal year in an amount of at least \$30,000.

Section B. Free Balance Reserve Policies

1. A written request should be submitted to the Senate Finance Committee at least 4 weeks prior to the date funds are requested.

2. Any organization may be allocated up to \$750 from Free Balance without any matched fundraised dollars.
3. The Senate Finance Committee may allocate the matching of fundraised dollars. Matching dollar per dollar up to \$1,250, as long as the fundraised dollars are from the previous 12 months and are not generated from the Student Activity Fees fund. The organization must have the fundraised dollars in their agency account at the time the request is approved for the current fiscal year.
4. Co sponsoring events with other student organizations is encouraged, but any amount that is put forth on an organizations behalf as a co sponsor from the 334XXX account will not be considered as fundraised dollars.
5. Free Balance requests for funding shall not exceed \$2000 per organization.
6. The total dollar amount Senate Finance Committee allocates is based on matched fund-raised monies and the original \$750 shall not exceed the total cost of the event.
7. Organizations will be responsible for providing documentation of matched non-Student Activity Fee funds before Student Activity Fee funds will be transferred.
8. An organization is allowed only one approved Free Balance Reserve request per fiscal year.

V. The Senate Finance Committee Equipment Reserve

Section A. Purpose of the Student Government Equipment Reserve

1. The Equipment Reserve is established for the purpose of major equipment, uniforms, costumes, etc.
2. The Equipment Reserve will be established at the beginning of the fiscal year with an amount of at least \$10,000.

Section B. Equipment Reserve Policies

1. A written request should be submitted to the Senate Finance Committee at least 4 weeks prior to the need for funds.
2. All equipment purchased with Student Activity Fee funds remains property of the Student Government/Senate Finance Committee and the university.
3. During the budgeting process, it is the responsibility of the organization to submit a status report to the Senate Finance Committee of all equipment purchased- to-date with Student Activity Fee and/or organizational funds.
4. The organization and individuals using the equipment will be responsible for replacing or repairing equipment that is lost or damaged due to negligence.
5. No repairs or warranties will be funded with Student Activity Fees unless the equipment was purchased in whole through Student Activity Fees and remains property of the Student Government and the university.
6. Two estimates must be submitted with all requests for equipment. If the purchase includes several items in the overall purchase, two estimates of each item must also be provided.
7. All items purchased from Student Activities Fees must be stored on campus in a pre-approved secure location.
8. The Senate Finance Committee reserves the right to reallocate or dispose of unused or outdated equipment. This will be done in a manner described by the State of Minnesota.
9. An organization is allowed only one approved Equipment Reserve request per fiscal year.

VI. The Senate Finance Committee Programming Reserve

Section A. Purpose of the Programming Reserve

1. The Programming Reserve is designed to assist student organizations in sponsoring speakers/entertainers and other programming.
2. The Programming Reserve will be established at the beginning of the fiscal year with an amount of at least \$15,000.

Section B. Procedures to Receive Programming Reserve Funding

1. A written request should be submitted to the Senate Finance Committee at least 6 weeks prior to the need for funds.
2. Organizations may not commit to a formal university-approved contract with the speaker or performer prior to the allocation of funds.

3. Employed members of St. Cloud State University will not receive payments for speaking through an organization's budget or reserve accounts.
4. There will be no reimbursement from the Programming Reserve without prior approval.
5. The funded organization is responsible for entering into a formal university-approved contract with the speaker or performer.
6. No more than \$800 will be allocated to one student organization for speaker(s)/entertainer(s) per event.
7. Organizations may co-sponsor a speaker. However, no more than \$800 may be allocated per organization. The maximum allocation from this fund for any co-sponsored speaker will be \$1800.
8. An organization is allowed only one approved Programming Reserve request per fiscal year.

VII. The Senate Finance Committee Interpreters Reserve

Section A. Purpose of the Interpreters Reserve

1. The Interpreters Reserve is designed to assist student needs for different events and programs.
2. The Interpreters Reserve is available for any type of interpreter requests for the fiscal year and shall be established at the beginning of the fiscal year with an amount of at least \$3,000.

Section B. Procedures to Receive Interpreters Reserve Funding

1. A written request should be submitted to the Senate Finance Committee at least 4 weeks prior to the need for funds.
2. Organizations may not commit to a formal university-approved contract with the interpreter prior to the allocation of funds, when using the reserve account.
3. Employed members of St. Cloud State University will not receive payments through an organization's budget or reserve accounts.
4. A minimum of two estimates must be submitted with all requests for interpreters.
5. An organization is allowed only one approved Interpreter Reserves request per fiscal year.

VIII. Senate Finance Committee Budgetary Funding

Section A. Policies Surrounding Budgetary Funding

1. No student organization may receive an original operating budget in excess of \$1000.
 - A. Exceptions may be granted to Co-Curricular, Sponsorships, Student Media, Student Government, and Senate Finance Committee.
 - B. Contracts, "1400" forms, or purchase orders must be utilized for all expenditures of Student Activity Fees.
 - C. Any printing costs that exceed \$1000 dollars must be bid out.
 - D. Money will not be distributed from deficient object codes. A budget transfer must be made before the transaction will take place.
 - E. A budget transfer is required to have the organization's advisor and/or the student representative's signature and must be submitting in writing. A current listing of the organization's advisor and student representative must be on file in the Senate Finance Committee office at all times
2. No student organization may receive an original programming budget in excess of \$10,000.
 - A. All programming money will be in a frozen account until the organization requests for it to be unfrozen by a memo to the Senate Finance Committee Chairperson.
 - B. Event programming of a single event per fiscal year may be funded up to half of the total event cost or \$3,000.00 of the total event cost, whichever is less. Any event funded this way must invite all current St. Cloud State University students.
 1. This specific amount of funding can only be requested through the annual Budgetary Process.
 2. The amount allocated may be used for any event cost as long as it meets University policy.
 3. This event may not be funded out of any other Senate Finance Committee reserves which includes but is not limited to the Free Balance reserve, Programming reserve, Equipment reserve, and Interpreter reserve.
 4. Ticket prices will be set by the organization hosting the event.

5. The hosting organization is responsible for setting ticket prices that meet expenses for the event and still encourage attendance.
 6. Any additional money that is generated for this event after all event expenses must be deposited into the agency 900 account.
3. Any budget received after the budget due date will be assessed a late penalty of 15 percent of the original allocation. No budget request will be granted any funding if received after the Senate Finance Committee appeal date.
 4. Conferences and seminars will not be allocated any funds from the original budget allocation. Organizations wishing to fund these events must use the reserves.

Section B. Procedure for Budget Allocations

1. Organizations' budget proposals must be submitted by the announced deadline date (no exceptions), which will be determined each year by the Senate Finance Committee Chairperson. Entities will be notified at least 4 weeks prior to due date.
2. Budget requests must be submitted on the proper budget request forms unless the Senate Finance Committee Chairperson has granted advance authorization.
3. Organizations that submit their budgets late or incorrectly will be removed from the regular pool of budget requests. Those budgets that have been removed from the regular pool will then only be considered after all of the regular pool budgets have been allocated. Any late budget will also be assessed a 15 percent penalty on the budget allocation.
4. Each year the Student Finance Committee will hold Treasurer/Budget Clinics for the purpose of educating treasurers or incoming treasurers on day-to-day financial activities of an organization, as well as annual budgeting procedures.
 - A. Organizations are required to send at least one representative, preferably their treasurer or incoming treasurer, to the above-mentioned clinic.
 - B. Organizations that do not send a representative to Budget Clinics forfeit their ability to participate in Senate Finance Committee Budget Allocations for the next fiscal year.

Section C. Policies for Budget Transfers

1. An organization or entity with a budget of more than \$1000 can transfer up to \$100 between line items. These transfers must be processed through the Business Office with the exception of unfreezing funds.
 - A. Any budget transfer over \$100 must be submitted for approval in writing to the Finance Executive Committee.
2. An organization or entity with a budget of less than \$1000 will have to submit budget transfers to the Senate Finance Executive Committee.
3. Any group that wishes to unfreeze funds must be approved by the Senate Finance Executive Committee before funds are transferred.
 3. Overspending on any line item, without prior approval from the Senate Finance Committee, may result in a freezing of funds.
4. The Finance Executive Committee has the right to deny any year-end transfers if such transfers are determined to be unnecessary. Any denied transfers may be appealed to the Senate Finance Committee.

IX. Budget Appeals

1. Organizations that wish to appeal budget allocations must appeal first to the Senate Finance Committee and then to the Student Government Senate. Each area can be appealed one time.

Senate Finance Committee Appeal Process

1. Any group that wishes to appeal their original budget proposal allocation must submit an appeal form to the Senate Finance Committee by the deadline which will be determined by the Senate Finance Committee. Failure to do so will result in the appeal being denied.
2. An appeal with complete rationale must be made using an appeal form and be delivered to the Senate Finance Committee by the announced deadline.
 - A. The rationale shall include those specific events and allocations to be addressed in the appeal.

- B. If an organization would like to make an appeal, they will be required to attend an appeal hearing.
- 3. A group's failure to attend an appeal hearing will result in a denial for their appeal and the end of the appeal process for the individual organization.
- 4. During the appeal hearing, the group appealing will be allowed up to 5 minutes to state their case and up to an additional 5 minutes of questions from the Senate Finance Committee.

Student Government Appeal Process

- 1. Any group that wishes to appeal to the Student Government Senate must submit an appeal form, which is created by the Student Government Senate, to the Senate Finance Committee Chairperson one week prior to the appeal hearing.
- 2. The appeal hearing will allow 5 minutes for the organization to speak to their appeal, then 5 minutes for the Senate Finance Committee rebuttal, then 3 minutes for the group to speak to their appeal again. After that, the Senate will have 10 minutes to ask questions to either the organization or the Senate Finance Committee.

X. Regulations Pertaining to Honoraria

- 1. All students will be paid with honorarium. There will be no hourly wages paid by Senate Finance Committee funds.
- 2. A group defined as a Student Organization will not be allowed to have any member paid honorarium.
- 3. An honorarium shall be defined as compensation for ensuring certain services for the general student body or for extensive responsibilities for which an hourly wage or commission is not set.
- 4. In no case should a position with an honorarium replace a position that could be filled and financed under the work study program.
- 5. All proposed honoraria positions shall require justification and acceptance by the Senate Finance Committee and Student Government in order to be funded.
- 6. The requirements for positions receiving honorarium must be in print and available to the student body through the organization itself and be kept on file with the Senate Finance Committee.
- 7. The merits and responsibilities of the position will determine individual honoraria amounts.
- 8. Positions receiving honoraria must be open to the general student body, consistent with the constitution of the concerned organization.
- 9. Positions receiving honoraria over \$100 per semester must be advertised in the University Chronicle or any other Senate Finance Committee approved public media outlet, for at least two consecutive issues or one week.
- 10. Only St. Cloud State University students are eligible to receive honoraria.
- 11. All student honoraria will be paid from object code 0910 for 334 accounts. Students will be paid through the regular university payroll. Contact the Business Services Payroll Department for more information. To process honoraria, use the following procedures:
 - a. Prior to processing honoraria payments for the first time, an organization must request, in writing, permission from the Vice-President of the Student Life and Development and from the Human Resource Director to make lump-sum payments. If an organization does not have a student payroll distribution code, they must contact the Business Office to establish one before payroll can be processed.
 - b. Each student receiving honoraria must complete W-4 and 1-9 forms if they are not already on file in the Business Office.
 - c. The entities are required to send a list of students receiving honoraria, social security numbers, the dollar amount due each student, a student payroll form and control sheet, and the W-4 and 1-9 forms (if necessary) to the Business Office no later than two weeks before the end of each semester.
 - d. If the forms are not received in time for processing in the selected pay period, they will be processed for payment in the next pay period, two weeks later.

XI. Food

Section A. Definitions of Food

1. Student Activity Fees will only fund food if and when it is an appropriate component of an event, relevant to the organization's purpose. Some examples would be culture festivals, long-standing traditions, and other events open to all St. Cloud State students.

Section B. Policies Pertaining to Food

1. Refreshments at regular business meetings, individual organization's recruitment events, and fundraising events will not receive any Student Activity Fee funding.
2. Any event that has food purchased with Student Activity Fees must be open to all students and advertised consistent with Senate Finance Committee policies.
3. No more than \$2000 or \$10 per current student, whichever is less, can be granted to cover food purchases. Exceptions can be granted on a case-by-case basis. The Senate Finance Committee Chairperson should be contacted for more details.
4. All funded food purchases must follow the St. Cloud State University and Atwood Student Union guidelines and policies.
5. An approval letter from the Senate Finance Committee Chairperson must be submitted with any purchase order or "1400" form before any reimbursement of food is allowed.

XII. Fund-Raising

Section A. Definitions of Fund-Raising

1. Fund raising shall be defined as an organized attempt to raise money to meet the needs and future plans of a specific function of the organization. Any time that the revenue from an event exceeds the total cost of that event, the event is considered a fund-raiser.

Section B. Policies pertaining to Fund-Raising

1. Student Activity Fee funds shall not be used for the set-up, promotional, or organizational costs of fundraising.
2. All fund-raisers must be in compliance with all state and federal laws and Title LX policies.

XIII. Policy Exemptions

Section A. Requesting a Policy Exemption

1. All requests for a policy exemption should be submitted to the Senate Finance Executive Committee in writing. The Senate Finance Executive Committee will be responsible for considering and granting requests for exemption.

XIV. Senate Finance Committee Special or Miscellaneous Policies

Section A. Equal Opportunity and Title IX Policies

1. St. Cloud State University is an equal opportunity employer. Through an active program, the university provides equal opportunity and treatment in employment, admissions and all academic programs.
2. Student Government and the Senate Finance Committee do not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, sexual orientation, and/or status with regard to public assistance or disability admissions, employment, and/or the operation of its educational programs.
3. When organizations are hiring professional services, speakers, bands, artists, musicians, etc., every action must comply with Title IX Affirmative Action Policies.
4. Each organization shall sign a policy statement. The Senate Finance Committee shall review the statement when it reviews budgets.
5. Failure to comply with this policy will result in an immediate:
 - A. referral to the Affirmative Action Office;
 - B. freezing of funds while an investigation takes place; and/or
 - C. cancellation of specific programming

Section B. Senate Finance Committee, Fee Allocation Committee, and Student Government Relations

- I. The Senate Finance Committee shall review all requests for reserve account funds. If approved a recommendation will then be made to Student Government. The first week the request is on Student Government's business agenda, Student Government may approve the committee's recommendation or refer the request back to the committee with a revised recommendation. If the request is referred back to the committee, the second week the request is on Student Government's business agenda, a decision may or may not follow the committee's recommendation. Reserves must be approved by both the Senate Finance Committee and Student Government Senate before funds will be allocated.
2. Requests for dollar amounts of \$100 or less from any reserve account do not require the approval of Student Government. The Senate Finance Chair must report committee actions on such requests to Student Government.
3. Student Government cannot act upon a request until a student representative presents the request at a Student Government meeting.
4. Student Government may not suspend or violate finance committee policies under Article III. Policies for Entities Receiving Student Government Funding, Section B. Policies Relating to Senate Finance Committee Funds.
5. All policy revisions will be submitted to Student Government for approval.
6. Student Government may approve Senate Finance Committee policies in whole or in part.
7. Final approval of all policy revisions will take effect upon approval of Student Government and Senate Finance Committee.
8. Once the Senate Finance Committee has completed their first annual budget allocation recommendation, it must be submitted to the Fee Allocation Chairperson for approval before letters are sent out to the individual student groups regarding their allocation recommendation.
9. After Senate Finance Committee has completed the annual budget appeal hearings, the Fee Allocation Committee can make recommendations on the budget before it goes before the Student Government Senate for approval.
10. All Senate Finance Committee budget allocation recommendations are confidential until after the Fee Allocation Committee and Senate Finance Committee have completed their allocation and appeals of the Student Activity Fees. The Senate Finance Committee budget is confidential with the exception to the allocations recommendations to the individual organizations.
11. All annual budget recommendations will be submitted to Student Government Senate for approval after Student Activity Fees allocation is completed by both the Senate Finance Committee and Fee Allocation Committee.
12. Final annual budget recommendations from Student Government are subject to approval by the Senate Finance Committee. If a mutual approval cannot be reached by the Senate Finance Committee and the Student Government Senate, the Student Government Senate and Senate Finance Committee/Fee Allocation Committee will submit individual budget allocation recommendations to the St. Cloud State University president for his approval.
13. The Senate Finance Executive Committee and Senate Finance Committee Advisor will expedite all other internal finance business, such as requests for policy exemptions and budget transfers. These items do not require Student Government action and may or may not, as appropriate, be reported to Student Government.

XV. Auditing Procedures and Regulations

1. All Student Organizations, Co-Curricular, Sponsorships, Student Media, and Student Government are required to be audited at least one time during the fiscal year by the Senate Finance Committee.
 - A. Senate Finance Committee reserves the right to audit any organization at any time for any reason.
 - B. Failure to comply with the audit request will result in funds being frozen and/or reimbursement of spent funding.
2. All organizations must keep receipts of all purchases for a minimum of three years.
3. Groups submitting fraudulent reports will be required to reimburse funds received from the Senate Finance Committee.

XVI. Policy Violations and Misuse of Funds

1. Any organization formally charged by the Senate Finance Committee with violating Senate Finance Committee policies for any purpose or misusing funds, will have the funds frozen while an investigation takes place.
2. Any organization or individual who violates Senate Finance Committee policy or misuses Student Activity Fees will be subject to one or more of the following actions:
 - A. The funds will be frozen until the violation is corrected at which time, upon review; the Senate Finance Committee may release portions of the budget.
 - B. The budget will be frozen for the remainder of the year.
 - C. Repayment of the misused funds will be made by the responsible party(s).
 - D. Individual criminal and/or civil proceedings may be initiated against the responsible party(s).
3. Senate Finance Committee will freeze 100% of negative balances incurred by Senate Finance Committee funded-entities in the previous fiscal year from the current fiscal year. If there is no current fiscal year allocation, then funds will be taken from their agency account.
 - A. The freezing of a fiscal year-end negative balance will increase by 50% for each consecutive year that negative balances occur.
 - B. After having a negative balance for two consecutive years, the Senate Finance Committee will require a meeting with the group to determine how to correct this problem. The group's funding will be frozen until they have completed training and set up necessary steps to correct this problem.
 - C. The Finance Committee is not obligated to, but may hear appeals brought forth by funded-entities that object to the freezing of a year-end negative balance.
 - D. If a group has required revenue and does not meet this goal, the difference will be taken from their expense account *first* and then from their next fiscal year allocation until the deficit revenue balance is covered.
4. If in the opinion of the Senate Finance Committee or the Senate Finance Committee Chairperson, an organization is not following the Senate Finance Committee policies or is thought to be spending monies inappropriately, the Senate Finance Committee Chairperson will have the right to freeze that organization's accounts. When accounts are frozen, no transactions will be permitted and the affected organization's treasurer will be notified of the action and provided with an explanation for the freezing of the accounts. Accounts are frozen to ensure prompt resolution of discrepancies

