

BUDGET POLICIES

1. **SUNY Fiscal and Accounting procedures for Mandatory Student Activity Fee Programs, as may be applicable to Genesee Community College, shall be followed.**
2. **All chartered clubs and organizations must maintain their club accounts with the Genesee Community College Association, Inc. in terms of deposits and withdrawals from their accounts.**
3. **Purchase requests for all Student Government Association funded expenditures should be encumbered and be received no later than June 30 in order to be charged against the budget year.**
4. **Funds have been budgeted to various clubs and organizations on a yearly basis. All unexpended Student Government Association funds from a club or organization account that has been inactive for the fall semester may be transferred at the end of the fall semester to the Club Contingency Account.**
5. **Specific areas of the Student Government Association budget must be approved by the respective advisor and the Director of Student Activities or his/her designee. All requests for changes to the budget must be made in writing to the Director of Student Activities or his/her designee.**
6. **All contractual agreements involving Student Activity fee funds must be signed by the Director of Student Activities or his/her designee.**
7. **All commitments involving Student Activity fee funds will not be honored unless a claim voucher has been filled out completely by the requestor and approved in advance of such purchases or commitments.**
8. **Reimbursement for approved purchases will not be honored unless the request is accompanied by receipts.**
9. **All revenue collected from Student Activity fee funded functions must accrue to the Student Government Association revenue account.**
10. **All funds remaining in personal club accounts of chartered student clubs or organizations shall accrue to the Student Activities revenue account, at such time as the club has been inactive for at least two consecutive semesters.**
11. **Student Activity fee monies may not be utilized for the purchase of food or beverage related items for community service projects.**
12. **Student Activity fee monies may not be used for the purchase of alcoholic beverages.**
13. **Funding for off-campus picnics, socials, or similar activities sponsored by chartered clubs or organizations may not be approved for alcohol related items. However, funds may be approved for food, non-alcoholic beverages, transportation, cabin rental, and other such related expenses, where financially possible.**

- 14. Tickets for all events, financed either in part or full from Student Activity fee funds, must be printed with the Student Activities Department approval. Complete accountability of all expenses for such an event must be filed with the Director of Student Activities or his/her designee.**
- 15. The revenue collected from the Forum Players sponsored plays and Fine Arts Committee sponsored events will be reallocated as follows: 100% to the Forum Players and Fine Arts.**
- 16. Student Activity fee monies may be borrowed and used to raise private monies for clubs and organizations, except in SGA and CAB. The borrowed fee monies must be reimbursed to the appropriate SGA budget account prior to the deposit of any private monies in a personal account.**
- 17. The maximum per diem rate for food for Student Government Association sponsored functions shall be \$40.00.**
- 18. The Student Government Association will not pay individual student membership dues for local, state, and national organizations.**
- 19. In the case of travel by chartered clubs and organizations, the Student Government Association may fund registration fees, transportation, food, and lodging for students and advisors, where financially possible.**
- 20. Clubs and organizations are restricted from requesting more funds for a trip or conference for which funds have already been allocated, unless the request reflects an inflationary increase in the initial cost. Also, in those instances where attendance at the event is based on proven successful competitive achievement, additional funds may be requested.**
- 21. All clubs and organizations will be required to submit a conference report to SGA upon their return within 15 days. Failure to do so will result in the restriction of the club's or organization's funds, both private and SGA-allotted.**
- 22. All clubs and organizations will be required to participate in the semi-annual Info Fairs and monthly Lunch Bunch. Failure to do so will result in the restriction of the club or organization's funds, both private and SGA-allotted. If this occurs, clubs and organizations must contact SGA via the President and Vice President to get funds reinstated.**
- 23. Clubs and organizations requesting additional funding over a thousand dollars for programs or conferences not originally funded in their SGA budgets, must do fundraising to offset the request. The group will be responsible for fundraising at least 20% of the total expenses and in order for SGA to consider the request, the group must have deposited at least 10% of the total expenses with Student Activities prior to meeting with SGA. The remaining 10% must be deposited with Student Activities prior to be considered by the GCCA. The group must submit the formal funding request to SGA outlining total expenses associated with the funding request and deposit the 10% with Student Activities at least 60 days prior to the event.**

PROCEDURE FOR COMPLETING A CLAIM VOUCHER

- 1. Claimant/Merchant Name – name of business or person who needs to be paid/reimbursed.**
- 2. Claimant # or vendor # - vendor numbers are available in SPAIDEN , if you have access. Otherwise leave blank. If for an individual (student or employee), their GCC id number should be used.**
- 3. Mailing Address – Street name, town/city, state, zip code, phone number and salesperson if applicable.**
- 4. Account number – if you do not know what your club account number is you may get it from the Student Activities Office. Please keep this number available for future use.**
- 5. Total – this column should reflect the total cost for that item. Also, should include shipping charges, discounts, or state tax (if outside New York State). Ex. Quantity x unit price = total amount.**
- 6. Item Description – a brief description of the service or item purchased and the event purchased for, along with the total amount spent.**
- 7. Invoice # - provide if applicable.**
- 8. Requested by – the complete signature of the requestor and initialed by the club advisor.**
- 9. Date – the date requested.**
- 10. Approved by – leave blank for the Director of Student Activities signature.**
- 11. Date – the date approved.**
- 12. Invoice Number – the invoice number, if available.**
- 13. Attach receipts and pertinent information (paper clip) to the voucher.**