Kettering University

Finance Council

B-Section

Statement of Operating Policies

Rev. 03/13/2013
Robert Marks
Finance Council Policies: Quick Reference Sheet

**Deadlines:**
- Budgets turned in by 5\textsuperscript{th} week Friday.
- All requests turned in by 11\textsuperscript{th} Tuesday.

**To Be Eligible for Any Funding:**
- Club is registered in Student Activities
- Constitution on file in Student Activities
- Turned in Finance Council Policy Acknowledgment
- Club must turn in calendar of events to Operations Council. This includes all meetings and scheduled events.
- Club must advertise for all events through posted flyers or a banner in the least
- Club must turn in funds request within two weeks of date on receipt or there will be no reimbursement.

**For Each Event/Meeting Funded:**
- Provide an attendance sheet to Operations Council

**For Extra Consideration:**
- Submit articles to the student newspaper
- Submit copies of all posted advertisements
- Submit detailed descriptions of planned money usage via capital requests, budget requests, and battle requests.

These Polices are set forth as a guideline to help establish uniformity across matters of Finance Council. Finance Council reserves the right to approve, deny, and/or question any paperwork submitted to the council for its consideration, even when conditions are not stated inherently within these policies.
I. Finance Council

A. Transfer of Money Between Line Items
A line item transfer form must be filled out one week prior to any of the involved events, and new line-items can be created in this way. Money may only be transferred away from food items unless extenuating circumstances are presented to Finance Council and voted upon. Extra money in a line-item must be removed by one week after the scheduled date of an event or be seized.

B. Penalty Guidelines
1. Finance Council reserves the right to apply any one or combination of the penalties in the Penalties section of the bylaws to any club found to be in violation as determined by Finance Council.
2. Any funds seized by Finance Council for any reason will be placed into the Surplus Fund.

C. Event Times
Every event that is funded in part or whole by Kettering Student Government must occur while school is in session or one week after 11th Saturday. No events shall occur before first Monday or after twelfth Saturday. Events occurring after 11th Tuesday require funds requests to be submitted before 11th Tuesday. Any event occurring outside these times will not be funded by Kettering Student Government.
II. Budgeting

A. Requesting Funds

To request funds from Kettering Student Government clubs must comply with the following:

1. Have a constitution on file in Student Activities
2. Be registered in Student Activities
3. Have turned in the Finance Council Policies Acknowledgment
4. Have updated their website provided by Kettering Student Government through the Operations Council Web Master.
5. Advertise for events and allow any interested Kettering student to join.

Not following these can result in the organization's funds being seized.

B. Food Allotment

The following terms will be used as guidelines as to how money for food line-items will be distributed.

1. In the event that a group request food, the maximum allotment will be $20.00 per person with the exception of the Kettering Student Government Councils who have to meet every week, in which case an allotment of $25.00 per council member will be allotted.
2. No additional funds can be transferred toward food unless the group can present extenuating circumstances to Finance Council for a vote.
3. If no attendance sheets are turned in prior to budgeting no food line-items will be allotted. If only one attendance sheet is turned in the attendance of the club will be taken to be smaller than indicated.
4. In times where the budget is extremely tight all food allotments may be cut by a percentage to be determined during budgeting.
5. Not all clubs will receive equal amounts for food, either in total nor on a per person basis.
C. Considerations
During budgeting some considerations are taken into account when turned into the appropriate Asset Manager.

1. Advertisements for meetings and events.
2. Attendance sheets for meetings and events held.
3. Articles submitted to the student newspaper.

D. Advertising Regulations
In order to be eligible for Kettering Student Government funding, each group must advertise events and meetings to the Kettering Student Body. This means that groups must:

1. Advertise, using the Student Activities Office, for every event and meeting that uses the organization's budget.
2. Make advertisements available to the entire Kettering University population at least one week in advance of the event or meeting, with exceptions being made to events that occur within the first week of the term, in which case advertisements must be posted on the first day of classes. Kettering Student Government Councils do not have to follow these procedures for their weekly meetings, but have to do so for all other events.

E. Activities of Non-Students
In events where there are a fixed number of spots, students who paid tuition and who’s section is currently in session have priority over off-section students; off-section students have priority over non-students; and non-students have lowest priority and can only attend if a spot would be wasted otherwise. For events with a per-person cost, non-students have to pay their own way, and no Kettering Student Government funds can be used to cover their expense even if there are excess funds. Off section students must pay their own way, unless there are excess funds for the event.
F. Outside Subsidization & Fund Raising

The following types of subsidization and fund-raising are expressly allowed:

1. Members paying their own way or part of their own way at an event.
2. Supporting Charities that do not also sponsor the group.
3. A joint event between Kettering Student Government approved clubs.

The following types of subsidization and fund-raising are expressly disallowed:

1. Anything that supports a non-approved or unfunded line-item.
2. Anything involving or associated with alcohol.

The following types of subsidization and fund-raising are allowed with the proper forms:

1. Co-sponsorship with other organizations that are not Kettering Student Government sponsored. This includes but is not limited to the following:
   a. Greek Organizations
   b. Kettering Offices
   c. Outside Organizations or Individuals

2. Fund-Raisers with the purpose of funding for an approved line-item that is underfunded.

Advertising by the Reflector and the Technician in their assigned publication will be exempt from FCOP Chapter II, Section F. Advertising by the Reflector and Technician shall continue to be covered by Bylaw Thirteen in the KSG Constitution. The Reflector and Technician must still only spend their acquired advertising funds on budget items approved by the Finance Council. If either organization would like to spend funds on an item currently not in their budget, they shall fill out a line item transfer form and present it to the Finance Council for approval.
G. Surplus Fund
The Surplus Fund is any money not allotted to clubs during the budgeting process, or any money reclaimed from clubs. The following may be done with surplus funds:

1. Hold a Battle of the Bucks, which is to be detailed later.
2. Be used by Kettering Student Government to hold an event.
3. Be used in next term's general budget.
4. Contributed to the Millennium Fund.

H. Budget Request Forms
Budgeting forms are how student organizations make their case for what funds they should receive. Compliance with the following guidelines shows the Budgeting Committee that an organization shows that it is responsible and can thus handle more funds appropriately:

* Include details about the event, including but not limited to the following: date, purpose, past and expected attendance, lump sum or per-person cost, etc.
* Budget forms are due 5th Friday.
* Turning in both electronic and hard copies of document to the Treasurer.
* Turning in advertisements or proof of advertisements to Finance Council.

III. Battle of the Bucks
A Battle of the Bucks occurs when there is a surplus that is deemed sufficiently large by the Treasurer. This process is a special budgeting session and works in all other ways like budgeting, but for funds for the term in progress. Clubs will be notified in advance, and then they can fill out the Budgeting form requesting additional funds for existing and new line items.
IV. Reimbursements and Funds Request

A. Advance Funds

Funds may be approved in advance of actual spending by the following:

1. Petty Cash - an organization fills out the Funds Request form with the petty cash box checked. After approval, the organization can then get cash directly from the cashier. Then after spending the needed amount, the receipts and the change from the spending need to be returned to the cashier.

2. Purchase Order - an organization can get a quote from a vendor in advance and request that Kettering University make a check directly out to them. This is accomplished by filling out the Funds Request form with the PO box checked, and the companies name and address in the Suggested Supplier box. Always remember to include a contact on the Funds Request form in case a correction is needed.

B. Reimbursements

Funds may be reimbursed to an individual who has spent funds as an agent of a Kettering Student Government organization using the following:

1. Petty Cash - an individual who has spent money can get reimbursed up to the amount of a check the cashier will cash. To do this they put themselves with their student number as the suggested Supplier/Payee and check the Petty Cash box on the Funds Request form.

2. Check - a check is similar to Petty Cash, but is for amounts greater than what the cashier can cash. The only difference is an individual needs to check the Check box, and include their permanent address. Always remember to include a contact on the Funds Request form in case a correction is needed.

C. Gas

Gas reimbursements will not be given out under any circumstances.
D. Conference Funding
After a conference funded by Kettering Student Government, the organization must write an article about the conference and submit it to both Finance Council and the school newspaper.

E. Food for Trips
Clubs who would like to have food for trips paid for must consult with Finance Council a week prior to their trip and must follow guidelines stated above to be eligible. It is however ultimately up to the discretion of Finance Council. If these conditions are not met, the club will not have food for trips paid for.

F. T-shirts
Purchasing of club t-shirts will not be included for consideration during budgeting.
V. Capital Funds

Capital funds are for purchasing equipment that will be with Kettering Student Government or one of its organizations for five or more years. To acquire capital funds, an organization must do the following:

1. Complete the "Request for Capital Funds" paperwork. This includes 3 quotes from three different sources of the desired capital item.
2. Present the request and an argument at a Finance Council meeting.
3. If the request is approved, submit a Funds Request for the equipment using the Capital account number.
4. If the total capital funds requested exceeds $5,000 and the club exists in both A and B sections then the Capital Request must be approved by both A and B section Finance Councils. The request will then be paid equally between the two section’s capital budgets.

Finance Council may approve all, some, or none of any submitted capital request, and may delay approval until other conditions are met.
VI. Penalties

A. Serious

Serious offenses include but are not limited to the following:

1. Receiving non-approved funding.
2. Purchasing alcohol with Kettering Student Government funds, hosting an event with alcohol, other alcohol related incidents, or anything related to illegal drugs.
3. Not advertising in any fashion.
4. Turning in a budget more than 3 days late.

The punishments that can be brought forth due to a serious charge include but are not limited to the following:

1. Seizure of some or all of current funds.
2. Denial of future funds in all or part.
3. Recommendation for removal as a recognized club to Kettering Student Government and Kettering University.

B. Minor

Minor offenses include but are not limited to the following:

1. Attempting to exploit Kettering Student Government.
2. Filing extraneous and excessive paperwork.
3. Not advertising for an event or meetings.
4. Forgery of signatures on sign in list.
5. Turning in a budget form up to 3 days late.

The punishments that can be brought forth include but are not limited to the following:

1. Seizure of line-items relating to the incident.
2. Denial of future line-items relating to the incident.
3. Denial of a funds request relating to the incident.
4. Denial of funds requested for the next terms budget.
Acknowledgement of Finance Council
Operating Policies

By signing this, I,________________________, the President of ______________________ acknowledge that I have thoroughly read the Finance Council Policies for the________term _______ of______. I know what my Club or organization is responsible for to be eligible to receive funds from Finance Council and what the penalties are for not following these policies.

Club Name: _______________________________________

President: ________________________________________

Signature: ________________________________________

Date: _____________________________________________

Phone: ___________________________________________