

MANAGING STUDENT ACTIVITY FEES 2015-2016 TRAINING

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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.

UNIVERSITY POLICES

WWW.WESTGA.EDU/CONTROLLER/

- 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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- 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 the Activity Fee Reserve

**FROM THE AMERICAN HERITAGE
DICTIONARY**

Steward: One who manages
another's property, finances, or
other affairs

QUESTIONS OR ASSISTANCE

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