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 & Allocations is scheduled for April 24, 25, 27, and 28, 2017 from 8:00am-9:00 pm (be sure to sign up for a 15 minute time slot).

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.**

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 March. Each organization will sign up for a 15 minute time slot.

AUDITS

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.

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.

**Items you MUST have to make an allocation request:**

* Mandatory Template: Projected Budget for the next year (5 copies)

**Expenses SGA will cover:**

* Speakers; however the details for the event must be in motion in order for funds to be allocations for speakers. Organizations may return to SGA for funding for a speaker after the formal allocation process has completed.
* All campus events
* Travel (subject to stipulations)
* A small amount for office supplies
* Refreshments for all campus events
* Duplicating (subject to stipulations)
* Advertising (subject to stipulations)

**Guidelines for funding of items considered general administration for student organizations**

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** | **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
* Philanthropy Contributions/ Service Projects
* 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”