



## THE STUDENT GOVERNMENT ASSOCIATION OF DRURY UNIVERSITY

Financial Handbook for Student Organizations

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### INTRODUCTION

This handbook is a resource written to assist Registered Student Organizations with understanding financial policies and procedures put forth by the Student Government Association of Drury University (SGA). This document should serve as a comprehensive reference guide for organizations on how to receive funding, spend money appropriately, keep track of your allocation throughout the year, and prepare documentation for allocations and audits with Student Government.

### SECTION I – THE STUDENT ACTIVITY FEE

#### A. AMOUNT OF FEE

Every full-time day school student at Drury University pays an annual Student Activity Fee. SGA manages and controls this fee. Due to increasing costs of goods and services nationwide, SGA has established the following structure for the Student Activity Fee based on the academic year:

Academic Year	Student Activity Fee Amount
2023 – 2024	\$350.00
2024 – 2025	\$355.00
2025 – 2026	\$360.00

## SECTION II- ALLOCATION GUIDELINES

### A. GREEK LIFE

- a. SGA will only fund Greek Life events for the purposes of Philanthropy or if the event in question is open to the entire student body.
- b. Funding for Greek Life organizations will be handled via the special allocation request process.
- c. Events hosted by Greek Life, will still be subject to funding regulations found in Section II Subsection D.
- d. Greek organizations will be required to submit an expense tracking sheet for each funded event (located at [www.sga.drury.edu](http://www.sga.drury.edu)), and will be subject to penalty as outlined in Section IV Subsection B.

### B. ELIGIBILITY FOR FUNDING

SGA has the following requirements for funding allocation requests:

- a. The group requesting funding must be a student organization in good standing **and** registered with the Student Activity Office, or
- b. The group requesting funding must be a Category 1 (Institutional Initiative) recognized by the General Assembly.
- c. The student organization may not practice discriminatory membership practices based on any protected class (race, sex, ability, religion, gender identity or expression, sexual orientation, etc.). Exceptions are made for Greek organizations.
- d. Must have successfully completed an Audit from the previous year, apart from new student organizations.
- e. Must follow the allocation procedures set forth in Section III.

### C. NEW ORGANIZATION FUNDING CAP

Newly recognized organizations will be limited to requesting \$2,000 from the Allocation process and may not request more than \$1,500 annually through Special Funding Requests for the first two years. Exceptions to this policy may be granted for the second year to organizations that are able to demonstrate a commitment to growth, student engagement on campus, and can prove the need for significant start-up costs, such as specialty equipment, or that can demonstrate a clear benefit to the Drury Community at large. This exception may only be granted by a 2/3 majority vote in the General Assembly.

### D. ALLOCATION RESTRICTIONS

SGA has adopted the following restrictions on spending to reflect University policy and protect the interest of the Student Body at Large.

- a. Alcohol

- a. SGA Funds may not be used to purchase alcohol or products designed to facilitate its consumption.
- b. Organizations sponsoring an event where alcohol is present must abide by all Drury University policies and procedures. More information can be found in the Community Standards Handbook.
- b. Other Prohibited Expenses and Items
  - i. Any activity or supply required by an academic department or that supports classroom instruction as these activities and supplies should be funded by departments
  - ii. Scholarships, salaries, or monetary payments
  - iii. Membership dues to local, national, or international affiliations. These fees should be paid from membership dues.
  - iv. Graduation apparel (cords, medallions, etc.) These should be paid from membership dues
  - v. Gift cards and other monetary rewards
  - vi. Any activity or supply that has previously been purchased before the Allocation or Special Allocation is received from SGA.
  - vii. Any activity or item that is prohibited by Drury University
- c. Food/ Meals
  - i. SGA will fund one Reflection/Celebration dinner each semester. Other food purchases for regular meetings or events in which dining is the primary purpose are prohibited.
  - ii. SGA does not fund meal stipends while traveling.
- d. Charity/Community Service/ Donations
  - i. SGA Funds may not be used to cover direct donations/gifts for charitable purposes (e.g., cash donations, books, blankets, etc.).
  - ii. Charitable events, or events with a reasonable benefit to the Drury University Day School student experience, may use SGA Funds to cover direct costs associated with operating the experience (e.g. protective gloves, trash bags, advertisements, etc.).
- e. Guest Speakers
  - i. Volunteer Speakers may receive up to \$100.00 in stipend or gift for their time.
  - ii. Student Organizations bringing in professional speakers with higher appearance fees must present proof of a standard speaker fee prior to receiving funding by SGA.
- f. T-shirts and Apparel
  - i. SGA funds may be used to purchase Organization T-shirts. Funding for Each organization is capped at \$20.00/shirt per active member, with a limit of \$500.00 regardless of organization size. Organizations may fund a maximum of **one** t-shirt per active

member each academic year. (If for the purpose of size, the \$20.00 limit may be exceeded.)

- ii. T-shirts and other apparel used as giveaways or fundraisers may use SGA funds. Apparel items to be used as giveaways must be given to all event guests before being given to any of the student organization's members.
- g. Organizational Misconduct Fines
  - i. SGA Funds may not be used to pay for Organizational Misconduct fines. Any organization with outstanding misconduct fines will not receive their allocation until the fine is paid to the Business Office.

#### D. ALLOCATION GUIDELINES FOR TRAVEL & CONFERENCES

Due to the large expenses associated with travel and the concentrated benefit to a small segment of the Drury Community, SGA will only allocate a portion of the travel expenses. Students are expected to contribute to their own travel and cover remaining costs through membership dues or personal finances. Student Organizations with the main purpose of competing through travel have additional guidelines listed in Subsection E.

- a. SGA defines travel as any off-campus activity that is more than 30 miles from 900 N. Benton Ave, Springfield, MO 65802 or if one of the following criteria is met.
  - i. Transportation costs are requested
  - ii. Housing/Lodging is requested
  - iii. Conference or Registration Fees are requested
- b. SGA will not allocate funds to cover food costs for traveling.
  - i. Alternative Service Break Trips have limited exemption from this policy and may utilize SGA funds for food costs in extenuating circumstances, in addition to one reflection dinner.
- c. SGA limits funds to no more than \$250.00/student and a maximum of \$3,750/organization through all Allocation Requests and Special Funding Requests. This funding cap can be exceeded in rare circumstances and must be approved by the Finance Committee as outlined below.
  - i. For an organization to exceed the maximum funding cap for travel, they must meet with and receive unanimous consent from the Finance Committee.
- d. Since the costs of travel depend on the number of participants, SGA requires the number of participants listed in the allocation to attend. If fewer participants attend, remaining funds MUST be refunded to SGA or retained in the University account and noted in the audit. Organizations who use any extra funding due to requesting more funds than attendees will be required to reimburse SGA before receiving the following year's allocation.

- e. Student Organizations should create opportunities for different students to participate in travel experiences funded by SGA. Organizations who are not able to show a diverse membership receiving their travel opportunities may lose priority for travel funding to other Student Organizations.
- f. SGA uses ½ of the 2022 IRS tax rate to reimburse mileage for use of personal cars by Student Organizations. This amount will be checked and updated every two years.
- g. SGA will not fund travel outside of the continental United States of America in the Allocation process. Student Organizations may submit a special funding request for funding for international trips. Granting of these requests will be rare, and students must be able to prove extenuating circumstances for the trip.
  - i. Student Organizations seeking this exemption will be required to attend a meeting of the General Assembly to present their request and bring documentation of their extenuating circumstances and the beneficial nature of their trip.
  - ii. The date of their presentation after receiving a proposal will be assigned by the Vice President of Finance.
  - iii. Approval of such an allocation will require a 2/3 majority within the GA.

#### E. TRAVELING/ COMPETITIVE ORGANIZATIONS

Certain Student Organizations travel extensively due to their competitive nature. Because of the special circumstances surrounding these organizations, the following guidelines have been approved for organizations with this special designation.

- a. Money for materials, supplies, uniforms or required dress (excluding daily business wear), and equipment necessary to the function of the group may be funded by SGA Funds. However, items must remain with the student organization even upon the individual leaving the organization or graduating from the University.
- b. Competitive Organizations must abide by all the travel policies in Subsection D; however, the funding cap has been raised to a total of \$10,000 in both Allocation Requests and Special Funding Requests.

## SECTION III- OBTAINING FUNDING THROUGH THE ALLOCATION PROCESS

### A. STUDENT ACTIVITIES OFFICE RECOGNITION

Any group that is requesting funding from SGA must be a recognized Student Organization by the Student Activities Office, or Institutional Initiative that has been previously recognized by the General Assembly. Student Organizations must be current in their registration with the Student Activities Office, with updated contact information and appointments for, at minimum, President, Treasurer, and Campus Advisor. You may complete your group's registration at the following web address:

<https://www.drury.edu/student-life/greeklife/orgrenewal.php>

### B. CREATING THE ALLOCATION REQUEST

Registered Student Organizations who have completed their registration, and departments with approved Institutional Initiatives will be sent emails to the President, Treasurer, and Campus Advisor with the appropriate Allocation Request Form in order to request an official allocation for the upcoming Academic Year. Allocation Requests are submitted late in the Spring Semester for the following Academic Year. The Allocation Request is a spreadsheet with four tabs.

- a. TAB 1- Organization Overview
- b. This tab is to give an overview to SGA about the impact of your organization on campus, and to offer an insight into your request. Due to the number of organizations requesting money, and the restrictions of allocations, SGA places emphasis on funding based on campus impact and student engagement. Spending time on this tab to create a clear picture of your organization's impact, goals, and purpose is important to securing the most funding.
- c. TAB 2- Allocation Request Form
- d. This tab is the actual allocation request. It is broken down into 3 sections:
  - e. 1) Events, Projects, Miscellaneous Expenses
  - f. 2) Organization T-shirts
  - g. 3) Travel for Conferences, Competitions, or Other
- h. TAB 3- Additional Expenses
- i. If TAB 2 does not have enough expense sections to cover your organization's activities for the upcoming year, you may continue to use TAB 3 in order to keep filling out expenses. Please only fill out as many as you need to cover your expenses. Unused Expense sections can be left blank.
- j. TAB 4- Example Request Form

SGA has created an example allocation request form as the final tab so that you can reference it for guidance in creating your own. If further advice or guidance is needed, you may contact the Vice President of Finance at [sgafinance@drury.edu](mailto:sgafinance@drury.edu) or the SGA advisor. Please use the subject line "Question- Allocation Request."

k. SUBMITTING YOUR FORM

The following instructions will guide you in submitting your form.

1. Use the "Save As" function in your spreadsheet editor.
2. Rename the spreadsheet using the template below:
  - "Org Name Year Allocation Request"
  - Example: "SGA 2020-2021 Allocation Request"
3. Student Organization President or Treasurer should send the request to [sgafinance@drury.edu](mailto:sgafinance@drury.edu) with the subject line "Allocation"
4. CC the student organization advisor, president, and treasurer.

C. MEETING WITH THE FINANCE COMMITTEE

After submitting the Allocation Request Form using the above instructions, the Finance Committee will meet to review the Allocation Request. After an initial review if the Finance Committee has further questions, an email will be sent to the submitting officer and the advisor to schedule a meeting.

At the scheduled meeting, student organization representatives and their advisors should be prepared to answer any questions that the Finance Committee may have in relation to their proposed expenses. In addition, it is advised that the representative brings an electronic copy of their Allocation Request to allow for quick edits and references when discussing with the Finance Committee.

This meeting is the only opportunity an organization may have to advocate for their financial needs, so it is advised for organization representatives to come well prepared.

In certain cases, the Finance Committee may respond to an Allocation Request with notice that no meeting is required by the Committee. If organizations receive this notice, they may still request a meeting by responding to the email within 48 hours.

D. TIMELINE

The Finance Committee will contact Presidents, Treasures, and Advisors for Registered Student Organizations, or University Staff Members in charge of Institutional Initiatives, early in the Fall Semester of each academic year. Allocation Requests submitted in the Fall semester are requested for the current academic year through the following October.

Student Organizations and University Staff will be provided with a deadline upon commencement of the allocation season. Allocations submitted after the deadline will be processed in as timely a manner as possible.

After the deadline, if it is deemed necessary, the Finance Committee will respond with a meeting request within 7 days.

Finance Committee meetings are expected to happen within a week of the meeting request from the Finance Committee.

The General Assembly votes on all Allocation Requests in a single bill. This vote will occur at the 1st meeting after the final meeting of the Finance Committee with all Student Organizations and Institutional Initiatives required. The Final approved amount is called the "Allocation."

Student Organizations and Institutional Initiatives will receive notice of their final Allocation amount within 7 days of the approval of the Allocation Bill. Notice will be sent to the emails of the President, Treasurer, and Campus Advisor along with an expense tracking sheet for the following year to allow for easier audits.

In the case of large disruptive events, such as natural disasters, or campus closures, the Finance Committee of SGA may modify these procedures as necessary to accommodate updated needs and timelines. These modifications may include, but are not limited to, condensing, or expanding periods between steps or removing/ altering steps such as the Finance Committee Meetings. The General Assembly may override the Finance Committee on all changes to the above timeline.

#### **SECTION IV- ANNUAL AUDIT**

Each year, SGA expects all Student Organizations and Institutional Initiatives to perform an audit on their expenses. This audit is due to the Finance Committee-by the end of May. Organizations are encouraged to see the audit as a year-long project rather than an end-of-the-year function.

Student Organizations and Institutional Initiatives are expected to be good stewards of the money they receive from SGA. As plans and opportunities change, Organizations should not be afraid to use their Allocation, even it is not what was originally planned in the Allocation Request. Organizations should feel free to use the funds available to them so long as it follows the rules denoted in the Financial Handbook and serves to further the purpose of the organization. However, Organizations should clearly denote in their audit when they have repurposed funds.



## A. AUDIT PROCESS

When organizations receive their Allocation, they will receive an expense tracking worksheet. This worksheet is due back to the Finance Committee, completed by the end of October each year. In addition to the Expense Tracking Sheet, organizations should submit a copy of their itemized receipts.

Audits are processed during the Fall semester. The Finance Committee will work through the expense tracking sheet and itemized receipts to ensure that the above guidelines were not violated. Organizations who spent within their allocation and abided by the guidelines listed above should expect to pass their audit.

## B. AUDIT GRADING

An organization's audit will be graded based on documentation, timeliness, and accuracy. Failure to submit an adequate audit will result in fines. Listed below are actions that will result in fines for an organization.

- a. Failing to submit an audit.
  - i. If an organization does not submit an audit, then it will lose its funding for the academic year until an audit is submitted.
- b. Receipts & Invoices
  - i. Failure to include a receipt or invoice in an audit will result in the total of the missing receipt or invoice being deducted from organization funding for the current academic year.
  - ii. If a receipt or invoice is found and submitted to the Finance Committee within 30 days of the audit result notification, funds may be returned. After the 30-day correction window, the penalty stands.
- c. Failure to report accurate expenses
  - i. Failure to report all expenses or inaccurately reporting expenses incurred to the SGA funded GL account will result in 25 percent of the total allocated funds for the current fiscal year being reclaimed by SGA.
- d. Over Drafting of SGA Funded Accounts
  - i. If an organization spends more than they were allocated, and their SGA funded GL account goes into the negative the amount equal to the overdraft will be reclaimed from the current year's allocation.
- e. Breaking Allocation Rules
  - i. If it is determined that an organization did not follow the allocation restrictions outlined in this handbook, then funding equaling the amount spent will be deducted from organization funding for the current academic year.
- f. Failure to Abide by Approved Allocation
  - i. If an organization makes purchases not approved by the Finance Committee or purchases not pertaining to the purpose of the organization, then funding equaling the amount spent will be deducted from organization funding for the current academic year.

- ii. The Finance Committee recognizes that when planning for a full year, not all events come to fruition. As such, organizations are permitted to repurpose funds, so long as purchases made are relevant to the purpose or goals of the organization.
- g. Violating University Policy
  - i. If an organization is found to have violated University or Business Office policies with their purchases, then it will lose its funding for the academic year.
  - ii. Funding may be reclaimed upon meeting the Finance Committee and discussing a resolution.

## **SECTION V- SPECIAL FUNDING REQUESTS**

### **A. ELIGIBILITY FOR SPECIAL FUNDING**

Students may request special funding provided they are in good standing with the University for unforeseen or unscheduled projects or events. However, SGA has a limited allocation collected from Student Fees each year that is held back for Special Funding Requests, and so all Special Funding Requests may not be honored. Students making a Special Funding Request must abide by all guidelines in Section II.

### **B. SPECIAL FUNDING REQUEST PROCESS**

The Special Funding Request Form can be found on the SGA website at <https://sga.drury.edu/about/documents/>. It will be reviewed by the Finance Committee and, if approved, will be presented on the floor for consideration. Students will receive a notice from the Vice President of Finance regarding the outcome of the vote. a. TIMELINE

Requests submitted by 12:00pm (noon) on Monday will be considered at the next SGA meeting. Any submissions after this deadline will be considered at the subsequent meeting. Students should anticipate at least 2 weeks between their submission and receiving notice of outcome from the Vice President of Finance.