

Financials 101  
Undergraduate Student Government Association  
Financial Board



Worcester Polytechnic Institute  
Undergraduate Student Government Association

Amended:  
25 February 2020

## **Preface**

### **Purpose**

The purpose of this document is to expose the inner workings of the SGA Financials Cluster. This document outlines the practices of SGA Financials such as the current Rules of Thumb and Standing Rules.

### **Audience**

This document is not only meant for all SOC Recognized clubs and organizations, but for those serving as SGA Senators and any and all WPI Community Members.

### **Related Documentation**

In addition to this document, those interested in learning more about SGA and its Financials Cluster should look at SGA's Bylaws and Standing Rules. Also available is the semesterly publication of all allocations by club classification that the Financials Cluster approves known as the Financial Transparency Document. All these documents are available on SGA's Website.

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# TITLE 1. What is SGA Financials?

## Introduction

SGA Financials is the Cluster responsible for the disbursement and tracking of the Student Life Fee. This is done through a variety of avenues such as the Budgeting Process, Financial Board, and Mandatory Transfers. The Cluster also tracks all requests for use at a later time such as Budgeting or Financial Transparency.

## Definition of Terms

Below are some terms that you will see throughout this document:

- i. **Annual Item:** An item that is highly likely to be purchased by a club every year. Examples of this include registration for a league or national organization, supplies for an annual event that is ‘tradition’ for a club, or travel and lodging for an annual conference.
- ii. **Approp:** Appropriations Sector
- iii. **Budgeted Organization:** An organization that is SOC recognized, SAO approved and is a part of Class I, II or III that has gone through the budgeting process.
- iv. **Classification:** A designation given to a club by SGA club in one of the six classifications: Special Interest, Club Sports, Campus Wide, Selective Membership, Greek life, or Provisional.
- v. **Food Meeting:** An internal club meeting where food is provided to members of the general body and does not contribute to the purpose of the club.
- vi. **FRA:** Fiscal Responsibility and Assistance Sector
- vii. **Funding Request:** A request of funds submitted to the Undergraduate Student Government Association by a recognized club.
- viii. **Funding Request Report Form:** A form that is filled out in order to be reimbursed funds spent on an approved funding request.
- ix. **Non-Annual Item:** A one-time purchase, or anything that will not be purchased on a yearly basis. Examples of this include equipment or supplies that are re-usable, items with a highly variable cost each year, or money for events that may not occur each year.

- x. **Non-Budgeted Organization:** An organization which receives no annual funding due to not being recognized by the SOC, not being approved by SAO, received a budget of \$0.00 at the budgeting process, or is a part of Class IV, V, or VI.
- xi. **Student Activities Office (SAO):** Department responsible for all activities/events of the recognized clubs and organizations.
- xii. **Student Organization Council (SOC):** Committee responsible for hearing and deciding if a new club meeting their specifications to be recognized.

## **Financials Leadership**

The leadership for SGA Financials consists of the Treasurer and three (3) Chairs. The chairs are Accountant, Appropriations, and Fiscal Responsibility and Assistance. Below are brief overviews of the positions and how to get in contact with them.

### *Treasurer*

The Treasurer of SGA is responsible for tasks relating to the operation of the financials cluster. To get in contact with the SGA Treasurer, email [sgatreasurer@wpi.edu](mailto:sgatreasurer@wpi.edu). Examples of these tasks are managing of SGA Funds, setting Fiscal Policy, running Financial Board, serving as a Liaison to Clubs on fiscal matters, and coordinating transfers between different funding accounts.

### *Accountant*

The Accountant is responsible for the development, tracking, and publication of SGA's financials and documents relating to them. To get in contact with the Accountant, email [sgaccountant@wpi.edu](mailto:sgaccountant@wpi.edu). Examples of these tasks are creation and upkeep of SGA's Financial Tracking System, upkeep of Financials 101, and publishing of the semesterly SGA Transparency Document.

### *Appropriations*

The chair of Appropriations is responsible for tasks relating to SGA's Budgeting Process. To get in contact with the Appropriations Chair, email [sgaappropchair@wpi.edu](mailto:sgaappropchair@wpi.edu). Examples of these tasks are running the Budgeting Process, maintaining a record of current club classifications, and hearing Funding Requests delegated to the Appropriations Sector.

### *Fiscal Responsibility and Assistance*

The chair of FRA is responsible for multiple tasks that mostly pertain the proper spending of funds allocated by SGA. To get in contact with the Chair of FRA, email [sgacfrachair@wpi.edu](mailto:sgacfrachair@wpi.edu). Examples of these tasks are the checking of report forms, handling and presenting all breakdowns and presentations during Financial Board, and the facilitation of the Club Auditing Process.



## **Differences Between Standing Rules, Rules of Thumb, and Bylaws**

SGA Financials uses many different governing documents in order to operate. These documents are the Standing Rules, Rules of Thumb, and the Bylaws. All these documents however are not equal, and each serve a different purpose.

### *Bylaws*

The SGA Bylaws are our hard and fast rules when governing (an excerpt of these can be found in Title 2). These are rules that have stood the test of time and allow for very little leeway, if any.

### *Standing Rules*

The Standing Rules are a little more relaxed than our bylaws and are only valid for a single Senate Year. These are rules that we are testing to see if they allow for the fair process that we strive for. It is on each senate to revise the Standing Rules as they see fit. Some of the fiscal policies have the chance of moving on to become a Financials Bylaw.

### *Rules of Thumb*

The Rules of Thumb are our most relaxed rules. These are common practices and precedents that we strive to follow for each organization when evaluating all financial requests but allow for discretion on a case by case basis. The reasoning for these is step into the mind of SGA Financials to see the current policies that we are trying to stand by.

## **Types of Requests**

There are many different types of requests that the Student Government Association Financial Board hear on a yearly basis. There are two hearing bodies within Financial Board that could hear requests: The Appropriations Sector and the full Financial Board. The Appropriation Sector hears requests that the treasurer believes can be decided without the need of a presentation. For any requests that the Appropriations Sector does not hear, it is deferred to the Financial Board. In special circumstances requests can also be heard by the full Senate or the Executive Board. These are requests that are either time sensitive or warrant an entire Senate discussion. Below are the types of requests that can be heard by any of the bodies.

### *Funding Requests*

Funding Requests are one of the two main ways a club can receive funding from SGA. Funding requests are submitted for a variety of reasons such as creation of a new event, giveaways, or continuation of an existing non-budgeted event. Funding requests are submitted on Techsync (Detailed in Title 7).

### *Appeals Requests*

Appeals Requests are heard only if an organization wants to challenge the ruling of the hearing body. During this request, the details are represented to a new hearing body to be re-evaluated and re-voted on (Detailed in Title 4).

### *Budget Requests*

Budget Requests is the other main way that a club can receive funding. This way however is restricted to only those organizations that are eligible for annual budgets (See Budgeted Organizations). Budgets allow for organizations to continuously put on events year after year for the benefit of the undergraduate community.

### *Reclassification Requests*

Reclassification Requests are the way an organization can change their Financial Class within SGA. Typically heard by Provisional Organizations, it allows a club the opportunity to solidify their position as a recognized organization.

### *Reallocation Requests*

Reallocation Requests are the final type of requests that can be heard. These occur when a Budgeted Organization wants to take left over money from an event and repurpose it into a new or existing event (Detailed in Title 4).

## **TITLE 2. SGA Bylaws**

### **Trips, Conferences, and Competitions**

- 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.
  - b. If an advisor is required for the event per the policies of the Student Activities Office, up to sixty-six percent (66%) of their remaining cost may also be funded within the bounds set by Section A and B.a.
    - 1. The SGA Financial Board encourages clubs to work in good faith with their advisor(s) in covering the remaining cost, and may fund the remaining cost if it becomes critical to the trip's success

### **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 year for a maximum of one apparel item. (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.

## **Budgeting and Revenue**

- 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 does not apply to office supplies. Specific line items may be determined eligible by the discretion of the SGA Treasurer.
- B. All activities and items sponsored by the Undergraduate Student Government Association by means of a funding request and budgeted events must be free of charge for all WPI undergraduate students. Exceptions include:
  - a. All income must be used to offset a portion or the entirety of the overall cost for the request but must not exceed the approved request amount.
  - b. Income may be used to pay for products and/or services provided by a 3rd party vendor.
- C. By submitting a funding request for an activity which anticipates generating revenue, the submitting organization accepts responsibility that any difference between anticipated income and actual income will fall upon the organization to cover; the Undergraduate Student Government Association bears no responsibility in providing additional funding to cover deficits.
- D. Funding requests that generate income must be approved by Financial Board for two consecutive years prior to being added to a club/organization's budget.

## **Reimbursements**

- A. SGA cannot reimburse money for items that were purchased before the funding request, budget, or reallocation request was approved.

## **TITLE 3. Rules of Thumb**

### **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.
  - i. This includes items for promoting the organization itself.
  - ii. This does not include promotional material for events or initiatives sponsored by the organization.
  
- B. The Undergraduate Student Government Association Financial Board may provide funding for stickers from the available two hundred dollars (\$200.00) promotional material funds for the purposes of promoting the club itself.
  - i. At the discretion of the Financial Board, funding may be provided for major events on campus separate from promotional material funds.

### **Printing**

- A. The Undergraduate Student Government Association Financial Board may provide up to forty dollars (\$40.00) per year to clubs for printed materials. Additional funding may be provided at the discretion of the Financial Board.
- B. 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

## **Academic Projects**

- A. The Undergraduate Student Government Association Financial Board may not fund academic projects, such as MQPs. A recommendation will be made to seek department funding.

## **Conferences**

- A. The Undergraduate Student Government Association Financial Board may fund conferences for recognized clubs and organizations in the following manner.
  - i. If an organization participates in both a Regional and National Conference, SGA may fund up to twenty (20) members for the Regional and ten (10) members for the National Conference.
  - ii. If an organization only participates in a Regional or National Conference, SGA may fund up to twenty (20) members for either one, but not both.

## **Food Meetings**

- A. The Undergraduate Student Government Association Financial Board cannot fund internal food meetings

# **TITLE 4. Standing Rules**

## **Funding Request Appeals**

- A. Each organization has the right to appeal the decision made by the Financial Board, the Executive Board, or the Senate regarding a Funding Request.
- B. To appeal the decision of a Funding Request, an executive officer of the club sponsoring the Funding Request must email the Treasurer within twenty-four (24) hours of the appropriate minutes being made available. This email must include the reason for the appeal.
- C. The Treasurer has the discretion to determine whether or not to hear the appeal. The Treasurer must inform Senate about any appeal at the next Senate meeting after the appeal has been lodged. This decision can be overturned by a two-thirds (2/3) vote of the Senate. If the appeal will be heard, the course of action will be as follows, and must be passed by a two-thirds (2/3) vote:
  - i. If the initial decision regarding the Funding Request was made by the Executive Board, the appeal will be heard by the Senate.
  - ii. If the initial decision regarding the Funding Request was made by the Financial Board, the appeal will be heard by the Senate, unless the appeal is time sensitive (as determined by the Treasurer). In this case, the Executive Board will hear the appeal.
  - iii. If the initial decision regarding the Funding Request was made by the Senate, the appeal will be heard by Cabinet.
- D. All appeals decisions are final.

## Budget Reallocations

- A. A reallocation is the act of taking money from one or more line items in a budget and applying it to another line item within the existing budget or a non-budgeted item or event.
- B. Each Budgeted Organization (Class I, II, and III) has the right to submit a request to reallocate unused funds in their budget.
  - i. All Reallocation Requests must follow SGA's Bylaws and Rules of Thumb.
- C. To submit a reallocation, an Executive Officer of the organization must fill out the Reallocation Form at least two (2) weeks before the funds are needed.
  - i. Within the form, one must specify which line item within the current Fiscal Year's budget the funding is coming from.
- D. The Treasurer has the discretion on whether or not to hear the Reallocation Request. If the request is heard, the procedure is as follows:
  - i. If the request is reallocating funds from one or more existing line items to one or more existing line items, the request will be heard by the following members of the Financials Sector: Accountant, Appropriations Chair, and Fiscal Responsibility and Assistance Chair.
  - ii. If the request is reallocating funds from one or more existing line items to one or more new line items, the request will be heard by either Financial Board, Senate, or the Executive Board. The hearing body is at the discretion of the Treasurer.
- E. After a Reallocation Request is approved, a report form *does not* need to be filled out.



## **TITLE 5. SAO Policies**

### **Contract Policy**

An artist, speaker, novelty, etc., is being booked, a contract and signature by a SAO staff member is required. If the performer does not have a contract, the SAO can provide one.

### **External Speakers Policy**

External speakers are classified as any person who is not a current WPI student, faculty or staff member. This policy does not apply to speakers invited for official University or departmental colloquium or speaker series.

#### **A. Requests for an External Speaker to Appear on Campus**

- i. Written permission must be obtained by the WPI Events office for external speakers. A request must be made at least 14 days in advance.
- ii. All requests must include the following information:
  - i. Name of the organization requesting an external speaker
  - ii. Name of the external speaker, organizational affiliation, description of bio, and a copy of the speaker's CV (if available)
  - iii. Date, time and location of the event
  - iv. Number of people expected at the event
  - v. Copies of any advertisements or communications publicizing the event
- iii. Approval of an event is at the discretion of the University

#### **B. Costs and Non-transferability of Authorization**

- i. The University may charge for the use of its facilities or services (including security). The organization requesting a speaker assumes responsibility for these costs, and any damage caused at the event.
- ii. Permission for an event is not transferrable. A different speaker or transferring control of the event to another organization is not permitted.

#### **C. Policy Concerning the Time, Place and Manner of Activities and Events**

- i. All events on campus must comply with all WPI policies, rules and regulations.
- ii. Failure to comply with the expectations may result in the termination of approval or the immediate cancellation of the event.

#### D. Sound Amplification

- i. Sound amplification for events must be approved in advance by the WPI Events office.

## **Fundraising**

All fundraisers should be registered with the SAO using the Techsync Fundraising Form at least three weeks in advance: <https://wpi.campuslabs.com/engage/submitter/form/start/134809>

## **Travel**

- A. All meetings, trip and activities must be organized by the organization, and be consistent with the mission of the organization.
  - i. Activities that involve inherent risk or have previously caused injury must be cleared by the Director of Student Activities.
- B. Trips that require payment from University funds must be registered through the SAO.
  - i. Any event that includes travel must be registered three weeks in advance if the event:
    - i. Travels beyond a 120-mile radius of Worcester
    - ii. Is an overnight event
    - iii. Hired/rented transportation is used
    - iv. Contract is required
    - v. Trip exceeds twenty participants
- C. An activity is considered sponsored by an organization if:
  - i. University funds are used for reimbursement
  - ii. The event is advertised by the organization
  - iii. Plans for the activity are made by the organization
  - iv. Transportation is coordinated by the organization
  - v. Travel is undertaken by university or leased vehicles
- D. If the trip is overnight or is outside of a 120-mile radius, a WPI faculty or staff member must be in attendance
- E. All participants in a travel event must complete an online liability form.
- F. International destinations for WPI-affiliated trips may be restricted to State Department travel warnings, CDC warnings or other potentially dangerous situations.

## **Gift Cards**

- A. Organizations are allowed to provide gift cards at events but must collect the following information from winners at that time.
  - i. The date purchased, winner's name and student ID, amount on card, and type of card.
- B. This data must be turned in on a separate sheet with the student expense report to be reimbursed for the purchase of the gift cards.

## **Publicity**

- A. Chalking
  - i. Student organizations may advertise events of campus-wide interest with chalk on horizontal outside areas only like sidewalks and the Quad brick walkway.
  - ii. Organizations are responsible for removing the chalk within one week of the event.
  - iii. Should these guidelines not be followed, a minimum cleaning charge for each location will be \$45.00
- B. Informational Flyers and Posters
  - i. Flyers and posters in academic buildings may only be on corkboards
  - ii. Residence hall postings need Residential Services approval
  - iii. Campus Center postings should be brought to the Administrative Office
  - iv. Sandwich boards and easels are available through the events office
  - v. Original publication ideas must be approved by the Director of Student Activities
- C. Painting or Marking Glass
  - i. Painting or coloring glass to advertise is not allowed on any academic, administrative, or residential spaces.
  - ii. The Campus Center is the exception to this policy; however, organizations need to contact the Campus Center Director for policies and approval.

For more information on the SAO policies, please visit:

[https://www.wpi.edu/sites/default/files/2018/08/21/Student\\_Organization\\_Manual\\_2017\\_Final.p df](https://www.wpi.edu/sites/default/files/2018/08/21/Student_Organization_Manual_2017_Final.p df)

## **TITLE 6. Club Classifications**

### **What are they?**

There are seven club classifications: Special Interest, Club Sports, Campus Wide, Selective Membership, Greek Life, and Provisional. All clubs recognized by the undergraduate student government association are able to request funding. When a club first becomes classified it is under the provisional membership classification. After a full year under the provisional membership classification a club may apply for reclassification. Clubs that are reclassified into the Special Interest (I), Club Sports (II), and Campus Wide (III) classifications are eligible for an annual budget.

### **The Classes**

#### *Class I – Special Interest*

Class I organizations include professional societies, international/diversity organizations, hobby interests, political/social/religious groups, and community outreach organizations. Special interest clubs make up about 50% of all classified clubs. Class I organizations can apply for an annual budget and financial requests. These funds cannot go towards paying personal dues to international, national, regional, state or local organizations.

#### *Class II – Club Sports*

Class II organizations include Club Sports with the purpose of being Competitive, Instructional, and Recreational. Club Sports are eligible for an annual budget from the SGA and may request additional funds from the SGA Financial Board. Not all Club Sports are required to participate in a collegiate league or conference but must have a WPI approved coach or advisor. When a Club Sport is recently founded and placed in Class VI Provisional it is encouraged that they request their budget from Financial Board during their first year to expedite the process of receiving a budget when the club is reclassified.

#### *Class III – Campus Wide*

Class III organizations include Campus Wide programming, publications/media, services, and performing arts. There are only a few Campus Wide clubs one of which is Soccom. These clubs' main purpose is to provide events and services to all of campus. Class III

organizations are eligible for an annual budget and may request additional funds from Financial Board. Campus Wide clubs are open to all undergraduate students and benefit all undergraduate students.

#### *Class IV – Selective Membership*

Class IV organizations include honor societies and Greek organizations not under class V. Selective Membership organizations are not eligible for annual budgets but may request funds from Financial Board for services or programming that benefit the entire student body. Class IV organizations do not have to be open to all of campus and may restrict eligibility to their club based on requirements such as academics.

#### *Class V – Greek Life*

Class V organizations include Greek life and Greek councils. Greek life includes any sorority or fraternity that is recognized by WPI's Office of Greek Life Programs and a nationally affiliated organization. Greek Life organizations are not eligible for an annual budget but may request funds from Financial Board for services or programming that benefit the entire student body. Class V organizations are not required to be open to all of campus and may be selective with their membership.

#### *Class VI – Provisional*

Class VI organizations include any organizations that are recognized by the SOC who have not yet been reclassified between twelve (12) and eighteen months from the date of recognition by the SOC. Organizations in this class may apply for reclassification after twelve (12) months from the date of recognition by the SOC. Clubs that fail to apply for reclassification after eighteen (18) months then the club becomes Class VII. Provisional clubs are ineligible for an annual budget but may request funds from Financial Board. It is encouraged that Class VI organizations request their budget or items they expect to have in their budget from Financial Board during their first year of recognition to expedite the process of receiving a budget when the club is reclassified.

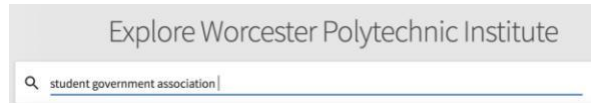
#### *Class VII – Non-Funded*

Class VII organizations include any organizations that are recognized by the SOC who have failed to be reclassified between twelve (12) and eighteen (18) months from the date of recognition by the SOC. Organizations in this class may apply for reclassification. Non-Funded clubs are ineligible for an annual budget or to request funds from Financial Board.

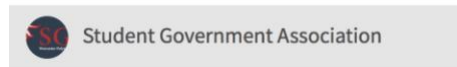
# TITLE 7. Funding Requests

## How to Submit an FR

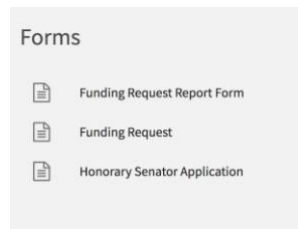
- A. Sign into WPI Techsync with your WPI credentials.
- B. Search ‘Student Government Association.’



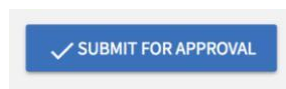
- C. Select ‘Student Government Associations’ page.



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



- E. Fill out the form with all information that is needed and applicable to the request.
  - a. Name of event/initiative requiring funding – If there is no official name, a one to five-word explanation is suitable
  - b. Funding being requested to benefit undergraduates and reviewed by SGA – How much you are requesting from us. This should be calculated based on the total cost of event, how much funding you have already received from other sources, etc.
    - i. If applicable, the amount of funds received from graduate student government should also be included.
  - c. How the funds will be used for the event/initiative – A few sentences of explanation on the event/item itself and the purpose of the event/need for an item in regard to the club.
  - d. Breakdown of funds – Please include specific line items on purchases, quantities, and other funds such as a budget or an external source.
- F. Once the form is completed select ‘Submit for Approval’.



## **How to Present**

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 you will need to present to the board; as some requests are fast-tracked through Appropriations Requests.

- A. If you are asked to present to the board, please prepare a presentation up to five (5) minutes long with the purpose for the request, as well as a detailed cost breakdown. There is no set attire when presenting to the SGA Financial Board.
- B. Once you present to the board, the floor will be opened for additional 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. A form with the decision and notes from the board will be handed to you. It is highly suggested that you hang on to this.

### *Template Presentation*

[FR Template Presentation for Financial Board](#)

The presentation provided in the link above summarizes some of the talking points that should be discussed when presenting a Funding Request; the most important of which to include is a clear breakdown. Some additional information you may want to provide could be information about your club, the club's purpose, and any relevant budget information.

## Financial Board Decisions

The types of decisions that the board makes can be as follows:

### *Passed*

- A. The club can start spending money on the request as soon as possible.
  - a. Please keep in mind as you purchase items that club should not go above either the total amount requested; either by line item or overall. This is because SGA can only fund up to the amount that was approved. In the same vein, if a club spends under the approved amount, they will not receive an IDT for the total amount requested but the total amount *spent*.
- B. Once the money is spent, a report form *must* be filled out to receive funds (See Title 8). This should be filled out no later than one week after all purchases are made.
  - a. This includes submitting all copies of any documentation relevant to your request including, but not limited to, IDTs, check requests, receipts, etc.
  - b. If an event/item is cancelled after it is passed, the club must *still* fill out a report form for our records.
  - c. If you are having issues obtaining any of this information, please email [sgafrachair@wpi.edu](mailto:sgafrachair@wpi.edu) and let them know!
- C. Once this is approved by the FRA chair over Techsync, an IDT from SGA will be in your mailbox in the SAO. Please be patient with this process, as all IDTs must go through WPI Accounting first; and may take up to three weeks.

### *Amended*

- A. If your funding request is passed with an amended amount, it is most likely that the board felt as though there was a portion of the request that did not align with the financial bylaws, standing rules, or rules of thumb or that the portion of request cut did not add to the success of the event.
- B. Please follow the same guidelines for passed requests above (such as filling out the report form, signing the IDT, etc.).



### *Tabled*

- A. If your funding request is tabled, it is most likely that the board felt as though there was not enough information given for the board to reach a decision. Such examples of why a request would be tabled are: not having a clear breakdown of your expenses submitted, not having sought outside funding or used unrestricted club assets when appropriate, or not having enough interest from the student body.

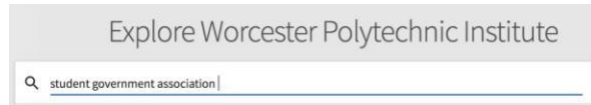
### *Denied*

- A. If your funding request is denied, it is most likely that the board felt as though the request potentially did not align with the financial bylaws, did not fit the purpose of the club, or was out of the scope of the student life fee.

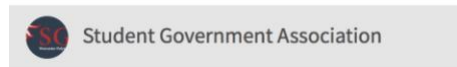
# TITLE 8. Funding Requests Report Forms

## How to Submit an FR Report Form

- 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. Now that a report form has been created, it can be filled out with all necessary information.
  - a. This includes information such as the request ID number, the date the request was approved, and the amount approved for the request.
  - b. The total amount spent on the request can often differ from the amount approved (e.g. above/below). This is the total of all purchases that fall in line with the original request. Anything not detailed in the original request will not be funded after the request has been approved.

- F. Within the form, copies of any documentation that is relevant to the request will need to be submitted including, but not limited to, IDTs, check requests, and receipts.
  - a. Submit photocopies of receipts and PDF files of invoices and payments.
  - b. Make sure to keep all receipts and documentation of what was spent.
  - c. It is *highly important* that all documentation has proper proof of purchase for it to be funded.
    - i. If proper proof of purchase for an item cannot be shown or obtained (e.g. a receipt is lost), the item cannot be funded.

## **Proof of Purchase**

Proper proof of purchase is defined by these four categories:

- A. A purchase made by a student.
  - a. A receipt with part of the student's personal credit-card number displayed (e.g. the last four digits of the card) on the receipt.
  - b. In lieu of an adequate receipt, a matching Expense Report or Student Non-Employee Ad-Hoc Form (found on the WPI website) visible in Workday can be used for approval.
- B. A purchase made by WPI faculty or staff.
  - a. A matching Expense Report submitted by the faculty/staff member must be visible in Workday for approval.
- C. An invoice sent to your club.
  - a. A matching Supplier Invoice visible in Workday for approval.
- D. For an event that sold tickets.
  - a. If University Tickets was used, a copy of the report from the SAO must be submitted. Else, a personal record of tickets sold by the club must be submitted.

## **Reimbursement Process**

The SGA process requires the funds to be already spent to receive a reimbursement for the approved amount. After the request is approved, the club can start spending money; and then once everything needed is paid for, the report form should be submitted via Techsync. *Do not* submit a report form prior to all purchases being completed. Once the report form is approved, then the money gets reimbursed via an IDT to the club account. This amount is equal to amount spent by the club, except in cases when the club spends over the approved amount. For example, if a club is approved to spend \$100.00 and they spend \$50.00, the amount received will only be \$50.00. On the other hand, if a club is approved to spend \$100 and they spend \$150.00, the amount received will only be \$100.00.

## **TITLE 9. External Funds**

### **What is External Funding**

External funding is funding that does not come from SGA. These are funds such as department funding or the SOAP Fund. Funding from these accounts are awarded to organizations where the mission aligns with the purpose of the fund. SGA does not guarantee funding from these accounts.

### **Speakers Fund**

#### *Eligibility*

- A. Have a specific speaker, film, presenter or panel in mind
- B. Have an estimate on the cost of the production
- C. Know if other funding is required, and how much is needed from the Speakers Fund
- D. Known date, time, and reserved space
- E. Have a description of the topic, it's relevance to WPI, and the presenter's knowledge on it

#### *How to Apply*

Student Speakers Fund Application on Techsync

#### *Amount Given and Total Fund*

Amount given is typically up to \$500 per speaker and the total amount in the fund is \$7,500.

### **SOAP Fund**

The Campus Center and SAO is allocated money to broaden campus involvement in programming efforts. SOAP funding is a mini-grant for campus-wide social and educational programming.

#### *Eligibility*

- A. Event must occur on a Tuesday, Friday or Saturday night
- B. Event must be open to all of campus
- C. Application must be submitted at least one month in advance of the event

#### *How to Apply*

SOAP Substance Free Programming Fund Mini-Grant Application on Techsync

#### *Amount Given*

Amount given will typically not exceed \$250.00 per program.

## **Graduate Student Government (GSG)**

### *Eligibility*

GSG accepts funding requests from all WPI-recognized organizations that organize events for graduate students of WPI. The executive board decides how much funding will be received based on the request.

### *How to Apply*

Funding request application on Techsync at least two weeks prior to the event.

## **Department Funding**

### *Eligibility*

Department funding is a case by case scenario. To learn more, contact the department head of the applicable academic apartment.

### *Varying Amounts*

The amount of funding will typically vary, depending on the department and the event the funding is for.

# TITLE 10. Budgeting

## Budgeting Timeline

- A. The budgeting process occurs every C term and lasts until D term.
  - a. An email will be sent from SGA in early C term with all of the specifics regarding budgeting.
  - b. There will be budgeting information sessions that treasurers are required to attend that will detail everything further. Make sure to pay attention, as all financial changes for the year will be detailed.
  - c. Budgets will then be reviewed by SGA Senators till then end of C-Term Break.
  - d. At the beginning of D-Term, proposed Budgets will be sent back to the organizations.
  - e. From there, organizations are allowed to appeal the decision of the board up to two weeks of the Budgets being sent back.
  - f. Appeals Board will convene towards the middle of D-Term.
  - g. Senate will decide on all of the Budget Recommendations made by the Financials Cluster.

## Applying for a Budget

- A. Only Class I, II, and III organizations can receive a budget.
- B. In order for an item to be put in your budget, it must have been passed as a funding or reallocation request within the last two (2) years.
- C. All budget items must be **annual** costs.
  - a. Any non-recurring costs **cannot** be put in a club's budget. For example, a request for dodgeballs is a non-recurring cost, as dodgeballs can be re-used from year to year, and funds could be requested on an as-needed basis if they need more.
- D. Each budget item should have a clear and concise cost breakdown. This breakdown should be enough to remove any ambiguity from the item.
- E. It is understandable that some costs are difficult to accurately predict, however try to avoid over-estimating the amount an item will cost.

## Appeals Board

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. You will then be asked to present your appeal at Appeals Board, where a board combined of financial senators and outside members of the student body will hear your request and determine if your appeal will be granted.

Any questions about budgeting should be directed to [sgaappropchair@wpi.edu](mailto:sgaappropchair@wpi.edu).

## Budget Examples

Example 1: Large Event

Budget Event 1 (Bad Budget)	
Food	\$500
Entertainment	\$200
Other	\$4,100

Event 1: Quad Fun! (Good Budget)		
Burgers	4X\$25 = \$100	Each box contains 25 Patties
Buns	2X\$50 = \$100	Each bag contains 50 Buns
Chips	50X2 = \$100	50 bags of Chips
Soda	25X2 = \$50	25 2-Liter Bottles
Utensils	\$150	Various Utensils
LnL Package	\$200	
Inflatables	\$4,000	This is the quote received last year.
Lawn Games	\$100	Volleyball net and ball



Example 2: Conference Budget

Conference (Bad Budget)	
Hotel	\$2,500
Transportation	\$1,500
Conference Registration	\$500

Conference (Good Budget)		
Hotel	\$1,667	5 rooms for 20 people for 2 nights. Already 2/3rd to account for SGA Bylaws
Transportation	\$1,500	Quoted price from last year's conference for 20 people
Registration	\$333.33	20 Registrations. Already 2/3rd to account for SGA Bylaws

# TITLE 11. How to Transition New Treasurers

## Checklist-Material to Cover

Meet with new treasurer to begin transitioning ASAP. Bring all relevant documents

- Who you will be working with: President, Sandy Liberatore (SAO), SGA Financial Board, and the Bursar's Office.
- Talk about programs held every year and how they relate to new incoming treasurer
  - Campus Wide events
  - Retreats
  - Space Rental
  - Supplies
  - Transportation
  - Conferences/competitions
  - Apparel
  - MISC.
- Where to go for help
  - SAO (Upstairs in the CC across from SGA office)
  - Bursar's Office (2<sup>nd</sup> floor of Boynton)
  - Financial Board/SGA (Upstairs CC near the elevator)
- Forms to know:
  - Everything should be on Workday, plan to walk step by step through Workday
    - Make sure to take Treasurer Training with Sandy
- Funding Requests (FRs)
  - Submit request on SGA's TechSync page with detailed breakdown and all information possible
  - Present to financial board ~5 minutes and questions
- Budgets (C and D Term)
  - Keep a record of your budget in a safe place so you always know what you do and do not have
  - To make a budget just be as detailed as possible in your requests

- Make sure it has been passed in the past 2 fiscal years either in an FR or a past budget
- Fundraisers
  - Helpful especially when in need of a lot of money for a certain event or trip

## TITLE 12. Frequently Asked Questions (FAQ)

### Travel

*Can you fund my plane ticket?*

A. SGA cannot fund airfare.

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

A. Yes. Since they are required to attend, they may receive funding even though they are not an undergraduate.

A. 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?*

A. 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?*

A. Yes, but we ask that they get passed down, from year to year, to avoid buying them repeatedly.

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

A. 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 Jacket costs \$52 per a shirt, SGA can only fund \$25 dollars of the amount per a jacket. However, if a Jacket is \$20 per a shirt, then SGA can fund \$10 per a Jacket.

*Can I be reimbursed for items I already purchased?*

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

*My club has a little extra from our funding request, can we use that money on something that wasn't in our original breakdown?*

A. No, SGA will only fund items that were presented in the original request.

## Report Forms

*When should I submit my report form?*

- A. No later than two weeks after all items are purchased.

*My club no longer needs the funds from our request, what should I do now? Do I still have to fill out a report form?*

- B. For our records, we need *all clubs* to fill out a report form after they are approved, regardless of how much they spent. When filling out the form, just write in the spent category \$0.00, and explain why you no longer need the funds in the appropriate area.

- A. The SGA process requires the funds to already have been spent to receive the funds needed. Your club can start spending the money as soon as you get approval, and once everything needed is paid for, please submit a report form on Techsync. Once the report form is approved by the FRA Chair, only then the money gets reimbursed via an IDT to your club account.

*My club was approved in our funding request for \$1,000.00, why aren't we getting all the money?*

- A. This can be due to several causes, the simplest being that the club spent less than the amount the funding request was approved for. We cannot give more than what a club spent, or else the club is making a profit off the request. The next would be that no proper proof of purchase could be given for part of the request (i.e. a receipt was lost). However, the most important is that external funds for the request are always considered first when determining the amount, the club will be (e.g. ticket sales, funding from a department, etc.) as they are required to offset the cost of the event. We must have proof of all external funds before approving a request, and once we determine the amount that was spent, those are subtracted *first* before determining the SGA-fundable amount. If the external funding is not a set amount (e.g. a department said they'd cover whatever the request did not), please make us aware of this, either when presenting or when the report form is submitted.

## Miscellaneous

*Do I have to get my food from Chartwells?*

- A. For most things, yes, due to liability issues, cooked food for campus-wide events must be ordered from Chartwells catering. However, if Chartwells is not equipped to make certain types of dishes, such as ethnic dishes, a waiver can be acquired to purchase food from outside vendors.

*My club has extra funds from a budgeted line item, what should we do?*

- A. 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.

*What is the difference between a banquet and a networking event?*

- A. Class III (Campus Wide) organizations are the only organizations that can have a banquet funded. This does not mean that other clubs of different classifications cannot participate in or help run the banquet. Networking events are different because it is about networking with outside individuals.

## Financial Tidbits

*Large Purchases*

For larger purchases (over \$500), see the SAO, they can often purchase this for you, so it does not have to be put on a student's personal card.

*Campus Wide Events*

- Cards Swipes: For any campus wide events a club holds, we recommend using card readers from the Campus Center front desk to get an accurate count of how many students attended the event. This can be useful for budgeting or future financial requests for the event.
- Promotion: For help publicizing your event reach out to the Chair of the Communications Sector, [gr-sgacommchair@wpi.edu](mailto:gr-sgacommchair@wpi.edu); as we often will publicize events via our various social media channels.
- Techsync Event: In order to have the event be seen on the weekly events email, an event must be made on TechSync at least the Friday before the event is happening. Make sure the event is made public around the same time as well, as the SAO must approve all public events before they are made public to campus.

# Appendix

## Appendix A: Revision History

Senate Bill	Date	Senator(s)	Changed
S.3	2-25-2020	Chair Marc Rosenthal Treasurer Mara Nunez	Added clarification on SGA policy on food meetings and promotion material. Added Class VII to reflect bylaw amendments.
S.18	12-3-19	Accountant Bimonte Chair LaJeunesse Chair Racca Sen. Barrett Sen. Matthews	Overhauled the entirety of the document. Reflowed and reworded to make the financial process more understandable. Added a section describing SGA Financials.
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.

