MANAGING STUDENT ACTIVITY FEES
2015-2016 TRAINING
TODAY

• What are SAFBA funds?
  • Review of selected policies and procedures
    • Purchasing Guidelines
    • Expenditure Notes
  • Final Notes
WHAT ARE SAFBA FUNDS?

• Student Activity Fee-$59 per semester
• Generates $1.2 million per year
• Purpose: To provide recreational, entertaining and/or culturally enriching programs or services which do not solely support academic programs.
• Allocated by the Student Activity Fee Budget Allocation Committee: 6 students, 1 faculty, 1 staff; they review proposals and make recommendations each year for the following year.
BUDGET BASICS

- You may not overspend your budget.
- Unspent money will be placed into the Activity Fee Reserve at the end of the fiscal year.
- Organizations and departments must spend the money as outlined in your proposal.
- Organizations and departments must follow all relevant university policies and procedures.
- Organizations and departments must maintain good records of expenditures and outcomes.
- Failure to follow any of the above may result in loss of funds.
prohibited expenditures
general purchasing guidelines
food
prizes and awards
participation fees and donations
bank accounts
PROHIBITED EXPENDITURES

- Alcohol
- Illegal Items
- Support of political candidates
- Items for personal use

- Sole support of academic programs
- Scholarships, donations
- Staff salaries
- Faculty salaries
- (Student salaries are allowed if approved by the committee)
GENERAL PURCHASING GUIDELINES

- ORGANIZATIONS WITH ACCOUNTS MANAGED BY THE SAFBA BUDGET MANAGER MUST MEET WITH THE BUDGET MANAGER PRIOR TO EXPENDITURES
- Petty cash can be used for expenditures below $100
- Check reimbursements can be used for expenditures over $100
- Purchase orders are generated through e-pro
- Checks to vendors require a vendor profile and W9
- Contracts are required for performances and services, and must have prior approval from the Purchasing Department
- Purchasing and epro approvals follow the normal chain of command for a department/division.
- If your account is managed in CSI, the approvers will be the Director of CSI and the organization advisor.
FOOD

• For STUDENTS!
• Events must be open to the general student body-not for regular meetings of an organization
• Employees: IF attendees are mostly students AND employee attendance is essential
• Documentation is required: Food Approval Form, purpose, agenda, attendees, communication/publicity/promotion
PRIZES AND AWARDS

PRIZE

• Prize: given for an action taken or a work created with an intent or hope of acquiring the award
• Limited to $50

AWARD

• Award: given for actions taken or works created without regard for remuneration or acknowledgement
COLLECTION OF PARTICIPATION FEES

• Prior approval required from your Vice President and Vice President of Business and Finance
• Must have a clear audit trail (numbered tickets)
• Funds collected must, MUST, be deposited into your SAFBA account
• Participation Fees: Any fee charged to individuals to help pay for the cost of a program/activity/event, such as registration fees or admissions charges. See Controller’s website for more information.
• Donations: must be deposited into a Foundation Account. Advisors must manage Foundation Accounts.
BANK ACCOUNTS

- Organizations with SAFBA allocations may not have bank accounts: off campus checking or savings accounts.
- ALL funds generated from your activities (fundraising, revenue, ticket sales) MUST be deposited into the SAFBA Account
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SAFBA NOTES/RESULTS OF LAST AUDIT

Details of record keeping
Overlap and Duplication
Accountability: Is money being spent as proposed?
Quality: Is money being spent in the best way possible-to reach the largest amount of students possible with quality programs, services and events?
MOST IMPORTANT

• Documentation!

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• Documentation!

• Two years from now, could someone, with no knowledge of your organization, be able to read and understand the documentation?
FOR NEXT YEAR...

- When reviewing requests for funds for 2016-2017, the SAFBA Committee will look at how funds were spent in 2015-2016:
  - How many students were served by programs and activities?
  - What were the benefits of the programs and activities to students?
  - How knowledgeable is the proposer about how funds were used?
  - Did the department use funds as they were approved by last year’s SAFBA Committee?
  - SAFBA reserves the right to review all budget amendments
FINAL NOTES

• The purpose of your organization’s allocation is as proposed and approved by SAFBA.
• You cannot use “year end” funds to buy other things that would benefit your organization or department.
• Unused funds will go to the Activity Fee Reserve
Steward: One who manages another’s property, finances, or other affairs

FROM THE AMERICAN HERITAGE DICTIONARY
QUESTIONS OR ASSISTANCE

• [www.westga.edu/safba](http://www.westga.edu/safba)

Chris Geiger, Director, Center for Student Involvement, [cgeiger@westga.edu](mailto:cgeiger@westga.edu)

Tina Skinner, SAFBA Budget Manager, [tskinner@westga.edu](mailto:tskinner@westga.edu)

678-839-6526