

**Kutztown University
Student Government Association
Policies and Procedure**

Title: SGB: Budget and Finance Policies and Procedures

**Revision: 5 – 9/22/09
Approved: SGB-9/22/09**

1.0 Purpose

These policies describes the guidelines and procedures to be employed by Gold Status Organizations when using SGA funds.

2.0 Applicability and Scope

This policy applies to all Gold Status Organizations who use SGA funds

3.0 Definitions

Terms are defined within this document

4.0 Policy

4.1 Budget Process

- 4.1.1** Budgets turned in after the deadlines are subject to an initial deduction of 5% with an additional 1% deducted for each class day late. The deduction will be imposed on the proposed budget given by the Budget and Finance Committee.
- 4.1.2** Budgets will not be accepted later than five class days after the deadline.
- 4.1.3** No budget will be accepted without a “Detailed Cost List”.
- 4.1.4** If the Budget and Finance Committee finds items requested in a budget are the same items/events requested in last year’s budget, finds that no purchases were made for those stated items/events, the request may be denied.

4.2 Budget and Finance Committee Funding Polices

- 4.2.1** SGA Budget and Finance Committee will not provide funds for alcohol, tobacco products, or illegal substances.
- 4.2.2** SGA budgeted funds may not be used for any type of partisan political endorsement or activity, or for contributions to the campaign fund of any candidate for political office.
- 4.2.3** No direct or indirect contributions may be made from SGA budgeted funds to charities, or for individual charitable purposes.
- 4.2.4** SGA budgeted funds may not be used to pay University employees for services rendered to any student organization or individual student, or in payment for personal expenses incurred in the performance of such services if it might be considered as part of the employee’s professional duties.
- 4.2.5** No student organization may use their SGA budgeted funds to finance fundraising events.
 - 4.2.5.1** Funds for expenses that are related to an organization’s fundraiser must come from the organization’s private account or personal donations.
- 4.2.6** SGA budgeted funds may not be used to pay for attendance of individuals at parties, banquets, socials, entertainment or recreational activities not related to the purpose of the organization.
- 4.2.7** SGA budgeted funds may not be used to purchase any personal items that cannot be returned to the organization’s inventory for reuse by members.

- 4.2.7.1** Any items purchased with SGA budgeted funds must be kept in the organization's inventory.
- 4.2.8** SGA will not fund personal membership, except in cases where one membership due will cover the benefits for all members of the club.
- 4.2.9** SGA will not fund items or activities that the Budget and Finance Committee considers University or departmental expenses.
- 4.2.10** SGA will not fund maintenance of equipment not owned by SGA.
- 4.2.11** No organization shall withdraw moneys in excess of its allocation.
- 4.2.12** SGA will not pay for advisor expenses relating to a conference and/or workshop.
- 4.2.13** SGA will not fund giveaways that do not directly represent the organization as a whole.
- 4.2.14** SGA funds cannot be used to purchase foods for use at general meetings without a keynote speaker or once a semester recruitment meeting
- 4.2.15** Repairs to an asset that is greater than \$1,000 in cost and extends the life of the asset is considered a capital purchase.
 - 4.2.15.1** A capital purchase must be requested to allocate for through the Budget and Finance Committee.
- 4.2.16** The herein above listed policy is non-inclusive.
 - 4.2.16.1** Final determination is made by the SGB: Budget and Finance Committee.