

Appropriations Guidelines

- ★ There is a \$1,000 limit on requests per organization per year.
- ★ Organizations that receive allocations funding may not receive appropriations (with the exception of equipment fund).
- ★ Students must return original receipts (no copies) to the SGA Treasurer within **two weeks** upon returning from trip. If receipts are not promptly turned in, the organization maybe put on Appropriations probation for one academic year.

Set by the FHSU Business Office:

1. The hotel receipt(s) must show a zero balance to prove that the amount was paid.
2. If the hotel is a conference hotel, some proof of that needs to be turned in with receipts (conference flyer/brochure, etc.).
3. If any student(s) decide not to go on the trip, the SGA Treasurer must be informed.

Appropriations Process

1. Fill out the proper form **six weeks** prior to trip departure.
2. Treasurer will contact group and schedule time to meet with the appropriations committee.
3. Turn in forms by **noon on Wednesday** to be heard on Thursday of the current week.
4. Meet with committee at scheduled time on Thursday evening.
5. Committee makes recommendation to Senate and notifies the organization.
6. Following Thursday: First reading of bill - need not attend.
7. Following Thursday: Second reading of bill - at least one organization member must be at Senate meeting (7:00 p.m., Thursday).
8. If bill passes, save ALL receipts during trip. If organization requested to receive a check before trip departure (imprest), be sure to pick it up!
9. Checks are to be picked up from Student Fiscal Services in Sheridan Hall, Room 110G.

Equipment Fund Request

- ★ Equipment funds are used to provide for single-year capital purchases and/or to fund repairs on existing equipment owned by approved organizations.
- ★ The maximum an organization can receive is \$10,000. The organization must match dollar for dollar any amount over \$1,500.
- ★ Requests are due by **noon on Wednesday** to be heard on Thursday of the same week.

Speaker/Event Request

- ★ These funds are used for guest speakers, seminars and other on-campus university events.
- ★ The request must be turned in **six weeks** prior to the event.
- ★ This request is part of the appropriations fund, it is not a separate fund, therefore it follows all appropriations guidelines.

Allocations

- ★ The time to request allocations is in the spring semester for the following fiscal year.
- ★ There is not a dollar-value limit on requests.
- ★ Organizations that receive allocations funding may not receive appropriations (with the exception of equipment fund).
- ★ Allocation funds are dispersed as follows: 40% in the Fall, 40% in the Spring, and 20% in the Summer.

Preliminary Deadline: Monday,

December 7, 2009 @ 4:30 p.m.

(This deadline is not mandatory, and figures submitted are not binding on the final request. Request must be clearly marked 'preliminary.')

Final Deadline: Friday, January 22,

2010 @ 4:30 p.m. (This deadline is mandatory, and all figures submitted are binding. ALL requesting organizations must turn in a final budget, even if a preliminary budget was turned in. Request must be clearly marked 'final.')

All materials are due in the SGA office in the Lower Level of the Memorial Union.

January 31, February 7, 14 & 20:
Allocations request hearings.

- Sign-up sheet will be available in the SGA office during final deadline week (January 18-22, 2010).

February 25th: First reading of Allocations bill

March 4th: Second reading of Allocations bill - at least one organization member must be at Senate meeting (7:00 p.m.)

Where Funds Originate From

- ★ The funds for Student Government distribution originate from the \$5.11 per credit hour Student Activity Fee that is assessed with tuition.
- ★ **Note:** None of the funds from SGA can be used for individual gain, parties, dances, awards, individuals not enrolled at FHSU, or other line-items deemed unacceptable by the committees.



2009-2010

SHOW ME THE MONEY

The Budgetary Process



Contact Information:

Cody Kiser
Student Government Treasurer

(785) 628-5311
clkiser@fhsu.edu
www.fhsu.edu/sga

