

**FUNDING POLICIES AND PROCEDURES**

**OF**

**RHODE ISLAND COLLEGE**

**STUDENT COMMUNITY GOVERNMENT, INC.**



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The Finance Commission of Rhode Island College **STUDENT COMMUNITY GOVERNMENT, INCORPORATED** (referred to as SCG from this point, to the end of the policy) is the controlling board of Student Parliament's General Fund. It is within their power, through previous authorization by the By-Laws of SCG to make all expenditures of **STUDENT ACTIVITY FEE** (referred to as SAF from this point on) funds at their discretion. **However, the Budget Hearings, Class Club Policy, the Recreational Trip Policy, and Conference Funding Policy are not at the discretion of the Finance Commission. No exceptions will be made to those policies.** The College's mission is well served if the students have the means to engage in dynamic discussion on a broad range of issues, and the Student Activity Fee is collected for this purpose. All funding procedures are subject to the "**Student Organizations Committee and Student Parliament Club Recognition Policy**". Any violation of the following rules will result in revocation or suspension of funds by the SCG Treasurer and/or the Finance Commission.

### GENERAL OPERATING PROCEDURES

On the first day of classes of each year to December 31<sup>st</sup>, all Rhode Island College SCG funded accounts will be opened with one-half (1/2) of the actual deposit figure approved by Student Parliament the preceding spring. Upon the return from winter break, the remaining one-half (1/2) will be opened. If at the end of this period there is a balance of funds not spent, that balance will remain in the line items for which it was originally allocated. These funds may be spent during the period from January 16<sup>th</sup> to June 1<sup>st</sup>. As of June 30<sup>th</sup>, all accounts will be closed; any and all balances remaining in student organizations' accounts at this time will revert back to the Student Parliament General Fund. Exceptions to this would be any prior requests made to SCG and approved by the Executive Council for allocated funds to be used during the summer break. Balances may not be carried over from the spring to fall semesters, with the exception of Line 500 Revenue. The accounting procedures, with the forms used, will facilitate the processing of all financial transactions.

During the fall semester, an organization may not use more than half of their allocated budget for the entire academic year. However, an organization may use more than half of any line item. In special circumstances, an organization may use more than half of their funds in the first semester with the approval of the SCG Treasurer, who will then advise the Finance Commission. Any Student Activity Fee paying student may appeal to the Finance Commission to overturn the Treasurer's decision.

The accounting procedures, with the forms used, will facilitate the processing of all financial transactions. These rules and regulations have been established by the Finance Commission and Student Parliament and must be adhered to by all organizations.

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The following services are mandatory to student organizations participating in this system as they apply to the organization or at the discretion of the Treasurer of SCG or the Finance Commission:

1. Daily bank deposits through the SCG Administrative Assistant. ***NO ORGANIZATION WILL BE ALLOWED TO MAINTAIN INDEPENDENT BANK ACCOUNTS. VIOLATION OF THIS RULE WILL RESULT IN SUSPENSION OF FUNDS.***
2. Co-Sponsorship – Funded organizations may not co-sponsor financially with organizations or entities not recognized by SCG without prior approval of the Finance Commission. This policy is meant to include co-sponsoring from all line items and escrow funds. When co-sponsoring with student organizations or departments, organizations are required to fill out a co-sponsorship contract which is available in the SCG Office.

3. Upon proper documentation of expenditures, checks are available Friday of the week in which the check is processed. Checks may only be signed out by the active president or treasurer of the organization. If an extenuating circumstance exists, the president or treasurer may give permission for a third party to pick up the checks. If such permission is granted, the president and treasurer understand that the responsibility of all expenditures is not waived.
4. Organizations are eligible to request allocations and reallocations. Allocation requests are submitted when an organization needs additional funds in the operating budget. Reallocation requests are submitted when funds within the operating budget will be moved into different line items.
5. Allocations, reallocations, and emergency allocations are available three (3) business days after final approval.
6. The president and/or treasurer of an organization may receive quick and accurate information regarding their club's account status within the prescribed time.
7. All treasurers receive assistance as to the procedure they must follow in their bookkeeping. The SCG Treasurer is responsible to send a monthly budget report on the third week of every month to the executive board of all funded student organizations.
8. The SCG Treasurer is required to present a Finance Commission Allocation Report on the status of the General Fund to Parliament on the first meeting of each month. The SCG Treasurer must also present a final Finance Commission Allocation Report on the status of the General Fund at the last Parliament meeting of the academic year, regardless of when it is scheduled.
9. All financial accounts may be audited each semester (sample attached, see page 18).
10. Account expenditures are matched with allocations by category, thereby insuring that funds are expended only for approved purposes. This procedure also insures that organizations do not overspend their budgets or line items. **At no time will an organization's budget be run in the red.** Upon closing of Student Activity Fee Accounts on June 30th of any given year, if an organization shows a deficit balance, or a bill is received after June 30th, that organization's deficit amount will be subtracted from their following Academic Year Budget.
11. Provide necessary information for an inventory system of goods and materials.
12. All presidents and treasurers of each organization must attend the Annual Presidents/Treasurers Meeting at the beginning of the first semester. No disbursements will be allowed until each treasurer and president have either gone to the Presidents/Treasurers Meeting or met personally with the SCG Treasurer.
13. There are two (2) sources of information available to Student Organizations with regard to finances. The SCG Treasurer is available by appointment. Appointments may be made through the Administrative Assistant. The other source is the Administrative Supervisor of the Corporation, available in Student Union Room 401.
14. It is not the intent of SCG, Inc., to limit student participation in activities or clubs. In order to open the benefits of organizations to **all** students, any student who wishes to pay the Student Activity Fee on a yearly basis will be eligible to participate in any funded organization. This includes attendance and funding at conferences, tournaments, or any other activity where the organization represents the College. Funding will follow the normal procedures set forth in the Funding Policy. However, it is not our policy to fund individuals who do not attend Rhode Island College. Individuals not enrolled at the College are not eligible to be a member of an organization. They are also not eligible to receive funding in any situation. Graduate Students must pay the SAF in order to participate in a funded organization.

## BUDGETING PROCEDURES

All organizations recognized by Student Parliament that are characterized as “funded” in the Student Organization Policy are eligible to request SAF funds and shall receive budget request forms before the end of the fall semester. These forms should be completely filled out and submitted on or before the date stated on the form. Organizations not submitting budget requests on the specified dates without the written permission of the Finance Commission or the SCG Treasurer shall be ineligible for consideration of a budget.

Mandatory Budget Hearings shall be held after filing of the budgets. Each organization will be given a scheduled time for its hearing; representatives (president, treasurer, or designee) will present their Budget Request to the Finance Commission at this time, giving detailed explanation for the request, and answering questions concerning the budget and the group’s activities for Commission members. It is required that organizations fill out program evaluation forms and turn them in to the SCG Secretary prior to the hearings. Without these forms, SCG has no documentation showing activity of the organization, and this may reflect poorly on the organization. Organizations will only be allowed limited funding for the following academic year if they do not go through the budget process (*refer to page 5, New Organizations and Non-Compliance Organizations*). Budgets will be limited to a special allocation from the General Fund. Attendance at the Hearings is **mandated** of all organizations. Failure to provide representation at the Hearings will eliminate consideration of the group’s request and will restrict the organization as stated above. The Finance Commission will then submit its recommendations to Student Parliament for final approval.

Before it makes its recommendations on the budgets, The Finance Commission is directed to establish a “Target Figure”. This figure will be calculated as the projected income from the SAF for the upcoming year. Once the Target Figure is established, ninety percent (90%) of that figure will be mandated as the maximum amount to be allocated during the Budget Hearings. Budgets will be acted upon by Student Parliament individually.

Student Parliament reserves the right to reject the Finance Commission’s recommendation or to amend it in whole or in part, at any time subsequent to final approval of all budgets.

In addition to expenditure line items, the budget request forms include a line for “Anticipated Revenue”. If an organization chooses to provide itself with a fundraising line item, #239, the organization must establish one hundred percent (100%) revenue in this line item. Once this revenue has been deposited into line item 500, excess revenue, the organization will be allowed to reallocate the funds throughout their existing line items.

**STUDENT PARLIAMENT RESERVES THE RIGHT TO WITHDRAW FUNDING OF AN ORGANIZATION MISUSING ALLOCATED FUNDS, AND, AT PARLIAMENT’S OPTION, MAY HOLD THE PRESIDENT AND TREASURER OF THE ORGANIZATION FISCALLY RESPONSIBLE FOR SUCH MISUSE.**

**NO RULE, REGULATION, OR PROVISION OF ANY FUNDED ORGANIZATION SHALL PERMIT DISCRIMINATION ON THE BASIS OF SEX, RACE, COLOR, CREED, RELIGION, POLITICAL AFFILIATION, NATIONAL ORIGIN, AGE, SEXUAL ORIENTATION, VETERANS STATUS, OR PHYSICAL HANDICAP.**

## BUDGET CLASSIFICATION

When requesting a budget at the annual budget hearings, the line items will be classified into three categories. These categories are operating budget line items and special event budget line items. During the annual budget hearings, each organizational category (refer to Student Organizations Policy) may petition the Finance Commission for funds in the operating budget line items. The categories are as follows:

### **1. CLASS CLUBS:**

- a. Operating Budget Line Items:  
Lines 111, 112, 113, 114, 115, 210, 214, 215, 216, 231, 232, 234A, 239, 240, 262.
- b. Special Event Line Items:  
Lines 116 (specify), 132, 133, 134, 217, 218 (specify), 234, 235, 236, 237, 238, 240 (specify), 261, 263 (specify).

### **2. MEDIA ORGANIZATIONS:**

- a. Operating Budget Line Items:  
Lines 111, 112, 113, 114, 115, 131, 210, 211, 212, 214, 215, 216, 231, 232, 234A, 236, 237, 239, 262.
- b. Special Event Line Items:  
Lines 116 (specify), 132, 218 (specify), 233, 134, 234, 235, 238, 240 (specify), 261, 263 (specify).

### **3. COMPETITIVE CLUBS:**

- a. Operating Budget Line Items:  
Lines 111, 112, 113, 114, 115, 210, 211, 212, 213, 215, 216, 239, 313, 319, 320 (specify).
- b. Fundraising for Competitive Clubs is mandatory. All funds allocated in a fundraising line item will be considered revenue.
- c. Additional revenue of 10% will be required for all Competitive Clubs.
- d. Special Event Line Items  
Competitive Clubs do not receive funding for Special Events.

**LINE ITEMS 116, 218, 240, 263 MAY BE ALLOCATED TO AN OPERATING BUDGET UPON THE APPROVAL OF THE FINANCE COMMISSION.**

**AT ANY TIME DURING THE ACADEMIC YEAR, COMPLIANT ORGANIZATIONS MAY PETITION THE FINANCE COMMISSION FOR FUNDS IN A SPECIAL EVENTS LINE ITEM. THESE REQUESTS WILL BE HEARD ON AN EVENT-BY-EVENT BASIS.**

## NEW ORGANIZATIONS AND NON-COMPLIANCE ORGANIZATIONS

This system shall apply to all new organizations and organizations that have not complied with the annual budget hearing procedures:

1. The organization may petition for funds from the Finance Commission within two (2) Finance Commission meetings after the constitution has been validated by Student Parliament.
2. FUNDING – When a newly formed student organization requests funding from the Finance Commission, it will be limited to a Special Allocation from the General Fund. The total amount of this initial funding as prescribed above is not to exceed \$2,000.00 in the first academic year. Once the organization fulfills the requirements of the annual budget hearing, it will no longer have a cap.
  - a. Funding is pro-rated monthly by the Finance Commission based on the timing of the organization's request.
  - b. New organizations may appeal this policy to the Finance Commission under special circumstances; however, non-compliance organizations may not.
  - c. Newly organizations or non-compliance organizations cannot appeal Student Parliament for additional funds beyond these.
3. The organization must file a status report with SCG at the end of their first operating semester. If an organization wishes to request additional funding after the status report is presented, they may request the funding on an event-by-event basis at the discretion of the Finance Commission.

## OPENING ACCOUNTS

Accounts will be open when each organization has done the following within the time allotted for that year's annual budget process:

1. Submitted a budget with rationale for each line item before the stated deadline.
2. Handed in a complete inventory sheet.
3. Prepared a student organization's status report.
4. Attended a Budget Hearing.
5. Had their budget passed by Student Parliament.
6.
  - a. Received a copy of the final approved budget.
  - b. Received a copy of the Policies and Procedures of the Corporation.
  - c. Received Student Activities Withdrawal Slips (sample attached, see page 17).
7. The president and treasurer have signed a responsibility affidavit in the presence of the SCG Treasurer, SCG President, SCG Comptroller, Administrative Supervisor, or Administrative Assistant (sample attached, see Page 17).
8. The President and Treasurer have attended the Annual Presidents/Treasurers Meeting during the fall semester of each academic year. (Organizations will be notified by mail in their organizations mailbox located at the Student Union Welcome and Information Center and by email.)

***No accounts will be opened until all the above points have been fulfilled.***

## ESCROW ACCOUNT POLICY

Any organization which has an Escrow Account must ask the permission of the Finance Commission to use their funds prior to the intended date of use. Any approved funds are subject to the same Funding Policies and Procedures as a standard allocation from the General Fund. While the Finance Commission is not in session, an Executive Board action is required in order to use funds from any Escrow Account. Funds approved by Executive Board Actions from Escrow Accounts are exempt from the \$2,000.00 limit set for Executive Board Actions. The SCG Treasurer must report all approved Executive Board requests to the Finance Commission by the second Finance Commission meeting of the academic year.

## PURCHASES

When an organization wishes to purchase an item from their allocated budget, there are two (2) methods:

1. Pay out of own pocket, keep receipts and be reimbursed (items up to \$250.00). If the amount surpasses the \$250.00 cap, the SCG Treasurer must be notified and provided documentation **before** the transaction can take place.
2. Prepare a withdrawal order attached to an invoice (if an item has been purchased on credit). This method must be used if the organization wishes to have a check cut before the transaction occurs.
3. For event-specific items, the SCG credit card will only be used to order items for an organization, at the latest, one (1) month prior to the event. Exceptions to this policy may be made by the SCG Treasurer for extenuating circumstances only.

***Receipts must be submitted within two (2) weeks of the purchase date.***

No purchases can be made from a line item that has not previously been established in the organization's operating budget.

The matter of purchasing items should be taken very seriously by an organization. Only two (2) persons in an organization have the power to purchase; and, only upon agreement of these two (2) persons, can a purchase be made. These two (2) people are the president and treasurer or their designee. If a designee is appointed, a signed statement is to be turned into the SCG office before the purchase(s) is made. In the presence of the Treasurer, President, Administrative Assistant, or Administrative Supervisor of the Corporation, they are to sign a responsibility affidavit. One of these two (2) persons, plus the Faculty Advisor, must sign every withdrawal order.

In absence of the treasurer of an organization the SCG Treasurer is allowed to sign for all withdrawal slips having to do with said organization to facilitate payment of bills in a timely fashion. The advisor to the organization will be notified; however, in the absence of the club's advisor, the Advisor to SCG may sign the said organization's withdrawal slips. Organizations that fail to make arrangements prior to an extended absence by the President, Treasurer, or Advisor may be brought before the Finance Commission, which may impose penalties.

***All checks will be available in the SCG office as specified on page 2, #3.***

No check shall be valid unless signed either in person or by a mechanical device by the Rhode Island College Accounting Office. The Accounting Office will retain a copy of the check and the original invoice. Student Parliament will also retain a copy of the check and invoice. The organization will receive the original check attached to a copy of the Withdrawal Slip.

SCG may possess a major credit card which shall remain in the possession of full time employees of the corporation who have been approved by both the Administrative Supervisor and the Advisor to SCG.



### WITHDRAWAL SLIPS

To withdraw funds from an organization's budget funded by SCG, withdrawal slips must be filled out in their entirety by said organization. No slips will be processed if this policy is not followed. All withdrawal slips must be accompanied by original proof of purchase (i.e. receipts, contracts, etc.). Failure to provide original contracts will result in a delay of check processing.

**Original receipts for conferences and events are due in SCG within two (2) weeks after said event if reimbursement is requested. After the two week period, no reimbursement will be granted unless determined an extenuating circumstance by the Executive Council of SCG. For items being ordered, an original receipt is due in SCG immediately after delivery. Failure to do so will result in immediate suspension of funds.**

### CONTRACTS/ INVOICES/ ITEMIZED RECEIPTS

All requests for payment must be accompanied by proof of purchase. This proof may be in the form of a contract, invoice or itemized receipt.

1. Allocated funds which involve contracts must be filed with SCG in advance. The SCG Treasurer and/or the Administrative Supervisor **must** review the contract before it is signed.
2. An invoice must be submitted with a bill.
3. An itemized receipt must be submitted with a withdrawal slip in order to justify payment.
4. The President, Treasurer, and Advisor must sign all contracts.

All requests for payment will be processed through normal channels when the request is deemed justified.

### EMERGENCY ALLOCATION

In case of an unforeseen emergency of a special situation that would have to be taken advantage of immediately, an organization has the option of either applying for a category change or an emergency allocation. Emergency allocations will only be awarded when there are funds available for them.

#### **THE PROCEDURE:**

1. An allocation request with a letter stating the special circumstances involved in the application for funds will be submitted to the Finance Commission.
2. An itemized expenditure list should be submitted.
3. A hearing shall be held by the Finance Commission and a decision shall be made. The decision of the Commission shall be published in its report of the meeting and only allocations and reallocations shall be subject to veto by the President of SCG. A veto may be appealed to Student Parliament through procedures stated in the SCG By-Laws.
4. If a time limit exists, the Executive Council may approve or deny any request up to a maximum of \$2,000.00. All other requests must be presented to the Finance Commission.
  - a. The Executive Council can request that the organization petition the Finance Commission based on the merits of the request.

## **POLICIES REGARDING SPECIAL EVENTS AND CHARITY**

### **FUNDING OF CHARITY EVENTS**

Conditions under which student organizations may be allocated student activity monies for charitable fundraising are as follows:

1. All requests for fundraising money are presented to the Finance Commission.
2. One hundred percent (100%) of fundraising monies given will be considered excess revenue. Any monies raised beyond the initial allocation are eligible for donation.
3. All fundraising events or activities have clearly posted the charitable intent and the charity(ies) involved.
4. All money raised over and above the initial funding must be reported to SCG prior to being donated to a charitable organization.
5. All proceeds from fundraising events must be donated to the target charity and not be applied to, in whole or in part, the organizations' anticipated revenue.
6. SCG must be given a receipt or copy of receipt from the charitable organization stating the amount of funds received.
7. All revenue with the intent to donate must be reallocated to Line 375 Charitable Donations.

### **CLASS CLUB POLICY**

The officers of the Freshman, Sophomore, Junior, and Senior Class can receive funding with the understanding that there would be no revenue for the funding. The Freshman Class will be provided a maximum of \$5000.00, the Sophomore Class will be provided a maximum of \$10,000.00, the Junior Class will be provided a maximum of \$15,000.00, and the Senior Class will be provided a maximum of \$20,000.00 to be used solely for Senior Week. If further funding is necessary, each Class Club will be provided a maximum of \$5,000.00 additional funding in a Fundraising (239) line item. Any funds raised above and beyond the amount allocated in line item 239 can and will be allocated among the existing line items.

The Freshman, Sophomore, and Junior Class funding will be prorated as deemed necessary by the Finance Commission based on the timing of the Club's request.

The Senior Class must present their budget by the first Finance Commission meeting in February to receive up to a maximum of \$20,000.00. If the request is presented at the second Finance Commission meeting in February, the Senior Class may be funded up to a maximum of \$15,000.00. If the request is presented at the first Finance Commission meeting in March, Senior Week will receive a maximum of \$10,000.00. If the request is not presented at any of these three meetings, Senior Week will not be funded.

***\*\* NO EXCEPTIONS WILL BE MADE TO THE CLASS CLUB POLICY \*\****

### **LINE ITEM 262 – ANNUAL EVENTS**

1. Event must be established for at least three (3) consecutive years before it will be taken into consideration to be added to an organization's budget.

2. Event will only be added as a permanent line item in an organization's budget at budget hearings.
3. Funds will be used as consistent with the Funding Policies.
4. If the event does not occur during the academic year for which it is allocated in the budget, funding for the annual event **will not** be included in the following fiscal year's budget. The organization will have to go through normal allocating procedures the following academic year if they want to hold the event again.
5. If the event does not occur, the funds cannot be reallocated into any other line item, nor can they be used for any other annual event, and they will revert to the General Fund on May 15.
6. Sub-line items should be allocated as such: (example only)
  - 262A **1<sup>st</sup> Event Title**
    - 262A-1 Food
    - 262A-2 Venue
    - 262A-3 Artists & Performers
    - 262A-4 Etc.
  - 262B **2<sup>nd</sup> Event Title**
    - 262B-1 Food
    - 262B-2 Venue
    - 262B-3 Artists & Performers
    - 262B-4 Etc.
7. Sub-line items can be altered as needed to apply to a specific event at the Finance Commission's discretion.
8. Sub-line items must also be explained in the budget rationale.
9. Organizations must give a progress report (with the secured venue locations, date, and written estimates, if available, of event costs) to the Finance Commission at least one month prior to the event. If the report is not provided, the Finance Commission will not allocate funding for that event the following year.

### **RECORDS**

All organizations must keep ledgers and may periodically check their balances with the SCG Treasurer. The ledgers shall be broken down into line items by the Finance Commission. The organization should keep a copy of the approved budget request so as to have reference to what exactly was granted.

Organizations may not switch between different line items without prior approval of the Finance Commission or Student Parliament for any amount over \$150.00. Any reallocation request totaling \$150.00 or less may be approved or denied upon a signature from the SCG Treasurer.

In other words, an organization may spend funds only for the specific items they budgeted for. If a change is needed, it should be requested by filing a Reallocation Request. Organizations may switch within categories (e.g. categories 112 to 114, or 313 to 314) by presenting the Reallocation Request to the Finance Commission and the SCG Treasurer. The SCG Treasurer shall check the request and present it to the Finance Commission for approval or disapproval. Any SAF paying student may appeal a decision of the SCG Treasurer to the Finance Commission.

## BOOKKEEPING RECORDS

All organizations must keep ledgers maintained by the treasurer. Lack of adherence to this is a violation of the funding policy. The proper method of maintaining this ledger will be reviewed at the Annual Presidents/Treasurers Meeting.

## INVENTORIES

Submitted with an organization's budget request should be a complete, accurate inventory. The inventory should include all pertinent information on the equipment, such as name, model, make, serial numbers, purchase price (if known), date of purchase (if known), location, and approximate condition. If the inventory is incomplete or missing from the budget packet, it could result in the denial of funds for the following academic year.

## MISCELLANEOUS POLICIES

### CAPITAL IMPROVEMENT POLICY

1. A Capital Improvement is defined as a purchase equal to or greater than \$250.00 that improves, maintains, repairs, or replaces a fixed asset, or results in a permanent addition to the organization's asset inventory.
2. Present quotes from no less than three (3), but no more than five (5) companies to the Finance Commission on an Allocation Request Form.

### CLOTHING POLICY

1. Clothing may be purchased for advertisement, staff, and uniform purposes. The purchase of clothing is not to be included in an operating budget. If an organization wishes to purchase clothing, the club must petition the Finance Commission during the academic year in which the advertisement is being conveyed. *SCG, Inc. does not provide funding for the personalization of clothing.*

In order for an organization to be granted funding for clothing, they must:

2. Present quotes from no less than three (3), but no more than five (5) embroidery and screen printing companies.

The TOTAL QUOTE must include the following:

- a. Per article quote
  - b. Screen quote
  - c. Printing quote
3. Present the advertisement plan.
  4. If an organization is purchasing clothing out of Line 500 Excess Revenue, it must include one quote for the clothing items including design, per article quote, screen quote, and printing quote. All organizations are expected to follow the Excess Revenue Policy.

**FUNDING WILL BE GRANTED ON A CASE-BY-CASE BASIS. IF THE T-SHIRTS ARE CONSIDERED UNIFORMS, THEN THEY MUST BE RETURNED AT THE END OF THE YEAR TO THE ORGANIZATION FOR FUTURE USE AND RECORDED IN THE ORGANIZATION'S INVENTORY.**

## LINE 500 EXCESS REVENUE POLICY

All organizations have the ability to make revenue through fundraising, events, donations, ads revenue, etc.

Organizations should explore the use of revenue prior to requesting additional allocations from the Finance Commission. It is recommended that revenue accumulated in Line 500 should be used for capital improvements, promotions, and expanding the organizations operating budget. The Finance Commission has the right to amend or deny any reallocation requests from Line 500.

For all conference requests, up to fifty percent (50%) of revenue may be used from Lines 501 and 503. Additional revenue, up to one hundred percent (100%), may be requested with the approval of the Finance Commission for additional funds (51% to 100%) and how they will be used. This rule does not apply to Line 502 Conference Revenue. If any organization has the intention for each conference attendee to fundraise (e.g. sell ads, tickets, candy, etc.) with the purpose of covering conference anticipated revenue, said revenue must be deposited into Line 502 by the President or Treasurer of the organization.

All excess revenue deposited into Line 500 will be allowed to carry forward into future fiscal years. Excess revenue will be accumulated once funds spent out of line 239 are paid back. In the event that an organization accumulates revenue valued above their approved operating budget, the organization must appear before the Finance Commission for an audit.

In order to use funds from Line 500, organizations must reallocate into the line item the wish to use. Reallocations may be made by the Student Community Government, Inc. Treasurer as long as the line item is currently opened. If the line item is not currently open, the reallocation request must be submitted to the Finance Commission.

Should an organization's budget be reverted or the organization goes defunct, the organization's excess revenue will remain in their account for three (3) semesters. After three (3) semesters, the funds will revert back to the General Fund.

***If an organization does not have funds left in the previous year's operating budget and has a past due bill, it must be paid out of Line 500 Excess Revenue.***

## CONFERENCE FUNDING POLICY

The following guidelines for funding conferences and conventions apply to only non-competitive organizations funded through the Rhode Island College Student Activity Fee.

A conference or convention eligible for funding typically includes the following elements:

1. Sponsored by a professional organization, or its regional or local counterpart;
2. Includes a registration fee, and;
3. Furthers the goals of the participating organization through educationally oriented seminars and/or workshops.

***Exceptions to the following policy may be considered for extenuating circumstances ONLY. All information must be submitted with the initial Finance Allocation form.***

When requesting funds for a conference from the Finance Commission, the representative of the organization must:

1. Come in at least four (4) meetings in advance of the registration deadline of the conference to obtain funding from the Finance Commission. Any request submitted and/or presented after the four (4) meeting cut-off time may not be considered for funding.
  - a. Under extreme circumstances, an organization may be granted an extension if the delay is caused by a motion to table by the Finance Commission.
  - b. In the event that an organization submits a request after the four (4) meeting cut-off due to issues outside their control, the organization may present its request to the SCG Treasurer. If sufficient evidence of delay due to outside influences is presented, the SCG Treasurer may send the request to the Finance Commission.
2. Provide conference flyer, brochure or bulletin.
3. Time and date of conference.
4. Registration costs.
5. Mode of transportation and estimated travel costs.
  - a. Have three (3) quotes for transportation costs.
  - b. Have three (3) quotes for lodging costs.
6. Estimated meal costs.
7. A list of who is attending, if possible, and how these attendees were chosen.

Organizational members are prohibited from making any payments for **any part** of a conference prior to obtaining funding from the Finance Commission. Should this policy be broken, no funding will be allocated towards the conference. **No exceptions to this policy shall be made.**

**STUDENT PARLIAMENT AND THE STUDENT PARLIAMENT FINANCE COMMISSION MAY FUND:**

1. Up to \$800.00 per person, with a maximum of \$7,000.00 per group, for one academic year.
  - a. Any organization requiring additional funds may petition the Finance Commission to open Line 239 Fundraiser and fundraise the difference. Any funds raised beyond the initial allocation can be reallocated to the line items pertaining to their trip.
  - b. No student will be funded to attend more than four (4) conferences per academic year.
2. Up to the full cost of registration not to exceed \$400.00 per person.
3. Up to 50% of the actual cost of travel by air, bus, or rail.
4. Up to 50% of the actual cost of lodging up to four (4) nights.
5. Up to \$25.00 per-diem per student for meals, not to exceed 5 days.
  - a. Receipts for per-diem food allocations granted by the Finance Commission and in original budgets of the Chess Club and the Debate Council will not be required of individuals or organizations. All funds in organization's budgets which deal with food no matter the manner in which it is allocated are not to be treated in this manner. Receipts will still be required in all other areas.
6. The Finance Commission will consider a student's prior conference attendance when making decisions. However, funded attendees will be left at the discretion of the Finance Commission. The Finance Commission can only allocate funds to a maximum of eight (8) attendees.

7. No organization will take their own car on a conference due to insurance reasons. Any organization funded by the Finance Commission for a conference within driving distance will be required to rent a car or van. The Finance Commission will pay for the full cost of the rental and will pay for one-half (1/2) of the fuel cost.
  - a. An organization will be provided funds for a rental vehicle provided that the Advisor of the organization, or a Rhode Island College Faculty or Staff member, agrees to operate the vehicle.
  - b. Utilization of fifteen (15) passenger vans will not be permitted for insurance liability reasons.
8. If a conference is cancelled by the conference organizers, pending a refund of lodging and the possibility of changing travel, all attempts should be made to return to Rhode Island College.
9. Please refer to Line 500 Excess Revenue Policy on page 11 in regards to conference revenue.

**In the event of increases in the prices of lodging or mode of transportation after funds have been allocated, the SCG Treasurer may allocate funds before any arrangements are made provided that the increases do not exceed fifty dollars (\$50.00) per attendee.**

Any conference may be booked through a member of the organization who is attending the trip, or by appointment only in the Student Community Government, Inc. office. Upon making an appointment, the organization must present:

1. A final list of all members who are attending.
2. A Conference Contract signed by each member attending.

**IF A COMPLETE AND FINAL LIST OF MEMBERS ATTENDING AND A CONFERENCE CONTRACT FOR EACH ATTENDEE IS NOT PRESENTED TO STUDENT COMMUNITY GOVERNMENT, INC., THE CONFERENCE WILL NOT BE BOOKED.**

Four (4) weeks prior to the date of the conference, the SCG Office will discontinue booking an organization's conference. At that time, only an attending member can book the conference if the organization still wishes to attend. After booking, the organization must follow previous funding policies in order to apply for reimbursement (see Purchases on page 6).

Any organization allocated funds by the Finance Commission to attend a conference is **required** to file a brief written synopsis of the conference. The synopsis should include the time, date, and location of the conference as well as the sessions attended, what the club learned, and whether or not this conference should be attended again. This report should be presented to Parliament within two (2) meetings from the date of return, and a member of the club who attended the conference should be present to answer any questions. If sine die is called before the presentation is made, the organization must present to Student Parliament within the first two (2) meetings of the next session. ***Failure to report to Student Parliament will result in a 50% conference cap for the following year.***

It is not the intent of Student Parliament or the Finance Commission to limit an organization to the number of attendees. If the total cost of the conference exceeds the funding limit, the group may split the difference equally among those students attending the conference.

### **EDUCATIONAL TRIP POLICY**

Any SCG funded student organization that wishes to travel on a guided educational experience may petition the Finance Commission for travel expenses not to exceed \$300.00 per student, per year, and a maximum of \$2000.00 per organization, per year. Any organization requiring additional funds may petition the Finance Commission to open Line 239 Fundraiser and fundraise the difference. Any funds raised beyond the initial allocation can be reallocated to the line items pertaining to their trip.

**In order for funding to be considered, an advisor or eligible faculty/staff member must be willing to attend the trip.**

The request should include:

1. A brochure from the company through which the trip will be booked, if available.
2. A detailed itinerary from the company or organization.
3. Three quotes for the preferred mode of travel.
4. Quotes for entry fees to any museum, attraction, or event.

All organizations must petition the Finance Commission no later than six (6) meetings prior to the departure date. No organization will be funded if arrangements are made prior to petitioning the Finance Commission.

Before any arrangements are made, all travel expenses minus any funding granted by the Finance Commission must be deposited in the SCG office. The organization must also provide proof of purchase of travel insurance and letter of acceptance from the advisor who was invited to travel with the organization no later than one week after booking. SCG does not provide funding to cover the expenses of the organization's Advisor; the organization may fundraise to offset the costs incurred by the Advisor.

**Any organization allocated funds by the Finance Commission to attend an educational trip is required to file a brief written synopsis of the trip. The synopsis should include the time, date, and location of the educational trip as well as what the club learned and whether or not this educational trip should be organized again. This report should be presented to Parliament within two (2) meetings from the date of return, and a member of the organization who attended the trip should be present to answer any questions. If Sine Die is called before the presentation is made, the organization must present to Student Parliament within the first two (2) meetings of the next session.**



## RECREATIONAL TRIP POLICY

*SCG does not provide any funding for recreational trips.*

All SCG funded organizations wishing to organize trips with any business requiring prepaid expenses, must collect student payment in full **prior** to making a financial commitment to businesses requiring such prepayment.

### REQUIREMENTS FOR PAYMENT

1. A signed contract with a dated refund clause, if applicable.
2. Specify the number of students attending.
3. The total cost of trip, including meals, transportation, lodging, and damage deposit.
4. Amount charged to each student.
5. Total amount of money charged to students must be submitted to SCG (Student Union Room 401). The treasurer of the organization will be held financially responsible for calculating costs, collecting and depositing money to the SCG Office.

**UNDER NO CIRCUMSTANCES WILL A STUDENT BE ALLOWED TO ATTEND ON A “PAY LATER” BASIS. FAILURE TO FOLLOW THE ABOVE REQUIREMENTS WILL NECESSITATE RIC SCG, INC. TO EITHER CANCEL THE TRIP WITH NO REFUNDS OF MONEY PREVIOUSLY COLLECTED, OR FREEZING OF FUTURE FUNDING, OR BOTH.**

**\*\* NO EXCEPTIONS WILL BE MADE TO THIS POLICY\***

**APPROVED BY STUDENT PARLIAMENT:** June 21, 1977

**APPROVED, AS REVISED, BY THE SCG EXECUTIVE BOARD:** September 21, 1981

**APPROVED, AS AMENDED, BY STUDENT PARLIAMENT:** 10/7/81, 5/12/82, 8/21/85, 10/26/88, 3/4/92, 9/20/95, 10/11/95, 2/7/96, 11/13/96, 5/7/97, 9/24/97, 4/8/98, 12/2/98, 2/10/99, 4/26/00, 3/7/01, 2/27/02, 4/3/02, 10/23/02, 2/26/03, 4/21/04, 4/28/04, 2/23/05, 4/19/06, 3/5/2008, 4/29/2009; 12/09/09; 4/20/11; 4/4/12; 4/25/12; 11/7/12; 11/28/12; 3/27/13; 3/19/14; April 27, 2016

**EACH ORGANIZATION THAT IS ELIGIBLE FOR FULL FUNDING IS REQUIRED TO ADHERE TO BUDGETS. THE FOLLOWING ARE THE APPROVED LINE ITEMS FOR STUDENT ORGANIZATION BUDGETS.**

**110 OFFICE SUPPLIES & SERVICES**

- 111 Office Supplies
- 112 Postage/Shipping/Mailing
- 113 Telephone
- 114 Photo Supplies
- 115 Web Services
- 116 Other (specify)

**130 PERSONNEL**

- 131 Office Personnel
- 132 Janitorial
- 133 Police/Fire Marshal
- 134 AV Services

**200 OPERATIONS**

- 210 Repair & Maintenance
- 211 Uniforms
- 212 Uniform Care
- 213 Insurance
- 214 Books & Magazines
- 215 National Dues
- 216 Organizational Dues
- 217 Co-sponsorship
- 218 Promotions
- 219 Other (specify)

**230 PURCHASE OF SERVICES**

- 231 Printing
- 232 Advertising
- 234 Food Service
- 235 Photographer
- 236 Speakers & Films
- 237 Artists & Performers
- 238 Florist
- 239 Fundraiser
- 240 Other (specify)

**260 SOCIAL FUNCTIONS**

- 261 Dances & Mixers
- 262 Annual Events (specify)  
*(See pages 8 & 9 of Funding Policies & Procedures)*
- 263 Other (specify)

**310 COMPETITIONS & EVENTS**

- 311 Air Fare
- 312 Train Fare
- 313 Bus Fare
- 314 Rentals
- 315 Tolls
- 316 Gas
- 317 Meals
- 318 Lodging
- 319 Registration Fees
- 320 Other (specify)

**330 CONFERENCES \***

- 331 Air Fare
- 332 Train Fare
- 333 Bus Fare
- 334 Rentals
- 335 Tolls
- 336 Gas
- 337 Meals
- 338 Lodging
- 339 Registration Fees
- 340 Other (specify)

**375 CHARITABLE DONATIONS \*\***

**400 CAPITAL IMPROVEMENT \*\*\***

**500 REVENUE**

- 501 Excess Revenue
- 502 Conference Revenue
- 503 Advertising Revenue

\* ***YOU MUST COME TO THE FINANCE COMMISSION AT LEAST FOUR (4) MEETINGS PRIOR TO THE REGISTRATION DEADLINE TO PLAN A CONFERENCE.***

\*\* ***ORGANIZATIONS MUST REALLOCATE INTO THIS LINE FROM LINE 500 REVENUE.***

\*\*\* ***YOU MUST COME TO THE FINANCE COMMISSION WITH THREE QUOTES FOR ANY CAPITAL IMPROVEMENT REQUESTS.***

**RHODE ISLAND COLLEGE  
STUDENT ACTIVITIES WITHDRAWAL SLIP**

SAMPLE

Date \_\_\_\_\_, 20\_\_\_\_

No. \_\_\_\_\_

I wish to draw \$ \_\_\_\_\_ from the funds of \_\_\_\_\_  
NAME OF ORGANIZATION  
to cover the expense of (Line item #) \_\_\_\_\_

This amount is to be drawn by check to the order of (Name) \_\_\_\_\_  
(Address) \_\_\_\_\_

New Balance . . . . . \$ \_\_\_\_\_

Signed \_\_\_\_\_  
PRESIDENT OR TREASURER OF ORGANIZATION

Approved by \_\_\_\_\_  
FACULTY ADVISOR

Checked by \_\_\_\_\_  
BURSAR

**Please Submit Bills With This Request  
MUST TYPE OR PRINT LEGIBLY**

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**Rhode Island College  
Student Community Government, Incorporated**

I, \_\_\_\_\_, \_\_\_\_\_ of the  
(print name) (position)  
\_\_\_\_\_, am responsible for all expenditures  
(organization)

and receipts dealing with my organization and will be held legally responsible and accountable for any misuse of funds.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(witness)

\_\_\_\_\_  
(date)

**THE CORPORATION RESERVES THE RIGHT TO TAKE LEGAL ACTION AGAINST PERSONS  
INVOLVED IN THE FRAUDULENT USE OF STUDENT ACTIVITY FEE FUNDS.**

## NOTICE OF AUDIT

Executive Board Members of \_\_\_\_\_

please be advised that the Finance Commission has selected your organization, \_\_\_\_\_, to be audited. The president and/or treasurer of your organization must appear on the \_\_\_\_\_ day of \_\_\_\_\_ in the Student Union Room \_\_\_\_\_ at \_\_\_\_\_. Please bring any and all financial records which are at your disposal to the audit.

Criteria for selection includes:

1. Any line item running significantly in the red.
2. Failure to deposit earned revenue to the SCG office.
3. Lack of use of allocated funds.

Failure to attend or notify the SCG Treasurer of your inability to attend will result in serious penalties up to and including immediate revocation of funds.

Please contact the SCG Treasurer at 401-456-8430 with any questions. Thank you for your cooperation.

Sincerely,

Treasurer  
Rhode Island College  
Student Community Government, Inc.

## Conference Contract

I \_\_\_\_\_, have read and understand the following:  
As a Student Activity Fee Paying Student and member of \_\_\_\_\_  
Student Community Government, Inc. has granted funding for me to attend the conference  
detailed below:

Name of Conference: \_\_\_\_\_

Dates: \_\_\_\_\_

Location: \_\_\_\_\_

Purpose: \_\_\_\_\_

SAMPLE

I also understand that should I not attend this Trip and/or Conference that I am responsible for the payment of the full cost of the Registration, the full cost of Transportation, and the full cost of Lodging. Knowing this I have agreed to pay half of the costs of both transportation and lodging.

Failure to pay or attend will result in Student Community Government, Inc. charging the full value of all costs and fees associated with my attendance or lack thereof, to me. Student Community Government, Inc. will pursue any legal action necessary to ensure payment.

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Signature of Attendee	Printed Name	Student ID#	Date
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Signature of Org. President / Treasurer	Printed Name	Date
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Signature of Org. Advisor	Printed Name	Date
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**FIVE STEPS THAT FUNDED ORGANIZATIONS  
MUST COMPLETE IN ORDER TO SECURE FUNDING FOR [20xx]**

1. Pick up the Budget Request Packet between Monday, [December xx, 20xx] and before noon on [December xx, 20xx].
2. Return the completed Budget Request Packet in person before 12:00 p.m. on [Friday, January xx, 20xx]. Incomplete packets will not be accepted. We will schedule the day and time you would like to attend the budget hearing before the Finance Commission (the “Budget Hearing”) when you return the Budget Request Packet.
3. Attend the Budget Hearings held on Saturday and Sunday, [February xx and xx, 20xx]. Appointments will last about 10 minutes and are schedule from 9:15 a.m. to 5:00 p.m. Saturday and 9:15 a.m. to noon Sunday. The Finance Commission reviews membership, use of budget, level of activity, etc. when making their recommendations.

ORGANIZATION REPRESENTATION IS MANDATORY AT BUDGET HEARINGS. President and/or Treasurer attendance is preferred. If any other representative will be substituted, please contact the SCG office at least one week prior to the hearing. The representative who attends the hearing must be knowledgeable about the club’s finances, be able to answer any questions, and make important decisions regarding the club’s funding. Except as expressly provided in the Disability or Emergency Accommodation Policy located below, if the office or other person planning to attend the hearings cannot attend due to a change in work schedule, family emergency, etc., it is the responsibility of that office to make arrangements with another officer to attend in their place.

4. Organizations will receive a copy of the Finance Commission’s recommendation and the form letter stating either SATISFIED or NOT SATISFIED. After reviewing the recommendation, organizations must return the letter reflecting their satisfaction status by [Friday, March xx, 20xx.] Organizations satisfied with the Finance Commission’s recommendation do not need to attend the [April xx, 20xx] meeting as their letter represents their agreement with the Finance Commission’s recommendation.
5. Except as expressly provided in the Disability or Emergency Accommodation Policy located below, representation is mandatory at the [April xx, 20xx] meeting if:
  - The organization is NOT SATISFIED with the Finance Commission’s recommendation;
  - The organization did not return either the SATISFIED or NOT SATISFIED letter by [March xx, 20xx]; or
  - After reviewing a SATISFIED organization’s budget on [March xx, 20xx], Parliament has additional questions to pose to the organization requesting funding.

PLEASE NOTE: Failure to complete any of the 5 steps listed above will deny your organization the opportunity to present your budget at the hearings in February and/or April. Beginning September, 20xx, these organizations will be allowed to petition the Finance Commission for a limited budget not to exceed \$2,000.00 which includes an operating budget, conferences, capital improvements, etc. Organizations who failed to complete the foregoing 5 steps may not petition Student Parliament for additional funding beyond the \$2,000.00 cap for that academic year.

#### DISABILITY OR EMERGENCY ACCOMMODATION POLICY:

In the event that an officer or other designated person representing a student organization (each, a “Designated Agent”) seeking funding pursuant to the foregoing procedure is unable to appear at one or more of the mandatory Budget Hearings due to a disability and/or legitimate emergency which both a) prevents the Designated Agent from attending the Budget Hearing, and b) prevents the Designated Agent from naming an alternate representative to appear at the Budget Hearing, the Designated Agent (or another designee of the organization seeking funding) may request a reasonable accommodation or modification of the foregoing funding procedure as follows:

As used herein, “disability and/or legitimate emergency” is defined as a physical, mental or other disability, or a genuine medical emergency which in the reasonable, sole discretion of the Determining Officer (as defined below) reasonably excuses the Designated Agent’s absence from a Budget Hearing and shall reasonably entitle the grant of an accommodation. Based upon the evidence presented to the Determining Officer, a qualifying disability or emergency shall be of a nature reasonable to excuse a) the Designated Agent’s absence, and b) the Designated Agent’s failure to designate or otherwise make arrangements for an alternate representative to appear at the Budget Hearing.

If a Designated Agent misses (or expects to miss, without first designating an alternate representative) a Budget Hearing, the Designated Agent (or another designee of the organization) may submit a written request for the Finance Commission to reconsider the organization’s funding application. Requests are submitted to the RICSCG, Inc. Administrative Supervisor or his/her designee listed below (the “Determining Officer.”) Applicants shall use best reasonable efforts to submit requests prior to the Budget Hearing, and, except in extraordinary circumstances as reasonably determined by the Determining Officer, in no event shall submission be accepted by the Determining Officer later than twenty-four (24) hours after the scheduled Budget Hearing.

The Determining Officer may request a doctor’s note or other evidence sufficient to establish the nature of the disability or emergency. Applicants shall not be required to submit medical records, but may voluntarily do so at their sole discretion. Any documentation submitted to the Determining Officer (including without limitation any doctor’s note or applicable medical records) shall remain confidential, shall be secured in the office of the RICSCG, Inc. Administrative Supervisor, and may not be released without the written consent of the Designated Agent submitting the information. Any disclosure of personally identifiable information other than as expressly contemplated herein shall in each instance require the prior consent of the party to whom the personally identifiable information refers.

The Determining Officer shall make a determination on the request for accommodation as expeditiously as possible, and, subject only to the requirement of confidentiality in the foregoing paragraph, may consult with the Chair of the Finance Commission or employees of RICSCG, Inc. in rendering the determination. If the Determining Officer believes additional information is needed, the Designated Agent shall be granted reasonable additional time to submit such documentation and no adverse action shall be taken against the student organization applying for funding as a result of any delay incurred by the request for additional information.

The Determining Officer shall advise the Finance Commission of the application, and subsequent grant or denial of any request for accommodation. Decisions regarding the grant or denial of a request for accommodation shall not be subject to a vote the Finance Commission. No personal or medical information regarding the Designated Agent or the request for accommodation shall be shared with the members of the Finance Commission, other than the President and RICSCG, Inc. employees, as referenced above.

For the academic year 20xx-xx, the Designated Officer shall be \_\_\_\_\_, with contact information as follows.

**ADDENDUM I APPROVED BY STUDENT PARLIAMENT: March 19, 2014**