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|  | Student Government Association Finance Committee |  |  |

# 2020-2021 Student Organization Budgeting Guidelines

The following budgeting guidelines will be used by the Student Government Finance Committee when amending SGA funded student organization budgets. They do not govern the expenditures of student organizations, nor should they be used by student organizations to leave line-items out of their budgets. Organizations are encouraged to submit the full range of expenditures planned by the club. Due to the large amount of funds requested, certain activities must take precedence during the budgeting process. These guidelines are established by the finance committee prior to the budgeting process and are followed to ensure fair and consistent budgeting practices are maintained for all organizations.

**Student Government Finance Committee Determined Budgeting Guidelines**

**Operating Expenses**

1. Cap on food for monthly meetings
   1. $100.00 per month (7 months in session) Budget cap $700

**Activity Expenses**

1. Cap on number of guest speakers/artists per academic year and dollar amount
   1. 2 guest speakers/artists; $1,000.00 per speaker/artist
   2. \*Exception made for organizations whose purpose it is to bring guest speakers and artists to campus for programing purposes
2. Cap on number of events/concerts per academic year and dollar amount
   1. 10 events/concerts; $500.00 per event/concert
3. Cap on catering cost
   1. $20.00 per person

**Applicable to Operating and Activity Expenses**

1. Cap on t-shirts
   1. $17 per t-shirt cap (0-25 shirts) Budget cap $425
   2. $12 per t-shirt cap (26-60 shirts) Budget cap $720
   3. $10 per t-shirt cap (61-200 shirts) Budget cap $2,000
2. Cap on copy center charges
   1. $100.00 total

**Conference Expenses**

1. Cap on conference expenses
   1. 10 people; $1,800.00 per conference. Includes:
      1. Registration: $100 per person; $1,000.00
      2. Travel: $50.00 per person; $500.00
      3. Lodging: $30.00 per person; $300.00

**Financial Policies & Procedure Determined Budgeting Guidelines**

1. Newly Approved Student Organizations
   1. Organizations approved within the previous spring or current fall semester when the budgeting process begins shall be eligible to apply for up to $300.00 in funding for their first probationary year.
2. Funds for professional dues only, not individual memberships may be approved for the club/organization.
3. Computers and related equipment may not exceed $1,500 of an organization’s annual budget.
4. The following line-items, while being permissible expenditures, shall not be budgeted by the SGA Finance Committee:
   * 1. Clothing items/uniforms that are not made available to all members of an organization.
     2. Newsletters for Members.
     3. Membership dues for individual members of the organization to a larger organization.
     4. More than (1) closed award banquet or social event for members only.
     5. Donations to charity or other similar organizations.
     6. Food for events or meetings that are not open to all WCU students.
5. There will be no funding for in-service training or professional development meetings, workshops, seminars, or conferences that have as their function the education of the faculty advisor and/or administrator of any club/organization.
6. There will be no funding for coaching equipment.
7. Alcoholic beverages may not be purchased with SGA funds by any club/organization.
8. Legal services are not to be budgeted for nor are they a permissible expenditure.
9. Charges for Vehicle Use:

a. The applicable mileage and daily or monthly charges per rate list:

i. Sedan and Minivan Rate: $0.38 per mile or $21.00 per day, whichever is greater.

ii. Van and Truck Rate: $0.45 per mile or $21.00 per day, whichever is greater.

iii. “Super Van” Rate: $0.65 per mile or $30.00 per day, whichever is greater.