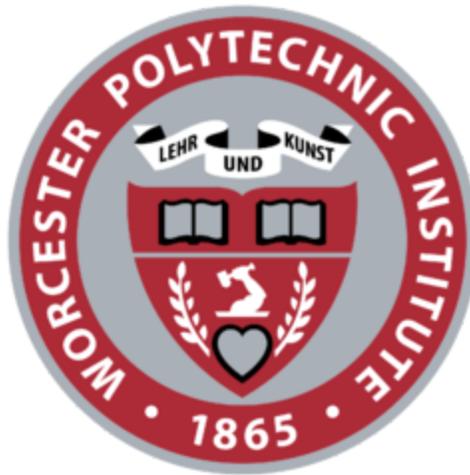


Financials 101

Undergraduate Student Government Association

Financial Board



Worcester Polytechnic Institute
Undergraduate Student Government Association

Amended:
30 January 2018

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TITLE 1. SGA Bylaws

Conferences

- A. Undergraduate Student Government Association funds may be used to pay for official transportation costs, registration fees, and accommodations. SGA will not fund airfare or food costs while at the event. The Student Activities Office must approve travel arrangements for all trips and conferences.
 - a. Previously approved transportation expenses will be reimbursed on a per mile basis from organizational funds at the rate established by the University.
- B. The Undergraduate Student Government Association will provide the full amount of official transportation costs, and up to sixty six percent (66%) of the remaining cost of the event.
 - a. If a conference is determined by financial board to be integral to fulfilling the mission of the club, and there is no alternative, the conference may be fully funded within the bounds set by Section A.1.

Apparel

- A. The maximum amount that SGA may provide in funding for the apparel of organization members will be up to fifty percent (50%) of the cost, up to twenty-five dollars (\$25) per apparel item.
- B. Funding/Budget requests for apparel can only requested once per semester. This can include multiple apparel items. (This rule does not apply to apparel that will be kept within the club, i.e. uniforms.)

Banquets

- A. Class III organizations (campus wide organizations) are the only organizations that are eligible to receive funding for banquets. Funding will be provided at a rate of twenty dollars (\$20) per person with a maximum total of eight-hundred dollars (\$800) for the event in its entirety.

Food Meetings

- A. A minimum of ten dollars (\$10), plus four dollars (\$4.00) per undergraduate attending the general body meeting up to two hundred dollars (\$200) per a semester.

Budgeting

- A. For a new line item (one not included in the current or previous fiscal year's budget) to be eligible for inclusion in a budget, it must have been approved as a funding request in the current or previous fiscal year. This also applies for line items not budgeted in the previous fiscal year but budgeted in the past by the club. This does not apply to food meetings and office supplies. Specific line items may be determined eligible by the discretion of the Treasurer.

TITLE 2. Rules Of Thumb

The purpose of this document is to outline the common practices and precedents that the Undergraduate Student Government Association Financial Board uses that are not expressed in the bylaws itself when deciding on Funding Requests and/or Club Budgets.

Club Promotional Materials

- A. The Undergraduate Student Government Association Financial Board may provide up to two hundred dollars (\$200.00) a year for the sole purpose of recruiting new members to the club.
 - a. This includes items for promoting the organization itself.
 - b. This does not include promotional material for events or initiatives sponsored by the organization.

Printing

- A. The Undergraduate Student Government Association may provide up to forty dollars (\$40.00) a year to budgeted clubs for printed materials. Additional funding for printing may be obtained through submitting a Funding Request.
- B. Non-budgeted clubs may submit a Funding Request for printing costs.
- C. The above rules do not apply to printing sheet music or other similar requests.

Retreats

- A. The Undergraduate Student Government Association Financial Board may provide funding for up to two retreats. A maximum of one off campus retreat can be requested. Off campus retreats must have added value when compared to on campus retreats.

Prizes

- A. The Undergraduate Student Government Association Financial Board may provide one dollar (\$1) per expected attendee in prize money per event. This funding is limited to events open to all of campus. Clubs may request additional funding as they deem necessary.

Donations

- A. The Undergraduate Student Government Association Financial Board cannot provide funding for materials/items having the sole purpose of being donated to an organization or cause that does not benefit Worcester Polytechnic Institute undergraduates.

Academic Projects

- A. The Undergraduate Student Government Association Financial Board will not fund academic projects, such as MQPs. A recommendation will be made to seek department funding or ask a club to sponsor their project.

TITLE 3. Template Presentation

[FR Template Presentation for Financial Board](#)

The presentation provided in the link above summarizes the information that you should give to the Financial Board when presenting a Funding Request. Some additional information you may want to provide could be information about your club, the club's purpose, and any relevant budget information.

TITLE 4. External Funding

Coming soon!

TITLE 5. Funding Requests

How to Submit a Funding Request

- A. Sign Into WPI Techsync with your WPI credentials.
- B. Search ‘Student Government Association.’

- C. Select ‘Student Government Associations’ page.



- D. Scroll down to ‘Forms’ and select ‘Funding Request’.

- E. Begin the form and fill in as much information as possible.

- F. Once the form is completed select ‘Submit for Approval’.

- G. The SGA Treasurer will email you to notify you on when you will be presenting to the Financial Board, you will also be notified on whether or not you will need to present to the board.

- a. If you are asked to present to the board, please prepare a presentation up to 5 minutes long with the purpose for the request, as well as a detailed cost breakdown (see template presentation).
- b. Once you present to the board, the floor will be opened up for questions.
- c. The board will ask you to step out for a moment as they discuss the request and will invite you back in to notify you of their decision. The decisions can be as follows:
 - i. Passed
 1. An IDT from SGA will be in your mailbox in the SAO.
 2. Remember to fill out the report form no later than one week after the event is held or the purchase is made.
 3. You will also need to submit copies of any documentation that is relevant to your request including, but not limited to, IDTs, check requests, receipts, etc.
 4. **If you are having issues obtaining any of this information, please email sgacfrachair@wpi.edu and let them know!**
 - ii. Amended
 1. If your funding request is passed with an amended amount, it is due to the fact that the board felt as though there was a portion of the request that did not align with the financial bylaws.
 2. Please follow the guidelines for passed requests above (such as filling out the report form, signing the IDT, etc.).
 - iii. Tabled
 1. If your funding request is tabled, it is due to the fact that the board felt as though there was not enough information given for the board to reach a decision. Such examples could be not having a breakdown of your expenses submitted, not having sought outside funding when appropriate, or not having sought enough interest from the student body.

iv. Denied

1. If your funding request is denied, it is due to the fact that the board felt as though the request did not align with the financial bylaws or was out of the scope of the student life fee.

TITLE 6. Budgeting Fast Facts

Applying for a Budget

- A. The budgeting process occurs every C term and lasts until D term.
 - a. You should receive an email from SGA in early C term with all of the specifics regarding budgeting. Pay close attention to your emails during this time.
 - b. There will be budgeting information sessions that treasurers are required to attend.
- B. Only Class I, II and III organizations can receive a budget.
- C. If you are a provisional club (Class VI) you cannot receive a budget
 - a. You can apply for reclassification after 12 months of existence, up to 18 months.
 - b. After 18 months with no application, the club will go back to being unrecognized.
- D. In order for an item to be put in your budget, it must have been passed as a funding request within the last two (2) years.
- E. All budget items must be **annual** costs.
 - a. Any non-recurring costs **cannot** be put in your budget
- F. Each budget item should have a clear and concise cost breakdown. This breakdown should be enough to remove any ambiguity from the item.
- G. Do your best to avoid over-budgeting. However it is understood that some costs are difficult to accurately predict.

Appeals

Up to two weeks after receiving the review of your budget, you may appeal to the Budget Appeals Board for any line items that were cut or amended by emailing the SGA Treasurer at sgatreasurer@wpi.edu.

Any questions about budgeting should be directed to sgaappropchair@wpi.edu

TITLE 7. How to Transition New Treasurers

Once a replacement treasurer is elected for your club, it is important that you transition them into this position. There is a great deal of information to pass on to your successor, a majority of which we have compiled in a [Transition Document](#). The new treasurer should also attend one of the SAO official treasurer training sessions which occur every term and can be found on TechSync. When transitioning a new treasurer, it is important to show and guide them through all the steps they will have to take, whether that be filling out financial forms, finding information on your budget on Bannerweb, or anything else related to financials.

TITLE 8. Frequently Asked Questions (FAQ)

How do I get in contact with SGA Financials?

For the Committee on Appropriations, email sgaappropchair@wpi.edu.

For the Committee on Fiscal Responsibility and Assistance, email sgacfrachair@wpi.edu.

For the SGA Treasurer, email sgatreasurer@wpi.edu.

Travel

Can you fund my plane ticket?

SGA cannot fund airfare.

My advisor has to come to my conference, can they receive funding?

Yes. Since they are required to attend they may receive funding despite the fact that they are not an undergraduate.

When do I need a bus/van?

Buses and/or vans are required for trips of more than 20 people.

Is there anything else I need to do before I travel?

Yes, be sure to fill out the travel request form three (3) weeks prior to the travel to get approval from the SAO.

Funding Requests

What's the deadline to submit a funding request?

Funding requests should be submitted *two (2) weeks* prior to the funds being needed.

I want trophies for my tournament, can I receive funding for them?

Yes, but we ask that they get passed down, from year to year, to avoid buying them over and over again.

I want to get club T-Shirts, how much funding can I receive?

For club T-Shirts that will be going to the members, SGA can fund half of the cost of the price up to \$25. EX: If a T-Shirt costs \$52 per a shirt, SGA can only fund \$25 dollars of the amount per a shirt. However if a T-Shirt is \$20 per a shirt, then SGA can fund \$10 per a T-Shirt.

Can I be reimbursed for items I already purchased?

SGA cannot reimburse money for items that were purchased before the funding request was approved.

Miscellaneous:**Where can I get help planning/publicizing my event?**

Help for planning your event can be directed to PAC, pacchair@wpi.edu. Help publicizing your event can be directed to the Committee on Public Relations, sgaprchair@wpi.edu.

Do I have to get my food from Chartwells?

Yes, due to liability issues, cooked food for campus-wide events must be ordered from Chartwells catering.

I spent more money than was allocated for my event, what do I do?

You can internally reallocate money from a different event to the event in which you spent too much. A reallocation form should be filled out on Techsync. This will help with budgeting for the next year.

What can I do with my surplus money?

If you have another use for the funds that will benefit your club, you can reallocate this money using a reallocation form found on TechSync.

Other questions?

Email the SGA Treasurer at sgatreasurer@wpi.edu.

Appendix

Senate Bill	Date	Senator(s)	Changed
S.2	1-30-18	The Committee on Appropriations and The Committee on Fiscal Responsibility and Assistance	Created the “Financials 101” document to help clubs with the financial process.