Financial Policies and Procedures

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General Policies
Procedural Overview: Events and Purchasing for
Class One Organizations/ SLAM: The SGA Programming Board

The following procedures should give you a good idea of the process that must be followed in order to successfully plan and execute an event. While the exact process may vary with each event, you should follow this process as closely as possible. If you have any questions, contact the SGA Treasurer or Bookkeeper.

1. Your committee(s)/ executive board should decide upon an event/artist.

2. The executive board shall decide if the event/artist is appropriate and does not impede, damage or destruct the educational environment for the organization and/or the Montclair State University community. This event/artist must follow the guidelines of the financial policies as set forth by the Student Government Association and be within the budget appropriated to the organization.

3. The proposed event/artist should be presented to the general membership.

4. After approval by the membership, the Organization Treasurer will fill out the Pre-Event Expense Form (PEEF) and submit it to the SGA Treasurer for approval.

5. The PEEF must be submitted to the SGA Treasurer two weeks prior to the event. Any PEEF forms that are accompanied by contracts must be submitted 21 days prior to the event. If the products or services cost over $350, three competitive price bids/ or one bid waiver must be obtained and submitted with the PEEF. The Bid waiver may also be submitted with the PEEF.

6. Use the Time/Date stamp (located in the SGA office) and stamp through the PURCHASE REQUISITION, PEEF and ALL CONTRACTS. Any forms/paperwork that are submitted without being time stamped first will not be processed through the SGA Treasurer’s office until they have been time stamped.

7. If a check is needed in order to pay for a service or product- submit a Purchase Requisition, any Event Advertisement, Invoice, and PEEF together, and indicate your request on the PEEF two weeks (prior) to the event. If a check is needed in order to pay for a service or product that includes a Contract- follow the same procedure and submit Purchase Requisition, any Event Advertisement, Invoice, Contract, and PEEF together 21 days (prior) to the event or from when the check is needed; whichever is earlier.
   a. If there is a contract attached, an organization CANNOT be reimbursed for the products or services purchased. When a service contract is attached, the organization must submit the paperwork 21 days prior to the event.
   b. The organization will not be able to submit paperwork for reimbursement if there is a service contract involved.

8. For all events some form of advertisement must be selected to promote the event to the campus community. Samples of promotions and publicity (flyers, T-shirt ideas, advertisements, billboards, etc.) must be submitted to the SGA Treasurer along with the PEEF and any other additional documents.

9. Once the PEEF has been approved, your organization will receive a copy of the form and you will then be able to purchase your products or services.

10. Once approved, organizations may now be allowed to submit any paperwork associated with the PEEF. No paperwork can be handed in before prior approval (PEEF approval).

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11. If you are to be reimbursed, after the PEEF has been approved, submit the Purchase Requisition with your Event Advertisement and any appropriate receipts to the SGA Treasurer’s Office.

12. Before submitting, use the Time/Date stamp in the SGA office and stamp through the entire Purchase Requisition. After it has been stamped keep the bottom pink copy as a reference. **No purchase requisition will be processed if proper procedures aren't completed.**

13. The yellow copy of the Purchase Requisition will be placed in your mail box when your check is ready to be picked up or when the check has been mailed. The yellow copy will state “PAID” and the check amount, number, and date will be indicated. This information must now be entered into the organization’s books.

14. Reimbursement checks must be picked up by the payee only. The payee must show their MSU ID when picking up their check. All other checks can be picked up by the President or Treasurer of your organization.

No budget modifications and no equipment or supply purchases over the amount of $350 will be allowed after November 15th for the Fall Semester or April 15th for the Spring Semester, unless permission is granted by the Treasurer & President.

*The organization will comply with all Financial Policies and requirements as set by the SGA Treasurer. *

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**Pre-Event Expense Form (PEEF) for Class One and Two Organizations/ SLAM: The SGA Programming Board**

This form exists to enable the SGA and the Office of Student Activities to determine the financial and logistical feasibility of an event for both the SGA and the organization. **This form must be approved before any financial commitments/ purchases are made.** The PEEF must be handed in two weeks (prior) to the event. This allows sufficient time to plan and eliminate any problems. You must submit one PEEF per event. If a PEEF is not submitted, no event may take place. It is vital to realize that this is not a contract and in no way does approval of this form bind the SGA legally or financially; only a signed Purchase Requisition or contract binds the SGA. In the absence of a signed PEEF, the SGA President will not sign a contract.

The signed PEEF form allows you to program only the event that is described, at the time indicated, and at the costs approved.

The process of the event without a contract is as follows:

1. **Two weeks** prior to an event, fully complete the PEEF, Time/date stamp it and submit it to the SGA Treasurer. The SGA Treasurer will review the PEEF and approve or decline it.

2. Once approved, a copy of the PEEF may be picked up in your organization’s mailbox. The signed PEEF indicates that the organization has budgeted properly and has sufficient funds in the respective lines for the costs involved.

The process for an event with a contract is as follows:

1. If a contract will need to be signed, the process should be started **four weeks** prior to the event (two weeks for the approval of the PEEF and two weeks for the approval and signature of contract). The official deadline for handing in paperwork with a contract attached is **21 days** before your event. At which point, if it is not submitted, all paperwork submitted to the SGA Treasurer’s office will be denied. Your organization will need to
negotiate all relevant costs with the service providers/artists before submitting any financial paperwork. Submit PEEF with appropriate financial documents (Purchase Requisitions, Invoices, and signed Contracts) to the SGA Treasurer 21 days prior to your event to ensure that all paperwork is processed.

2. The SGA Treasurer will then review contract to ensure that it is financially feasible and within the organization’s given budget.

3. If all terms are acceptable, the President will sign the contract.

Amendments to PEEFs: If your organization needs to change the estimated totals on a PEEF, the Treasurer of the organization must contact the SGA Treasurer in person to amend the PEEF. Amendments to PEEFs cannot be made after the event has taken place, and all supported documentation must be submitted in the proper time frame as well.

- Approval of all amendments are subject to the SGA Treasurer’s and Bookkeeper’s discretion.

  *Remember PEEF forms should be submitted in advance of the purchase requisition, not with- unless a check is needed in order to pay for a service or product*

General Policies
Procedural Overview: Events and Purchasing for Class III and IV Organizations

The following procedures should give you a good idea of the process that must be followed in order to successfully plan and execute an event. While the exact process may vary with each event, you should follow this process as closely as possible. If you have any questions, please contact the SGA Treasurer or Bookkeeper.

1. Your committee(s) should decide upon an event/artist.

2. The executive board shall decide if the event/artist is appropriate and does not impede, damage or destruct the educational environment for the organization and/or the Montclair State University community. This event/artist must follow the guidelines of the financial policies as set forth by the Student Government Association and be within the budget appropriated to the organization.

3. The proposed event/artist should be presented to the general membership.

4. After approval by the membership, you will follow the procedures outline in Class III and IV Appropriations. ****

  a. For all SGA funded events/programs a bill must be obtained, unless the organization requests funds via their Personal Account. ***

5. If you are receiving a check before purchasing the products or services, submit any bids/ bid waiver, Event Advertisements, and Invoices with the Purchase Requisition.

6. If you are receiving a reimbursement check, first purchase the products or service and then submit the Purchase Requisition along with bids, Event Advertisements and any appropriate invoices/receipts.

  a. Receipts must be originals from the store/vendor, it may not be pictures of the receipt taken.
  b. Exception to this is if you are purchasing from online and cannot obtain a receipt.
7. For all events, some form of advertisement must be selected to promote the event to the campus community. Samples of promotions and publicity (flyers, T-shirt ideas, advertisements, billboards, etc.) must be submitted to the SGA Treasurer along with any other additional documents. Please attach this to the Purchase Req.

8. Submit the Purchase Requisition with appropriate receipts for reimbursement.
   a. If there is a contract attached, an organization CANNOT be reimbursed for the products or services purchased. When a service contract is attached, the organization must submit the paperwork 21 days prior to the event.
   b. The organization will not be able to submit paperwork for reimbursement if there is a service contract involved.

9. Before submitting, use the Time/Date stamp in the SGA office and stamp through the entire Purchase Requisition. After it has been stamped keep the bottom pink copy as a reference. No purchase Requisition will be processed if proper procedures aren’t done.

10. Once bill has been passed, your organization must submit all purchase requisitions by two weeks after your event to ensure that the SGA Treasurer and Bookkeeper can keep accurate records.

11. The yellow copy of the Purchase Requisition will be placed in your mail box when your check is ready to be picked up or when the check has been mailed. The yellow copy will state “PAID” and the check amount, number, and date will be indicated.

12. Reimbursement checks must be picked up by the payee only. The payee must show their MSU ID when picking up their check. All other checks can be picked up by the President or Treasurer of your organization.

*The organization will comply with all Financial Policies and requirements as set by the SGA Treasurer. *

General Appropriations
Class II, III and IV Appropriations

There are two methods by which Class II and III Organizations may be appropriated money by the SGA. The choice between the two methods depends largely upon the nature of the funds use, timing, and the amount of preparation the organization is willing to put into the appropriation process. These two methods are the Matching Funds Appropriation and the General Appropriation from Unappropriated Surplus.

1. *For Class II, Class III and Class IV Organizations: The organization may begin to request appropriations at the start of their charter with their respective budgets. *

2. 40% of the funds raised by the organization for a Matching Funds appropriation must be the result of direct fundraising.

3. Direct fundraising shall be defined as follows:

   a. Funds raised through various activities such as Bake Sales.
   b. Funds donated from outside parties.
   c. Any profit raised from previous events.
4. To use Personal Account funds for a Matching Funds event/program organizations must deposit their raised funds and/or donations to the SGA Treasurer’s office into their personal account prior to submitting a bill to the Legislature.

5. After the legislative bill has passed, all required paperwork (purchase requisitions, contracts, etc.) must be submitted to the Treasurer’s office 2 weeks prior to the event. For reimbursement, organization must submit all paperwork by 2 weeks after the date of your event, to ensure that the SGA Treasurer and Bookkeeper can keep accurate records.
   
   i. Exceptions will only be made for the first 28 days of the semester, during Financial Grace Period.

6. All membership minutes from general membership meetings must be up-to-date and filed with the SGA Secretary in order to receive funding.

7. At the time the Legislature approves the appropriation, the organization shall be required to pay all outstanding debts owed to the SGA.

8. No monies will be appropriated for an event or purchase if said activity has already occurred or financial commitments have been made.

The following limits are to be adhered to for all Class II Appropriations:

1. The Legislature shall not appropriate more than $500 for any event from Matching Funds.

2. Class Two organizations will follow a process of submitting a Pre-Expense Event Form (PEEF) to the SGA Treasurer’s office. They will be allocated a set amount of funds, in the form of a budget with pre-determined lines, that can be utilized for each semester.
   
   a. This budget will be predetermined by the SGA Treasurer, after consulting with the SGA President and Attorney General, to ensure that funds are available for the organization.
   
   b. This final budget must be brought to the Legislature for final approval to be active for the academic year.
   
   c. If any changes to the budget are needed during the current semester, the organization must meet with the Appropriations Committee for prior approval. Once approved, the organization will submit a Line Transfer Request Form to the SGA Treasurer’s office for final approval.

3. No Class II Organization may be appropriated more than $6,000 for events during an academic year ($3,000 per semester) broken down as follows:
   
   a. $5,000 from a pre-determined budget per year ($2,500 per semester).
   
   b. $1,000 from Matching Funds per year ($500 per semester).

The following limits are to be adhered to for all Class III Appropriations:

1. The Legislature shall not appropriate more than $500 for any event from Matching Funds.

2. No Class III Organization may be appropriated more than $3,000 for events during an academic year ($1,500 per semester) broken down as follows:
a. $2,000 from Unappropriated Surplus per year ($1,000 per semester).
b. $1,000 from Matching Funds per year ($500 per semester).

The following limits are to be adhered to for all Class IV Appropriations:

1. The Legislature shall not appropriate more than $250 for any event from Matching Funds.

2. No Class IV Organization may be appropriated more than $500 for events during an academic year ($250 per semester) broken down as follows:
   a. $500 from Matching Funds per year ($250 per semester).

Unappropriated Surplus
For III Organizations Only

The route for acquiring a General Appropriation from Unappropriated Surplus is as follows:

- The event must first be planned and expenses estimated.
- The organization must find their designated legislator from the SGA Vice President to sponsor and write the bill to obtain funding preferably 5 weeks before the event to ensure all financial paperwork can be handed in on time (Legislators may be contacted through the SGA office and SGA Vice President). The organization must provide their Legislator with all of the information in regards to their event for the Bill to be considered constitutional.
  - Info: Organization name, Class of SGA, Event Name, Date (Day, Month, Year), Location, Start & End Time of event, Description of event, an itemized breakdown of funds, and what the funds will be used for.
- All bills must be submitted to the Vice President's office 4 weeks prior to the event by the organization's designated Legislator.
- An appointment can be made with the SGA Treasurer for guidance through the appropriations and payment process.
- After the bill legislation has been introduced on the SGA floor under new business, the organization must attend the next meeting of the Appropriations Committee.
- The organization must bring a description of the event, estimated expenses, and financial information about the organization (fundraising receipts, etc.). At the Appropriations Committee meeting, the bill and all supporting material will be debated and voted upon. The chairperson of the committee will instruct the organization when the bill will be released on the floor of the Legislature in which a representative of your organization must be present – preferably an Executive Board member.
- The Legislature meets every Wednesday at 3 pm on the Fourth (4th) Floor of the Student Center. Legislators will ask questions concerning the nature of the event, expenses, source of funds, etc. It is imperative that the representatives from your organization are fully prepared to answer these questions. It would be preferable if these representatives are executive board members.
• If the bill is passed, it will go to the President for review and signature. After the bill is signed, the organization is entitled to payment of invoices up to the total amount of the appropriation as specified.

• Service contracts, co-sponsorship contracts, and contracts with Chartwells must be handed in 21 days prior to the event. All other paperwork is due 14 days prior to the event.
  
  a. Exceptions will only be made for the first 28 days of the semester, during Financial Grace Period
  
  b. Co-sponsorship contracts for attendance and promotion, and co-sponsorship contracts not attached to a service contract must be handed in 14 days prior to your event.

Please note the SGA will under no circumstances subsidize events that have already taken place, transfer monies for purposes not approved by the Legislature, or reimburse expenses not verified by receipts. Also, the SGA will for no reason advance monies to Class II, III, IV, and V organizations. Failure to comply fully with the Financial Policies will result in the forfeiture of any fund transfer.

• The organization must comply with all Financial Policies and requirements as set by the SGA Treasurer.

Remember, this type of appropriation must take place on campus. This includes events that leave from and return to campus with provided transportation. If the event is off campus and transportation is left up to the participants, then it must follow Matching Funds (next page).

*Legislators should be found preferably five weeks prior to your event. Please note that by having a bill submitted into a legislator four weeks prior isn’t the same as having it submitted to the Vice President’s office.

*For the purpose of bills, please include the following options in your breakdown*

- **Food** will be any food, drinks, snacks or refreshments that will be used for the event. Please label it as such.
- **Supplies** will be anything that is pertinent to having the event. You would be unable to have your event without these objects. Supplies may include anything like paper goods for eating, plastic utensils, and anything that is needed in order to hold your event.
- **Decorations** will be anything that is used to enhance your event. These are not necessary to have in order to hold your event. Decorations may include table cloths, themed decorations or anything that is not necessary to have your event.

_If your organization does not break up the items as such in your bill, you will only be reimbursed up to the amount specified by your bill._

  • **EX:** Bill states that you need $50 for supplies for your event, and you spent $50 on both food and supplies for the event. Your organization will only be reimbursed for the supplies purchased for the event, as stated by the approved bill.

**Matching Funds Appropriation**

**For Class II, III and IV Organizations Only**

This method involves the least amount of involvement with the SGA. Basically, the SGA will match dollar for dollar, the organizations cash contributions (up to a certain amount). The organization’s contribution must be raised through a combination of direct fundraising, ticket sales, or donations. The SGA’s contribution is conditional upon the organization’s adherence to the following conditions and limitations.

*In other words, the SGA will cover half the total cost of the event; given you’ve raised your half.
The route for acquiring a **Matching Fund Appropriation** is as follows:

1. The event must first be planned and expenses estimated.

2. The organization should begin their fundraising to subsidize the event. (It is important that fundraising starts early, since there is no guarantee that SGA funding will be granted).

3. Organizations must use their Personal Account for Matching Funds. To use Personal Account funds for a Matching Funds event/program, organizations must deposit their raised funds and/or donations to the SGA Treasurer’s office into their personal account prior to submitting a bill to the Legislature via the organization’s legislator.

4. The organization must find their designated legislator from the SGA Vice President to sponsor and write the bill to obtain funding preferably 5 weeks before the event. Bills for Matching Funds must be submitted by an SGA Legislator to the SGA Vice President **at least four weeks** prior to the event. (Legislators may be contacted through the SGA office and SGA Vice President).

   a. **Service contracts, co-sponsorship contracts, and contracts with Chartwells** must be handed in **21 days** prior to the event. All other paperwork is due **14 days** prior to the event.

   b. Co-sponsorship contracts for attendance and promotion, and co-sponsorship contracts not attached to a service contract must be handed in **14 days** prior to your event.

   c. **Exceptions will only be made** for the first 28 days of the semester, during Financial Grace Period.

5. An appointment can be made with the SGA Treasurer for guidance through the appropriations and payment process.

6. After the legislation has been introduced on the SGA floor, the organization must attend the **next meeting** of the Appropriations Committee.

7. The organization must bring a description of the event, estimated expenses, and financial information about the organization (fundraising receipts, etc.). At the Appropriations Committee meeting, the bill and all supporting material will be debated and voted upon. The chairperson of the committee will instruct the organization when the bill will be released on the floor of the Legislature in which a representative of your organization must be present – preferably an Executive Board member.

8. The Legislature meets every Wednesday at 3 pm on the Fourth (4th) Floor of the Student Center. Legislators will ask questions concerning the nature of the event, expenses, source of funds, etc. It is imperative that the representatives from your organization are fully prepared to answer these questions. It would be preferable if these representatives are executive board members.

9. If the bill is passed, it will next go to the President for review and signature. After the bill is signed, the organization is entitled to payment of invoices up to the total amount of the appropriation as specified.

10. Your organization **MUST** follow the matching funds procedure if you host an off-campus event & transportation is not provided.

11. If you are having a bake sale, your organization **may only request matching funds** for the event. Any fundraising event that you are not selling tickets for beforehand will require that you use Matching Funds. You may not ask for appropriated funds to pay for this event/fundraiser.
Procedures: Purchase Requisitions
For All SGA Organizations

A purchase requisition (purchase req.) is used to pay a vendor for products/ services & for all reimbursements. However, incorrectly completed Purchase Requisitions will substantially slow down the purchasing & reimbursement process. The following procedure should be followed exactly to prevent problems and ensure timely processing.

- **Class One and Two Organizations/ SLAM: SGA Programming Board** - when filling out the purchase req., ensure that the totals per budget line listed are within the amounts and descriptions stated in the event’s PEEF as approved by the SGA Treasurer. **Class III and IV Organizations** - when filling out the purchase req., ensure that the totals listed are within the amounts and descriptions stated in the organization’s bill as approved by the SGA Legislature and President.

1. Legibly fill in the vendor’s name, complete address (including zip code), in the first block, “PAYEE”, and “PAYEE ADDRESS”.
2. Legibly fill in the organization name under “ORGANIZATION”.
3. Legibly fill in your name under “ORDER PLACED BY”.
4. Legibly fill in a telephone number of the vendor under “PAYEE TELEPHONE #”.
5. Check off whether the payment for vendor or student reimbursement is a “PICK-UP” or “MAIL”.
6. Legibly fill in the **budget heading** (line for Class One and Two Organizations and SLAM: The SGA Programming Board), **Bill #** (for Class III and IV organizations), or **PERSONAL ACCOUNT** (for all organizations) that the purchase/reimbursement will be paid under “BUDGET HEADING/ BILL #”

- **For Class One and Two Organizations and SLAM: The SGA Programming Board**

  a. You must use the budget line that is applicable to the purchase/reimbursement (i.e. if you are booking a comedian, do not use your office expense line).

7. Under “DESCRIPTION”, fill in the name(s) of the item(s)/services to be purchased (a general itemization, i.e. supplies, food items, prizes, etc.).

8. At the bottom of the description section (in the right hand corner), write the name of your event and the date of the event. This will ensure that your paperwork is filled out completely, and you will not receive it back in your mailbox from either the SGA Treasurer or Bookkeeper.

9. The organization’s President and Treasurer must sign the Purchase Requisition and submit it to the SGA Treasurer.

i. It takes up to two weeks (under normal circumstances) for the SGA Treasurer’s office to write a check for you to have for the date of your event. Plan according and submit paperwork before then, otherwise your organization will not receive a check and have it ready for the day of your event.

   b. The SGA, Inc. is a not-for-profit corporation; therefore, SGA organizations do not pay sales tax. Tax Exempt Forms can be signed out with the SGA Office Administrator.

   c. The Purchase Requisition is void if it is not signed by the SGA Treasurer and it is so stated on the Purchase Requisition.
d. Copies of the Purchase Requisition can be made by the organization and given to vendors prior to submission to the SGA Executive Treasurer, but the originals must be submitted to and remain with the SGA.

e. The organization’s President and Treasurer are responsible for all purchases since their signatures appear on the Purchase Requisition.

10. Before submitting use the Time/Date stamp in the SGA office and stamp through the entire Purchase Requisition. After it has been stamped keep the bottom pink copy as a reference. No purchase requisition will be processed if proper procedures are not adhered to.

11. Check your organization’s mailbox for correspondence in reference to your submitted Purchase Requisitions. When a check is ready to be picked or has been mailed; the yellow carbon copy of the purchase req. will be in your organization’s mailbox.

12. Reimbursement checks must be picked up by the payee only (if “pick-up” is applicable). The payee must show their MSU ID when picking up their check. All other checks can be picked up by the President or Treasurer of your organization.

• If your organization is getting reimbursed for a product or service - receipts must be attached to the purchase req. as approved by the organization’s PEEF (for Class One and Two organizations and SLAM: The SGA Programming Board) or Bill # (for Class III and IV organizations).

• The Student Government Association prefers to purchase goods and services on invoice. In other words, if your organization orders goods/services from a vendor, your organization should receive an invoice - that needs to be attached to the purchase req. in order to have a check issued.

* Any transaction that is to be reimbursed must be submitted by a Purchase Req. and all appropriate receipts. If the payee (person receiving reimbursement) submits any receipt in which the transaction states “credit” or any credit-related processor (i.e. Discover, MasterCard, VISA, etc.) the receipt must be accompanied by a credit card statement (if amount is over $150 for that purchase.) If the receipt transactions states “cash” or “debit”, then no further financial statements are needed.

*Organizations MUST detach the pink copy of the purchase requisition prior to submitting it to the Treasurer’s Office and keep it for their organization’s file.
Advances
For Class One and Two Organizations/ SLAM: The SGA Programming Board Only

The Student Government Association prefers to purchase goods and services on invoice. In other words, goods or services are ordered and after they are received the shipping invoice is used as the bill and a check is issued. However, in some cases, vendors may require that payment be made at the time of or prior to delivery.

Advance Purchase/ Checks:

- If an organization is in need of an advanced check for the event, submit the PEEF 4 weeks in advance of when the check is needed. Submit this PEEF with a purchase req. attached written out to the vendor, and the check will be made out to the vendor. If the advance is not approved, the organization will be informed in writing.
- Organizations must submit all paid receipts to the SGA Treasurer or SGA Bookkeeper prior to requesting any other advanced checks. Organizations will be denied any advanced checks if paid receipts are not submitted. The SGA Treasurer reserves the right to not process any of the organization’s financial paperwork until paid receipts for advance checks are submitted.

Cash Advance:

- Each Class One is guaranteed no more than one (1) cash advance per semester.
- SLAM: The SGA Programming Board will receive cash advances at the discretion of the SGA Treasurer.
- Any cash advance requested must be indicated on the Pre Event Expense form (PEEF) and handed in 4 weeks in advance. A letter must be attached fully explaining the need for the advance with a breakdown of what the cash will be used for. A Purchase Requisition that is filled out and signed by the organization's President and Treasurer should also be attached.
- The SGA President and Treasurer hold the right to freeze any account or refrain from endorsing checks of organizations whom have not submitted any change or receipts from a cash advance for more than one week (after the purchase) overdue.
- For Class One organizations - additional cash advances beyond the guaranteed one will be granted at the discretion of the SGA Treasurer. Cash advances will be limited to three (3) per year. One for each semester and one in the case of an emergency. (NOTE: All cash advances will be made out to the organization Treasurer or President ONLY)

Procedures for both types of Purchases:

1. After the goods have been purchased, receipts must be submitted by the organizational Treasurer to the SGA Bookkeeper within five (5) days. If receipts are not submitted, the organizational Treasurer will be held personally liable for the amount of the advance, and the organization’s budget will be frozen from further advances. For every week not handed in will be $25.00 fine.

2. Only one advance at a time will be given. Another advance will not be approved until all receipts have been submitted to the SGA Treasurer.

Never assume that advances will be approved. Advances are not the normal practice and should be used only as a last resort with the prior approval of the SGA Treasurer.
Emergency and Supplemental Appropriations for Class One Organizations

In the extreme circumstance that your organization is unable to program with its current budget, you may approach the Legislature for additional funds in the form of an Emergency or Supplemental Appropriation. It is important to distinguish between Supplemental and Emergency Appropriations.

- **Supplemental Appropriations** are to be used when the organization finds that it needs additional funds to carry out its planned activities or to explore new types of programming. Supplemental Appropriations may not exceed $5,000 or 20% of the total Operations Budget for the academic year of that organization unless otherwise approved by the SGA Treasurer depending on the funds available.

- **Emergency Appropriations** are to be used only when the continued programming and existence of the organization is threatened. Emergency Appropriations are capped at 5% of the total Operations Budget for the academic year of that organization unless otherwise approved by the SGA Treasurer depending on the funds available.

If your organization has any questions about the following Appropriations please contact the SGA Executive Treasurer.

Note: Emergency and Supplemental Appropriations should be used only as a last resort after the consultation of the SGA President and Treasurer.

The process for Class One and SLAM: The SGA Programming Board Appropriations must be strictly adhered to:

1. The organization must prepare a proposal for the requested extent and expenses; this must be submitted to the Appropriations Committee as well as to the SGA President and Treasurer.

2. The Appropriations Committee will debate the proposal and decide whether it constitutes an Emergency or Supplemental Appropriation. The decision of the committee may be overturned by a two-thirds vote of the Legislature. The committee will then draft a bill based upon the proposal and any amendments made in committee. The bill will then be submitted to the SGA Vice-President to be placed on the floor of the next meeting of the SGA Legislature as Emergency Legislation.

3. The bill will then be debated by the full Legislature. At this time any motion to overturn the decision of the committee should be made. If the bill passes and is signed by the SGA President, a meeting must be held with the SGA Treasurer and Bookkeeper to discuss how the additional funds may be accessed. This meeting is MANDATORY.

4. After all details have been worked out, the organization may begin to utilize the funds only for the purpose expressed in the Legislative Bill.

*Note no line Transfers can be made for into or out of Supplemental and/or Emergency Funds.*
Capital Investment for
Class One Organizations

Capital investments will be defined as any articles purchased with a value of $100 or more, which will benefit the organization for more than one academic year.

Through time and use, SGA assets eventually depreciate or become obsolete. When these assets become unusable they may be replaced through an appropriation from Capital Investment.

- Capital Investment may be used for the replacement of existing equipment and for upgrade or efficiency. If your organization feels that they need equipment replaced, please follow the process exactly.

  1. Research the costs to both restore/repair and to replace the equipment in question. Prepare a proposal from this information and submit it to the SGA Treasurer.

  2. The SGA Treasurer and President will review the proposal and hold a meeting with the organization’s Executive Board. The proposal will then be drafted in bill form and introduced on the floor of the Legislature.

  3. The bill will then be placed into the Appropriations Committee. The organization is required to attend the committee meeting. The Appropriations Committee will review the bill and may make amendments. At the conclusion of debate, the recommendation of the bill will be voted upon. The Appropriations chair will inform the organization of the Legislative meeting that the bill will be released in which a representative from the organization must be present – preferably an executive board member.

  4. The organization must attend the Legislative meeting when the bill will be released. The organization should be prepared to answer questions concerning alternative equipment, necessity for replacement, upgrade, and status of the existing equipment. The Legislature will debate the bill and will vote on the bill.

  5. If the Legislature passes the bill and the President signs it, the organization must meet with the SGA Treasurer and Bookkeeper to discuss how the funds will be accessed.

  6. After this meeting has taken place, the organization may utilize funds for the equipment specified in the Legislative bill.

*Any and all equipment purchased through the SGA via Capital Investment is SGA property. By February 10th, all SGA budgeted organizations will submit a listing of all capital equipment in its possession to secure the SGA Inventory.

- Included should be the: Brand Name of product, the Model Number, the Serial Number, Total Cost and the Date of Purchase (or when it was received).

*If your organization gets approval to purchase Capital Investment, all purchases must be completed and all paperwork must be handed into the SGA Treasurer’s office by the second week of April.

*If your organization is seeking initial purchase of equipment, it must first be approved by the SGA Treasurer and President.
Line Transfers for
Class One Organizations/ SLAM: The SGA Programming Board

It is entirely probable that a new Class One or SLAM: The SGA Programming Board administration/executive board has different objectives, goals, and ideas as to how to most effectively spend the money of the organization then what the previous administration/executive board who wrote and proposed the budget might have had.

Because of this, there will be times that transfers of money from one line to another within the organization might be necessary. The following will outline the procedure an organization should follow to transfer money.

1. Be sure to initiate line transfers **AT LEAST** three weeks prior to your event your organization needs the transfer for.

2. *Fill out the Line Transfer Request Form completely, listing why you are requesting the line transfer.

3. If the SGA Treasurer approves, they may or may not require a review of the transfer by the Appropriations Committee. If the SGA Treasurer requires a review of the transfer by the Appropriations Committee, then the President and the Treasurer of that organization must be present at the committee meeting. If a line transfer fails in the Appropriations Committee, it may still be brought to the Legislature to be voted upon. This is at the discretion of the SGA Treasurer.

4. Organizations **cannot** make a line transfer from an Event Line if the event hasn’t occurred yet. (i.e. transfer funds from organization’s Fall Fiesta line to their Programming line prior to the organization’s Fall Fiesta event)

5. Organizations **cannot** make a line transfer from their “Programming” line or equivalent until November 1st in the Fall Semester and April 1st in the Spring Semester.

6. Organizations **cannot** move money from one line to another and then move money back into the original line at a later date.

*Line Transfer procedures and approval are at the SGA Treasurer’s discretion. Contact the SGA Treasurer with any questions.*

*No Line transfers will be honored after November 15th in the Fall Semester and April 15th in the Spring Semester.*

Bid Proposal/ Bid Waiver
For All SGA Organizations

Any time that your organization wishes to make any purchase, you should research both the desired product or service and any substitutes. This comparison-shopping will allow you to make the most out of your budget. The SGA requires that any purchase in excess of $350 be bid out. **Three** competitive bids **must** be solicited.

- For SLAM: The SGA Programming Board, the SGA requires that any purchase in excess of $500 must be bid out. **Three** competitive bids **must** be solicited.
A member of your organization must research at least three competitive bids from appropriate vendors. All costs must be included to ensure that accurate comparisons can be made. Each bid should be recorded on separate BID PROPOSAL forms available in the SGA Office. The member should check off whether it is a mail, phone, online, or in-person bid and sign the form. The bids will then be submitted to the SGA Treasurer. The Treasurer may request additional bids if it is deemed necessary. If additional bids are required, the organization will be notified in writing.

- For Class One Organizations and SLAM: The SGA Programming Board, bids must be submitted to the SGA Treasurer with the Pre-Event Expense Form (PEEF) and Purchase Req. for the bid your organization is in favor of.

- For Class II and III Organizations, bids must be submitted to the Appropriations Committee prior to the bill being passed through the Legislature. Please understand that bids have to first be approved by the Appropriations Committee before the organization's Bill is voted on at the SGA Legislative Meeting. If the organization’s bill is approved, your organization must submit the bids to the SGA Treasurer with the Purchase Req. for the bid your organization is in favor of.

If it is impossible to obtain bids or if the product/service requested is unique and only available to one specific vendor, you may request a BID WAIVER form from the SGA Treasurer. Aside from the stated method, an organization may request a BID WAIVER form from the SGA Treasurer, if the organization is requesting the same service/product from the same vendor the organization already requested with three (3) Bid Proposals and was chosen previously by the SGA Treasurer within the same academic year. All requests for bid waivers must be submitted using the bid waiver forms. If the request is denied, you will be notified in writing.

- When submitting the form please ensure to fill it out fully explaining why it is that you are submitting a Bid Waiver form and not a Bid Proposal form.

*Approval of any specific Bid Proposal or Bid Waiver is up to the SGA Executive Treasurer’s discretion.

Make sure you include shipping, set up, printing, publishing, and any other additional charges in the total cost.

Contractual Procedures
For All SGA Organizations

A large portion of your programming expenditures will involve contracts. Contracts are to be used to bind all parties involved in the transaction to certain terms and conditions. This allows both the organization and the artist/service provided assurance that the event will take place and the agreed upon compensation will be paid.

Contracts are necessary for any form of artist’s performance and/or for any services not paid through payroll.

If there is a service contract attached, an organization CANNOT be reimbursed for the products or services purchased. They must submit paperwork to the SGA Treasurer’s office and wait for the check to be written to the vendor. If they pay out of pocket for the expenses, they will NOT be reimbursed.

When working with a vendor that provides a type of performance/entertainment, the vendor shall be referred to as an ‘artist’ in these documents. When the vendor provides a service, they shall be referred to as a ‘contractor’ in these documents.
The only person who may sign a contract for an SGA organization is the SGA Executive President. You must inform the Artist/Contractor that a contract not signed by the SGA President is not legally binding and will not be honored by the SGA. Any person signing a contract other than the SGA Executive President will be held personally liable for the full costs of the contract.

Vendors must first sign the contract before it is given to the SGA President for their signature.

Ensure that all information on the contract is filled in before submitting. Please include the contractor/artist’s EIN#/ SS#.

The SGA Treasurer will initial next to where the SGA President must sign on all contracts, to show that they have made sure that the organization has funds available to cover the costs of the contract.

- All contracts must be presented to the SGA Treasurer’s office first. Failure to submit to the SGA Treasurer first could result in infractions on your organization.

Class One Organizations/ SLAM: The SGA Programming Board

- If a check is needed in order to pay for a service or product that includes a Contract - submit a Purchase Requisition, any Event Advertisement, Invoice, Contract, and PEEF together four weeks prior to the event or from when the check is needed; whichever is earlier.

*Contracts should be submitted four weeks prior to any advance. If organizations fail to abide this rule, contracts will not be honored unless approved with the discretion of the SGA Executive Treasurer and Executive President.

Co-Sponsorship Contract
For All SGA Organizations

One of the most efficient methods of planning a large event with a limited budget is co-sponsorship. This allows organizations to effectively expand their programming beyond their budget and perhaps into areas of programming in which they have limited experience.

*The SGA strongly encourages co-sponsorship.

In order to ensure that all parties know what they are responsible for a co-sponsorship, a Co-Sponsorship Contract must be completed by both executive boards and signed by the SGA President. This contract clearly appropriates both expenses and revenues for the event. In the event of a dispute, the SGA President or SGA Treasurer will arbitrate all points of contention.

The process for a Co-sponsorship Contract is as follows:

1. All co-sponsoring organizations should plan the event and discuss between executive boards what each organization will be contributing (whether it be funds, assistance with striking of event, etc.).

2. Class One Organizations – if one organization is hosting an event and other organizations decide to assist financially, each co-sponsoring organization must submit a PEEF (stating the funds they expect to contribute from their co-sponsorship line). The organization hosting the event must also submit a PEEF following the routine, as per the given policies and procedures.
3. The organizations must decide which expenses each will pay for with their funds. It is preferable that each organization pays for an entire expense rather than portions of each expense. (i.e. if publicity costs $150 and the artist costs $160, one organization should pay for the artist and the other should pay for publicity).

4. After expenses have been divided, the information should be transferred to the Co-sponsorship Contract. The Contract must then be signed by both the President and Treasurer of each organization.

5. The completed Co-Sponsorship Contract should then be attached to the PEEF (for Class One Organizations) and submitted to the SGA Treasurer — along with any other necessary financial documents.

6. The SGA Treasurer will review both the PEEF (for Class One Organizations) and the Co-sponsorship Contract. The SGA Treasurer will verify that each organization has budgeted appropriately and has sufficient funds in their respective budget lines/ Personal Accounts or respective allocations. They will then give the Co-Sponsorship Contract to the SGA President to sign.

7. If you require a check before the event, Class One Organizations must indicate on the PEEF, as well as submit a Purchase Requisition with the PEEF and the Co-sponsorship contract.

8. If you need to be reimbursed for any co-sponsorship, follow ordinary procedure.

*Please note that not following the agreement on the Co-Sponsorship Contract could result in infractions on your organizations

**Food Service Procedures**

**For All SGA Organizations**

In the course of the year, there may be some events that will require that you provide some form of food. When these events are held on-campus, you must use the Campus Food Service Provider (Chartwells). The procedure for contracting their services is fairly straight forward, but it must be followed exactly to ensure that the service is provided. The procedure is as follows:

1. Determine how much you want to spend for the food aspect of your event and obtain approval for the event and related food expenses through the PEEF (for Class One Organizations/ SLAM: The SGA Programming Board) or through a Bill (for Class II, III, and IV Organizations).

2. Complete and submit a PEEF (for Class One Organizations/ SLAM: The SGA Programming Board) to the SGA Treasurer’s office. (For Class II, III, and IV Organizations) After the Bill is approved by the SGA Legislature.

3. Visit montclairstcatering.catertrax.com to place an order online.

4. After the order has been placed, you will receive a contract with a breakdown of your order and another contract page that will need to be signed in order for your food order to be approved by the SGA President and SGA Treasurer. Chartwells will not accept the order unless the contract has been signed by the SGA President after being reviewed by the SGA Treasurer.

5. The contract will be signed, dropped off attached to a purchase requisition and placed in the bin on the SGA Treasurer’s door. After reviewing that your organization has the funds available, it will be signed and faxed over to Chartwells. This will confirm your order.
*Please note that if your organization fails to submit these forms and Chartwells does not receive the signed contract from the SGA President ONE week before the date of your event, your organization will not receive food from Chartwells. To prevent this from happening, your organization should follow the procedure for a contract and hand it in 21 days in advance.

If any organization wishes to order food from an outside vendor that Food Services does not offer, the organization must receive a signed waiver form from Food Services. After obtaining a signed waiver form from Food Services, please make a copy and submit the original signed waiver form to the SGA Treasurer’s office.

The general policy concerning non-banquet food (non-food based event) expenditures is:

- For Class III and IV Organizations, food and drink expenditures should not exceed the greater of $80 or 10% of the total cost of the event.

A banquet event is defined as “a ceremonial dinner party for many people.” A banquet occurs once a semester. Simply adding the word banquet at the end of the event title does not indicate it to be a banquet.

The food clause doesn’t apply for food based events. A food based event is an event focused on the creation, distribution, or consumption of food.

- This includes, but is not limited to, events such as Food Festivals, Worlds Fair, or events based on a specific culture where food plays an important role*

*Organizations wishing to purchase baked goods for bake sales must follow the Matching Funds appropriations.

No appropriations will be permitted to purchase food during general membership meetings (this excludes events taking place during a meeting time).

CHARTWELLS (Food Service Provider) - montclairstcatering.catertrax.com

*By incorporating a food related term (dinner, café, etc.) in the title doesn’t qualify the event to be food based. Determination of whether the event is food based or not is up to the SGA Treasurer’s discretion

**Contest Prize**  
For All SGA Organizations

In some cases, your organization may wish to offer prizes to participants in your events. In order to offer prizes, you must first obtain approval from the SGA Treasurer. Initial approval should be gained through the PEEF (for Class One and Two Organizations & SLAM: The SGA Programming Board) or through a Bill (for Class III and IV Organizations). The specific procedure is as follows:

1. Obtain initial approval through the PEEF (for Class One and Two Organizations & SLAM: The SGA Programming Board).

2. Class III and IV Organizations may obtain initial approval for prizes in bill format, listing the prizes and the cost of each prize to the Legislature.
3. Before the approved event, the organization must pick up Contest Prize Forms from the SGA office and fill out the top half. After the event has been held or during the event as each prize winner is announced, have the winner sign the form and fill out all requested information. (Each form has enough information for 7 winners. Each participant must have their CWID to win)

4. Submit the Contest/Prize Form with the Purchase Requisition, Event Advertisement, and other receipts to the SGA Treasurer. A check will be cut for the prizes purchased, unless your organization gets approval from the SGA Treasurer to purchase the prizes before the event.

• (Class One Organizations and SLAM: The SGA Programming Board: Advanced Prizes)
  *Submit the PEEF marked ADVANCE PRIZE with the initial submission of the Contest Prize Form and all appropriate financial paperwork (Purchase Requisition, any appropriate Bids/ Bid Waivers, Invoices, Event Advertisements, “shopping cart”, and breakdown of prizes). After the identity of the winners is known, they must complete the Contest Prize Form. The completed form will then be submitted to the SGA Treasurer.

NOTE: Failure to obtain approval for the Contest Prize Form will result in the organization’s President and Treasurer being held personally liable for the cost of the prizes.

*Remember any prize, gift, award, or other such item not claimed in the semester in which it was given or awarded, will revert back to the SGA unless prior written arrangements have been made with the SGA Executive Board.

Ticket Policy
For All SGA Organizations

Many events are simply costly for the SGA to fully subsidize. As a result, the more costly events require the sale of tickets. Ticket costs should be just high enough to allow the organization to afford the event without adversely affecting the students' ability to attend. Ticket prices are to be higher for non-students than for students. The SGA will not subsidize events for non-students. Therefore, the total cost of the event divided by the number of people expected to attend, will set the (minimum) price of admission for non-students. The following policies will apply to events which involve admission price or ticket sales.

1. The admission price for all events funded in whole or part by SGA fees must be either approved by the Legislature through Appropriations for Class III and IV Organizations or approved as part of the program budget for Class One, Two and SLAM: The SGA Programming Board by SGA President and Treasurer and should then be included on the PEEF (for Class, Two and SLAM: The SGA Programming Board).

2. No tickets or bids may be ordered from the printer until the program has been approved or the contract has been signed.

3. The tickets must be numbered or pre-printed in sequential order and they must be brought to the SGA Office and approved by the SGA Treasurer or Bookkeeper.

4. A list of all persons to receive complimentary tickets must be submitted to the SGA Treasurer’s office for approval one week in advance of the event. The list should include the reason why the comp is being extended. The SGA Treasurer will notify the organization in writing of the approval and any changes that have been made.
5. The organization treasurer or president must bring all tickets or bids to the SGA Treasurer's office prior to the commencement of sales. Tickets must be signed out and are the sole responsibility of that person to return any money and/or unsold tickets.

6. When a ticket is sold, the type of ticket sale and amount - either student, non-student, or complimentary must be checked and marked on the Ticket Sales Form.

7. Upon completion of sales for any one day, the organization's president or treasurer will return all unsold tickets, ticket stubs, and money received to the SGA Treasurer's office for verification and approval. All unsold tickets are to be stored overnight in the SGA Treasurer's office.

8. It is to be the organization's responsibility to ensure that tickets sold correspond with money tendered throughout the sales period. Any difference in the above may result in an imposed fine and/or the individual and the organization being held liable for the discrepancy.

9. For all events with ticket sales, (including tickets being sold before or at an event), there must be an SGA Executive Board Member present. If an SGA Executive Board member cannot be there, the SGA Treasurer and President shall appoint someone trustworthy to monitor the ticket sales and to bring the money to the SGA Treasurer's office after the event.

Petty Cash
For All SGA Organizations

Whenever your organization needs to sell tickets or promotional items (bake sales, etc.) it may be necessary to use Petty Cash. Petty Cash is used as startup money to make change. Your organization will receive a cash box along with the cash needed. To use the Petty Cash account, you must:

1. Notify the SGA Bookkeeper via email, **three (3) days** before the cash is needed, that you will need change and in what amount.
   a. If you do not email the SGA Bookkeeper or SGA Treasurer, you will not receive a cash box with change for your event.

2. Come in the day of the event and sign out the cash and the cash box with the SGA Bookkeeper.

3. Once the selling process is completed return the cash and cash box to the SGA Bookkeeper (if the SGA business day is still in session) or the SGA Treasurer for justification.

**NOTE:** The person signing out the money will be held personally liable for all the cash and all discrepancies. Only the President or Treasurer of an organization may sign out a petty cash advance for their organization. Petty Cash advances will only be given to organizations that hold a valid SGA charter and are entitled to such funds.

*Any individual signing out Petty Cash must complete and sign the Petty Cash/Cash Advance Contract Form.*
Conference and Trip Authorization
For Class One Organizations/ SLAM: the SGA Programming Board

One extremely effective way to improve programming is to attend conferences. Conferences expose new ideas to selected members from your organization. These ideas then can be brought back to your full membership and be incorporated into your organization’s programming and operations. In order to attend a conference, paid for by the SGA, the organization must obtain approval for the conference and related expenditures from the SGA Treasurer. This approval is obtained through two different trip authorization forms.

• The Trip Authorization Form is used for conferences that require overnight stays and/or registration fees.
• The Day Trip Authorization Form is used for one day trip and only provides for travel expenses.

The Trip Authorization Form serves the same purpose as the PEEF. It lays out the total expenses for the conference or day trip and allows the SGA and organizations to ensure proper budgeting.

The process for approval and reimbursement of expenses is as follows:

1. Research all related expenses to the conference or trip. This information should be transferred to either the Day Trip or Trip Authorization Form, whichever is appropriate for your needs.

2. Submit the completed form to the SGA Treasurer’s Office.
   a) If an advance is needed, make sure to submit a letter requesting that approval.
      • All receipts and left over money must be turned in to the SGA Treasurer’s Office within one week (including weekends) of return from the conference. Failure to do so will result in a freezing of the organization’s budget until funds are accounted for. Every additional week will be a $25 fine.

3. After the approval and the trip, the organization must submit a Purchase Requisition and receipts.
   a) Unverified expenses will not be reimbursed and the members responsible will be held personally responsible for their purchases.

4. Off campus conferences are difficult to budget for because of unforeseen expenses that may arise. It is important to stay within your budget.

NOTE: It is MANDATORY that a conference report be submitted to the SGA President within fourteen days (including weekends) of return. Failure to submit a report is a violation of the Financial Policies and will result in the freezing of the organization’s Conference Line and a fine of $100 from that line.

The organization’s members must also make a presentation to the Legislature concerning what was gained at the conference. The members must inform the SGA Vice President of the date of their presentation seven days (excluding weekends) in advance. Failure to make a presentation to the Legislature may adversely affect the organization’s Conference Line in the next year. If an organization does not follow all procedures, policies, and rules regarding conferences and trips or if they fail to sufficiently utilize their conference line, then it shall be at the discretion of the SGA Treasurer and President to remove the conference line for the following year.

The presentation may be in writing as a hand out and submitted to the SGA Vice President for distribution to the Legislature.
Conference and Trip Authorization  
For Class II, III and IV Organizations

When your organization wishes to travel to attend a conference or convention, there are some additional restrictions on the SGA’s funding of travel. The SGA will only fund the following items to the limitations stated. No other expenses will be funded.

1. Registration
   a) The lesser of $60 per person or 40% of total registration fees.
   b) Up to a total of $600 for all students attending.

2. Transportation
   a) The lesser of $0.50 per mile or $120 of total travel expense for all students attending.
   b) Mass Transportation such as flights, trains, or charter buses shall not exceed $500.00 for all students attending.

3. Hotel Accommodations
   a) The lesser of $15 per person or $150 for all students attending.

One additional requirement for this type of appropriation, the organization must file a conference report in the SGA President’s office within two (2) weeks (including weekends) after their return from the conference. This report will outline points of interest in the conference, criticisms, and recommendations on the usefulness of the information presented. Failure to submit a conference report will prevent any payment for authorized expenses until the report has been submitted.

The organization must also make a presentation to the Legislature regarding the conference. This can be in document form and handed out at a meeting. The SGA Vice President must be informed seven (7) days in advance (excluding weekends) before the presentation is to be given.

*The price for transportation can change based on US Government Regulations. Depending on the specific year, the price for gas reimbursement will fluctuate.
Miscellaneous Policies

Monthly Financial Reports
(For Class One Organizations/ SLAM: The SGA Programming Board )

To ensure that the organization’s records are kept up to date, it is the duty of the organization’s treasurer to submit detailed financial reports by the tenth (10th) of each month to the SGA Treasurer’s Office. This report must include the organizations entire budget, how much the organization has spent per line, and how much money is left per line to update budget balances. (Please attach a short summary of your spending explaining what events were held that month and what was spent. Attach this with your financial report or the report will not be accepted.) A template will be provided to the organization by the SGA Treasurer.

The SGA Treasurer has the right to refuse any other financial transaction if the organization fails to submit monthly financial report by the tenth (10th) of each month. Continual failure to comply with this policy will result in the freezing of the organization’s Operational Budget. If your organization has any questions about how to set up the Monthly Financial Report, please contact the SGA Treasurer.

End of Semester Banquets

Organizations may have one end of the semester banquet in the Fall semester and one in the Spring semester. These events are separate from and should not be included in the policy regarding spending for non-food based events. Organizations are not required to have an end of the semester banquet, but can do so if their organization has ample amount of money left to request from the SGA.

*These dates of these banquets must be after November 15th for the Fall semester and April 15th for the Spring semester.

Copier

To facilitate the use of the SGA copier by Class One Organizations, the organization treasurer or president must complete a Copy Request form and leave it with the Office Administrator for processing. Organizations must submit the Copy Request form at least one day before the copies are needed.

• Place the Copy Request Form and papers to be copied in the Office Administrator’s mail box.

Organizations may receive $50 in office credit in the SGA office for copies. If there are any discrepancies as to an organization’s current office credit, please contact the SGA Treasurer or Office Administrator.

Donations

Any time that an organization wishes to donate SGA money or revenue from SGA funded events to charitable organizations, prior approval must be obtained from the SGA President and Treasurer. If approved, the organization must submit donation, a typed letter to the charitable organization, and a Purchase Requisition to charitable organization with total amount to the SGA Treasurer. If unapproved donations are made, the organization members responsible will be held personally liable. All donations can only be made from the organization’s Personal Account.
Sales Revenue

Any revenues collected through sales of T-shirts, raffles, admission paid to social events (i.e. dances, plays, or shows) must be returned to the SGA Bookkeeper every day. If the event is held after office hours, then the money must be submitted on the next working day. Failure to return any money from such events will result in infractions.

Budgeting Policies and Process
For Class One & Eligible Class II Organizations/ SLAM: The SGA Programming Board

One of the most time consuming parts of Class One organization & SLAM: The SGA Programming Board operations is the budgeting process. Much thought, analysis, and research must go into an effective budget presentation. When done correctly, it can greatly speed up both the negotiations between the organization and the SGA, as well as, those between the organization and the Legislature. The following process should be followed.

1. Sometime in early November begin evaluating your organization’s expenditures and future operation’s needs. Look at spending patterns and programming alternatives. You will be able to find lines that need increases and also lines that can be decreased.

2. Prepare your Budget Proposal as stated in the SGA Statutes - Article 6, Section One, Letter L: Budget requests are to be submitted to the SGA Treasurer on or before the last Friday in January. Budget Proposals shall consist of:
   a) A comparison of the current year’s budget with that of a proposal for the coming academic year with a fall/spring breakdown, and an explanation of each budget line request for next year. If the organization needs an example of a Budget Proposal, ask the SGA Treasurer.

3. Proposals must be submitted in the following format:
   a) A cover page with your organization’s name, academic year budget will take place (i.e. 2016-2017), and current organization class (SLAM: The SGA Programming Board, Class One, or II). You may include your organization’s logo if you would like.
      • SLAM must include SGA Logo and its current class - SGA Programming Board.
   b) A one page typed letter addressed to the SGA Treasurer stating what your organization represents (Mission Statement) and what it contributes to the Montclair State University campus and any other information you would like to include.
   c) A typed list of all the events and services you have held this past Fall semester. Also include events you plan on holding this upcoming Spring semester. Please include dates when applicable.
   d) A typed budget proposal list including:
      i. Budget/ Line heading
      ii. Purpose for the budget/line (separate from excel sheet)
      iii. Proposed amount for upcoming Fall in comparison to the previous Fall budget
      iv. Proposed amount for upcoming Spring in comparison to the previous Spring budget
      v. Show increase/decrease from current year’s budget lines
      vi. Explanation of increases/decreases (Separate from Excel sheet)
      vii. Total of each line, each semester, and entire budget
e) A list of common times during the week that your organization’s President and Treasurer are available. If you follow the proper procedures stated above, your organization will receive a budget review meeting request that will be scheduled with the SGA President and Treasurer with each organization.

f) Handwritten proposals will not be accepted.

4. The Budget Proposal should be able to answer many of the questions of both the SGA Executive Board and the Legislature.

6. The completed Budget Proposal must be submitted to the SGA Treasurer by the last Friday in January (please Time-Stamp). Budget requests will NOT be accepted after this deadline.

6. During the month of February, appointments will be made between the SGA President and Treasurer and the organization’s President and Treasurer for negotiations to reach the final Budget Proposal.

7. The finalized Budget Proposal will be typed by and submitted to the Legislature in Bill Form by the first Wednesday in March by the SGA President. Once the bill and Budget Request have been introduced, the bill will be placed into the Appropriations Committee.

8. The organization’s President and Treasurer will attend the next Appropriations Committee meeting to discuss the Request. The committee members will ask questions concerning the budget and recommended changes. At the close of discussion, the bill will be voted upon for recommendation to the Legislature. The Appropriations Chair will inform the organization when the bill will be released. The organization is required to attend the meeting of the Legislature that the bill is to be discussed. Failure to attend that meeting may jeopardize funding.

9. At the Legislative meeting, the organization will be asked questions concerning the nature of the programming, and the related costs. The organization must be prepared to answer questions covering all aspects of their programming and to justify all expenses.

10. After all questions have been answered and debate is over, the request will be voted upon. Approved Budgets will then go to the SGA President to sign. If the President signs the Budget no other action is necessary. A veto will necessitate additional debate at the next meeting of the Legislature.

NOTE: The Legislature has final approval of all budget requests once a bill is introduced to the legislature by the SGA President. Failure to sufficiently answer legislators’ questions may result in a lower budget. Additions or subtractions from a Budget during the course of a year must first gain approval from the SGA President and Treasurer before going to the Appropriations committee and then legislature for final approval.