Audits and Allocations
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Audits & Allocations are a process conducted by Student Government Association annually. It is a process required of all student organizations even if they are not requesting money. Audits are scheduled for April 9th through April 30th from 8:00am-9:00 pm (be sure to sign up for a weekly slot). Organizations will sign up for a week they would like to meet, and will receive an email before the week of their Audits with a Google Docs calendar that they can select the time that works best for them for the Audits process. Organizations that meet early in April, should be prepared to present further expenditures they intend on making the rest of the academic year. Allocations will take place in the Fall (date TBD).

Funding from Student Government is NOT intended to be the primary source of funding for any student organization. Student organizations should collect dues and/or fundraise as a standard practice for their operation. SGA funding will fill in the gaps or serve to support really great ideas that are above and beyond what the organization may generally be able to do.

The recommendations for allocations will be brought forth to the Senate of SGA and will be open for discussion. This meeting date and time will be announced via email. A representative from the organization MUST attend this SGA meeting to answer any questions the Senate may have

> **All questions regarding the Audit & Allocation process should be directed to the Finance Chair of the Student Government Association.**

AUDITS

This is a review of all the financial activity over the last year (i.e. all activity following the last audit and allocation process). Audits dates are announced by the SGA Finance Chair each year, usually held in April. Each organization will sign up for a 15 minute time slot.

Prior to the audit, all dues, fundraisers, etc. must be deposited into the group's account at the Business Office.

SGA Finance Committee will grade audits **pass** or **fail**. If any organization fails for any reason, they will be placed on probation for one semester and all financial paperwork will require the approval of the Associate Dean of Student Affairs. Organizations who fail an audit will NOT be eligible for an allocation.

Items you MUST have for your audit:

- All receipts and copies of disbursement vouchers attached
  There are two parts to the check, the check which is cashed and the description for the vendor which is removed before cashing. This vendor portion is NOT a receipt. It only tells the Finance Committee that you had the check written.
- Deposit slips
- Organizations current, accurate account balance
  The organization's advisor can retrieve this via My Westminster by running the Calculate Agency Fund Balance report. They will need the account number to run this report.

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It may be helpful for the advisor to also print out the *GL Lookup* for your account. This can also be found on My Westminster and acts like your check book registry. SGA will be comparing this with your disbursement vouchers and deposit slips. You will pass an audit if your documentation matches this report.

ALLOCATIONS

This is the amount of money the organization would like to request from SGA for anticipated and planned expenses during the upcoming academic year. While the Audit looks at the past, the Allocations section looks at the future. The SGA Finance Committee will review each request and present a proposed allocation budget to the SGA Senate for approval. Representatives from organizations will be invited to attend the meeting where the proposal will come up for vote so they may advocate for their request.

Allocations are an ongoing process, so that SGA may support good ideas and growth for organizations. A small percentage of the grant fund will be reserved for requests being made after the formal allocation process. This process is considered supplemental funding. The policy and process for supplemental funding can be found in this document.

Items you MUST have to make an allocation request:
- Mandatory Template: Projected Budget for the next year (5 copies)

Expenses eligible for SGA funding:

- All campus events
  - Examples include:
    - Speakers
    - Concerts
    - Competitions
    - Charitable/philanthropic events
    - Educational/awareness programming
  - Refreshments for all campus events
- Travel
  - Trip must be approved by student affairs to be eligible for funding
  - Funding is reserved for educational or professional development trips
  - No more than $1500 will be given to any one organization for travel purposes during a fiscal year
  - Travel funding is strictly for transportation purposes
- General administration for student organizations (see below)

Guidelines for funding of items considered general administration for student organizations

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This chart shows the guidelines SGA Finance Committee will use to allocate funding for items needed to run an organization. These are ONLY suggested based on the size of an organization and are subject to change based on the overall amount requested from student organizations and the overall budget.

# of members	Recruitment	Advertising	Duplicating	Office Supplies
0-10	$25	$15	$10	$5
11-25	$50	$30	$20	$15
26+	$75	$50	$30	$25

Expenses SGA will NOT cover:

- Hotel Expenses
- Academic Conferences because funding is available through the Drinko Center and in academic departments
- Dinners/Banquets for organizations
- Philanthropic contributions
- Event Registration Fees
- National Organization Dues
- Speakers without specific details
- T-shirts, uniforms or apparel
- Gifts
- Scholarships for members
- On campus events only open to organization members
- "Miscellaneous"

Allocations for New Organizations

This policy applies to organizations that have been approved by the Student Experience Council and deemed eligible for SGA funding. It serves as an initial allocation process to provide funding for an organization until the annual audit and allocations process. Additionally, as a new organization, educational steps will be required to properly ensure financial competency before funding will be disbursed.

1. An approved organization will need to have the organization's treasurer schedule an initial allocations meeting with the current SGA Finance Chair
2. The following tasks will be accomplished at this meeting

o The current SGA Finance Chair will provide a blank budget template which will be used to project their upcoming year's finances.

▪ The proposed budget should be enough money for all you plan to accomplish until Mid-September of the next academic year, when funding from the annual audits and allocations process is disbursed.

o The SGA Finance Chair will explain SGA policies and procedures as they relate to organizational funding

▪ This includes education around good filing and bookkeeping habits to prepare for the audits portion of the audits and allocations process.

3. SGA Finance Committee will present budget request to the SGA Senate.

o A representative from the organization should attend this SGA meeting to advocate for their budget proposal.

4. In order to have the allocated funding transferred to the organization's business office account, the organization's officers must complete a budgeting educational workshop with the Associate Dean of Student Affairs.

Supplemental Funding

Supplemental funding is designed to support clubs or organizations that have un-seen expenses in the current budget. Reasoning must be provided thoroughly explaining why this funding was not requested during the traditional allocation process. If an item that a club or organization intends to be funded by SGA gets rejected by the senate, then the item will NOT be funded. To apply for supplemental funding a club or organization must follow these steps:

A. A representative from the club or organization must download the Supplemental Funding Request Form from my.westminster.edu under Community -> SGA-> Finance

B. After the form is successfully completed the representative must email said form with a request to meet with SGA's current Finance Chair.

a. Form can also be placed in Finance Chair's campus mailbox, an email still needs to be sent to the Finance Chair to let them know the form has been completed.

C. Once a time and place is decided the Finance Chair and club or organization representative will meet to review and discuss the Supplemental Funding Request Form as well as other information for the Finance Chair to develop a complete understanding of the request.

D. When the Finance Chair validates the Supplemental Funding Request Form they will take the request to the Finance Committee to determine if the request meets the established standards for SGA funding and should be presented to the Senate.

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E. If request is approved for presentation to the Senate, a representative from the club or organization must attend the next SGA meeting to present its request to the Senate.

F. Following the presentation, the representative will be asked to leave so that the Senate can vote whether to fund the request.

G. One of two options will take place after the vote. If the request is passed then the club or organization will be funded and can expect funds to be allocated by the Westminster College Business Office. If the request is rejected then the representative of the club or organization will need to meet with the current Finance Chair to discuss why the fund request failed.

All steps of this process must be completed to receive Supplemental Funding. Failure of completion of any of these steps may lead to cancelation of the funds request. Any questions regarding this process can be directed to SGA's current Finance Chair.