

12-31-2011

Senate Bill (A) 52-057 FY 2012-2013 Annual Budget Bill

Adam Aldridge

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University of South Florida Student Senate

SB [A] 52-057

ACTIVITY AND SERVICE FEE ANNUAL ALLOCATION FY 2012-2013

Committee Action

First Reading: 03.30.2012

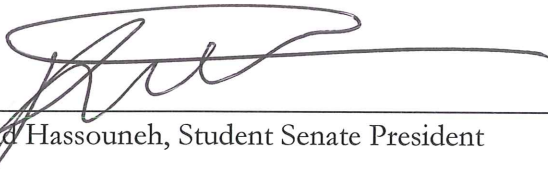
Final Action: 5-1-1

Senate Action

First Reading: 04.03.2012

Final Action: 30-0-1

SIGNATURES REQUIRED FOR APPROVAL OF ALLOCATIONS AND MEMORANDUM OF AGREEMENT



Mr. Khalid Hassounch, Student Senate President

04-03-12 21:16 CFMD

Date



Mr. Matthew Diaz, Student Body President

12-04-03P03917-EMDL

Date

Dr. Jennifer Meningall, Vice President of Student Affairs

Date



Dr. Judy Genshaft, University of South Florida System President

April 10, 2012

Date



University of South Florida Student Government Senate



SB [A] 52-057

Activity and Service Fee Annual Allocation FY 2012-2013

52nd Term

Spring 2012

A SENATE APPROPRIATIONS BILL

Be it enacted by the Senate of the University of South Florida Student Government assembled, that the following entities be allocated Activity and Service Fee Funds for the Fiscal Year 2012-2013 as follows:

\$9,160,410 Student Programs & Services

\$2,681,381 Student Government Operations

\$708,638 Student Organizations

\$1,045,000 Interim & Reserve Accounts

\$13,595,429 A&S Allocation Total

Individual accounts within each of the above functional areas (Student Programs & Services, Student Government, Student Organizations and Interim & Reserve Accounts) will be funded by a category system as detailed in the attachments to this bill. Sweeps in excess of projections will be transferred back to the Unallocated Reserve.

“Allocations” of A&S funds are monies transferred to various departments and activities for a fiscal year, and are in no way intended to limit the ability of those departments and activities to budget and expend additional funds, if available, during the same fiscal year. Because there is no accurate method to forecast an exact ending balance for each department before the end of the fiscal year, or to determine what departments will complete sweep exemption requests, the requested budget authority for any given department or activity may exceed the A&S allocations listed herein. A sample requested budget authority spreadsheet is attached, and will be updated after the beginning of the fiscal year to include any A&S funds allowed to carry forward into the new fiscal year.

Activity and Service Fee Allocation Recommendations
For Fiscal Year 2012-2013

Student Programs and Services	2011-2012 Allocation	2012-2013 Allocation
1 Campus Recreations	\$2,501,704	\$2,553,336
2 Veteran's Services	\$19,464	\$28,580
3 Center for Student Involvement	\$733,726	\$736,398
4 Homecoming Steering Committee	\$330,720	\$407,570
5 Campus Activates Board	\$299,556	\$373,226
6 Centre Gallery	\$20,182	\$20,182
7 University Lecture Series	\$215,180	\$263,452
8 Marshall Student Center	\$2,234,608	\$2,697,519
9 Multicultural Affairs	\$286,694	\$303,064
10 Center for Leadership & Civic Engagement	\$451,369	\$456,733
11 SGATO	\$263,285	\$243,181
12 New Student Connections	\$182,233	\$189,705
13 Fraternity and Sorority Life	\$269,999	\$271,520
14 SASSC Assessment	\$519,724	\$615,944
Student Programs and Services Total	\$8,328,444	\$9,160,410

Student Government	2011-2012 Allocation	2012-2013 Allocation
1 A&S Business Office	\$695,710	\$496,310
2 Conference Presentation Grant Program	\$212,000	\$212,000
3 Florida Student Association	\$15,900	\$10,600
4 General Fund	\$123,808	\$61,809
5 Special Projects	\$208,894	\$613,814
6 Election Rules Committee	\$34,639	\$37,348
7 SAFE Team	\$273,956	\$432,132
8 SG Computer Services	\$445,793	\$143,969
9 WBUL Radio	\$150,355	\$202,410
10 Judicial Branch	\$48,215	\$59,968
11 Executive Branch	\$210,304	\$198,690
12 Legislative Branch	\$96,717	\$138,131
13 USF Day at the Capitol	\$0	\$74,200
Student Government Total	\$2,516,291	\$2,681,381

Interim Accounts	2011-2012 Allocation	2012-2013 Allocation
1 Interim Funding	\$150,000	\$150,000
2 EXPO Grant	\$40,000	\$40,000
3 Homecoming Grant	\$30,000	\$40,000
4 Travel Grant	\$0	\$135,000
5 Magnolia Fields Project	\$332,441	\$0
6 Other Reserve Accounts	\$710,000	\$680,000
Student Organizations Total	\$1,262,441	\$1,045,000

Student Organizations	2011-2012 Allocation	2012-2013 Allocation
1 Total for Student Councils	\$48,885	\$56,953
2 Total for Sports Clubs	\$243,100	\$260,000
3 Total for College of Medicine	\$0	\$53,000
4 Total for Other Student Organizations	\$460,501	\$338,685
Student Organizations Total	\$752,486	\$708,638

University of South Florida
Student Government

MEMORANDUM

To: Mr. Khalid Hassouneh, Student Senate President
Mr. Matthew Diaz, Student Body President
Dr. Jennifer Meningall, Vice President of Student Affairs
Dr. Judy Genshaft, University of South Florida President

From: Mr. Jeff Gao, Chairman, Activity and Service Fee Recommendation Committee

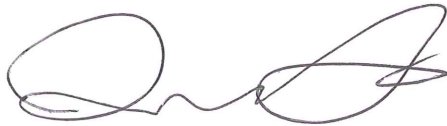
Subject: Activity and Service Fee Annual Allocation 2012-2013

Date: 30 March 2012

In the following documents you will find a summary breakdown of the recommendations of the Activity and Service Fee Recommendation Committee (ASRC). They will be organized as follows:

- **Student Programs & Services Allocations**
- **Student Government Operations Allocations**
- **Student Organizations Allocations**
- **Interim & Reserve Accounts Allocations**
- **Activity and Service Fee 2012-2013 Budget Overview**
- **Memorandum of Agreement**

Collectively, the following documents represent the hard work and dedication of a committee of both students and advisors belonging to ASRC whom have dedicated almost half a year of their time to this budget process. However, these allocations could not have been made possible without the cooperation and dedication of the Division of Student Affairs as well as the over 200 Student Organizations that requested a budget allocation this Fiscal Year. This budget reflects a fair and viewpoint neutral allocation that will ensure the continuation of exceptional services and programs to the USF Student Body. Without hesitation, I encourage this bill's authorization.



Mr. Jeff Gao, Chairman, Activity and Service Fee Recommendation Committee

4/3/12

Date

Student Programs and Services Allocations

STUDENT PROGRAMS & SERVICES

Student Programs and Services	2011-2012 Allocation	2012-2013 Allocation
Campus Recreations	\$2,501,704	\$2,553,336
Veteran's Services	\$19,464	\$28,580
Center for Student Involvement	\$733,726	\$736,398
Homecoming Steering Committee	\$330,720	\$407,570
Campus Activates Board	\$299,556	\$373,226
Centre Gallery	\$20,182	\$20,182
University Lecture Series	\$215,180	\$263,452
Marshall Student Center	\$2,234,608	\$2,697,519
Multicultural Affairs	\$286,694	\$303,064
Center for Leadership & Civic Engagement	\$451,369	\$456,733
SGATO	\$263,285	\$243,181
New Student Connections	\$182,233	\$189,705
Fraternity and Sorority Life	\$269,999	\$271,520
SASSC Assessment	\$519,724	\$615,944
Student Programs and Services Total	\$8,328,444	\$9,160,410

Student Government Operations Allocations

STUDENT GOVERNMENT OPERATIONS

Student Government	2011-2012 Allocation	2012-2013 Allocation
A&S Business Office	\$695,710	\$496,310
Conference Presentation Grant Program	\$212,000	\$212,000
Florida Student Association	\$15,900	\$10,600
General Fund	\$123,808	\$61,809
Special Projects	\$208,894	\$613,814
Election Rules Committee	\$34,639	\$37,348
SAFE Team	\$273,956	\$432,132
SG Computer Services	\$445,793	\$143,969
WBUL Radio	\$150,355	\$202,410
Judicial Branch	\$48,215	\$59,968
Executive Branch	\$210,304	\$198,690
Legislative Branch	\$96,717	\$138,131
USF Day at the Capitol	\$0	\$74,200
Student Government Total	\$2,516,291	\$2,681,381

Student Organizations Allocations

STUDENT ORGANIZATIONS

Student Organizations	2011-2012 Allocation	2012-2013 Allocation
Total for Student Councils	\$48,885	\$56,953
Total for Sports Clubs	\$243,100.00	\$260,000
Total for College of Medicine	\$0.00	\$53,000
Total for Other Student Organizations	\$460,501	\$338,685
Student Organizations Total	\$752,486	\$708,638

Student Councils	2011-2012 Allocation	2012-2013 Allocation
College of Medicine Council	\$0.00	\$6,466
Sports Club Council	\$48,885	\$50,487
Total for Student Councils	\$48,885	\$56,953

Other Student Organizations	2011-2012 Allocation	2012-2013 Allocation
Active Minds	\$590	\$1,113
Adult, Career, and Higher Education Graduate Student	\$793	\$0
African Student Association	\$2,621	\$636
Aletheia Student Organization	\$0	\$424
Alliance of Concerned Students	\$3,311	\$0
American College of Healthcare Administrators	\$493	\$254
American Institute of Chemical Engineers	\$2,389	\$0
American Medical Association	\$1,950	\$0
American Medical Student Association	\$1,996	\$0
American Medical Women's Association	\$1,978	\$3,343
American Red Cross Club at University of South Florida	\$3,055	\$1,908
American Sign Language Club	\$700	\$551
American Society of Civil Engineers	\$5,074	\$0
American Society of Heating, Refrigerating, and Air- Conditioning Engineers	\$1,791	\$848
American Society of Mechanical Engineers	\$6,530	\$5,141
American Water Works Association	\$1,306	\$276
Amnesty International at USF	\$3,629	\$1,908
Anesthesiology Interest Group	\$1,492	\$0
Anthropology Club	\$3,778	\$1,500
Applied Anthropology Graduate Student Organization	\$1,306	\$1,081
Aquarist Club at USF	\$0	\$1,431
Architectural College Council	\$3,599	\$2,035
Argentine Tango Club	\$1,805	\$2,306
Artxcorp	\$653	\$0
Asian Pacific American Medical Student Association	\$1,679	\$0
ASIA Asian Students In America	\$2,122	\$2,586
Association of Filipino Students	\$2,658	\$0
Association of Medical Science Grad Students	\$1,448	\$0
Association for CMM Biology Students	\$625	\$0
Association of College Student Affairs	\$1,334	\$800
Association of Computing Machinery	\$1,052	\$498

Association of Latino Professionals in Finance and Accounting	\$1,465	\$710
Association of Physical Education College Students	\$415	\$0
Atheist Student Alliance	\$2,519	\$2,500
Ballroom Dance Group	\$2,435	\$0
Baptist Collegiate Ministries	\$4,291	\$2,035
Beef Studs	\$3,437	\$4,000
Best Buddies	\$1,063	\$0
Bicycle Club at USF	\$662	\$0
Biology Club	\$0	\$731
Biology Graduate Student Organization	\$1,734	\$671
Biomedical Engineering Society	\$989	\$568
Black Graduate Professional Student Organization	\$1,712	\$1,267
Black Student Movement (Black Campus Ministry)	\$1,586	\$767
Black Student Union	\$6,119	\$6,000
Bollywood Dance Club	\$2,332	\$2,618
Bulls Bikers Association	\$2,355	\$371
Bulls for Israel	\$0	\$159
Bulls for Moffitt	\$555	\$306
Bulls' New Frontier of Entrepreneurship	\$560	\$0
Bulls4Life	-	\$928
By Your Side	\$588	\$572
Campus Advent Ministries	\$1,006	\$787
Campus Crusade for Christ	\$1,362	\$890
Cancer Biology Student Organization (CBSO)	\$1,465	\$864
Cardiofit	\$1,115	\$0
Caribbean Cultural Exchange	\$3,754	\$4,000
Catholic Student Union	\$2,481	\$922
Chabad on Campus Jewish Student Group	\$0	\$2,597
Chemistry Society at USF	\$326	\$318
Chess Club	\$1,306	\$784
Chi Alpha Christian Fellowship	\$3,824	\$0
Chinese Culture and Language Club	\$634	\$0
Chinese Students and Scholar Association @ USF	\$1,772	\$1,982
Circle K international	\$830	\$938
Classical Society	\$984	\$1,378
Close Knit	\$1,029	\$0
Club de Espanol	\$476	\$864
College Democrats at USF	\$1,978	\$504
College of Nursing Student Council	\$2,285	\$1,505
Colombian Student Association	\$700	\$0
Coptic Orthodox Christian Association	\$459	\$0

Cornerstone Student Fellowship	\$858	\$0
Complementary, Alternative, and Naturopathic Medicine	\$0	\$811
Construction Specification Institute	\$0	\$2,353
Createch(Web Developer Network)	\$2,705	\$2,809
Criminology Graduate Student Organization	\$1,033	\$970
Cuban American Student Association (CASA)	\$3,265	\$2,798
Current	\$1,492	\$0
Doctoral Nursing Student Organization	\$490	\$636
Dermatology Interest Group (DIG)	\$1,511	\$0
Dominican American Student Association (DASA)	\$700	\$954
Down & Dirty Printmaking Collective	\$0	\$689
Emergency Medicine Interest Group	\$1,996	\$0
Emerging Green Builders	-	\$2,149
Engineering College Council	\$2,379	\$2,067
Engineering Expo	\$7,696	\$8,000
Engineers for a Sustainable World	\$1,161	\$599
Engineers Without Borders	\$2,248	\$1,007
English Graduate Student Association	\$135	\$0
ENT Interest Group	\$1,115	\$0
Europeans at USF	-	\$0
Family Medicine Interest Group	\$2,593	\$0
Feminist Student Alliance	\$1,017	\$774
Florida Medical Assoc.	-	\$0
Florida Public Interest Research Group (PIRG)	-	\$0
Florida Water Environmental Assoc.	\$578	\$694
Freethinkers @ USF	\$2,626	\$1,007
French Club	\$2,327	\$2,141
Friends of the Garden (Botanical Gardens Club)	\$1,451	\$1,200
Fundamental Learning for Interdisciplinary and Technology Education	\$0	\$1,855
Future Business Leaders of America-Phi Beta Lambda	\$3,116	\$0
Future Physical Therapist Organization	\$672	\$318
Gaming Club at USF	\$802	\$456
Geology Club	\$1,446	\$270
Geology Graduate Student Organization	\$1,213	\$588
German Culture Club	\$1,175	\$1,389
GLBT and Allies in COM	\$1,474	\$0
Giving Heart	\$1,250	\$1,537
Global Health Student Association	\$1,772	\$0
Gospel Choir	\$2,425	\$1,638
Graduate Communication Association	\$993	\$811
Greatest Gift	\$1,437	\$0

Health Occupations Students of America	\$0	\$1,611
Heavy Metal Enthusiasts	\$821	\$837
Hellenic Society	\$401	\$456
Helping Hands	\$149	\$0
Hillel Jewish Student Center	\$1,353	\$1,876
Hindu Students Council	\$2,355	\$2,624
History and Physical Examination Practice Group	\$1,031	\$0
Humanities & Cultural Studies Organization	\$1,872	\$2,408
IEEE	\$2,589	\$2,099
IEEE-Computer Society	\$1,936	\$1,590
Impact Christian Fellowship	\$606	\$0
Infectious Disease Assoc.	\$2,313	\$1,219
INFORMS-Institute for Operations Research and the Management Sciences	\$1,827	\$1,405
Innovation Inquiry Salon	\$0	\$276
Institute of Industrial Engineers	\$1,688	\$1,092
Institute of Transportation Engineers	\$3,125	\$1,240
Instructional Technology Student Association	\$536	\$657
International Business Board	\$3,731	\$3,641
International Health Service Collaborative	\$1,119	\$0
Intervarsity Christian Fellowship	\$2,658	\$2,120
Investor and Trader's Society	\$0	\$1,431
Italian Club	\$522	\$0
Jamaican Alliance Movement at USF (JAM)	\$1,166	\$970
Japanese Club	\$1,936	\$2,350
Jewish Medical Student's Association	\$490	\$0
Karst Research Group at USF	\$933	\$1,400
Khmer Student Organization	\$466	\$0
Latin American Medical Student Organization	\$2,509	\$0
Latin American Student Association (LASA)	\$4,986	\$4,770
Latin Dance Club	\$2,145	\$1,797
Latino Fellowship	\$2,341	\$1,632
LINGO- Graduate Organization for Applied Linguistics	\$466	\$0
Literati	\$271	\$0
LogikLabs	\$2,906	\$1,972
Management Information Systems Society	\$0	\$975
Marine Science Advisory Committee	\$1,418	\$2,000
Master's International at USF	\$858	\$456
Masters of Fine Arts Organization	\$306	\$629
Master's Student Nursing Organization	\$1,175	\$0
Maternal and Child Health Student Organization	\$1,679	\$1,219
Mathematics Association of America	\$1,772	\$1,272

Mature Independent Non-Traditional Students	\$625	\$0
Medical Assistance for Disable Intellects	\$0	\$541
Medical Ethics Society	\$728	\$0
Medical Students for Choice	\$1,996	\$0
Medieval Enthusiast Club	\$0	\$498
Members Empowering True Awareness	\$0	\$631
Mexican American Student Assoc.	\$2,509	\$1,516
Microbiology Club	\$1,744	\$1,378
Military Interest Group	\$616	\$0
Minority Pre-Professional Science Society	\$2,097	\$1,516
Mock Trial Club	\$1,632	\$530
Model UN	\$1,539	\$0
Muslim Student Assoc.	\$11,065	\$10,600
National Association of Black Accountants	\$2,700	\$1,264
National Society of Black Engineers	\$974	\$530
Nepalese Students' Association	\$466	\$477
Ner Tamid	\$345	\$1,182
Net Impact @ USF	\$1,623	\$816
NITE	\$5,410	\$4,219
Nourish International at USF	\$0	\$1,134
P.R.I.D.E Alliance	\$4,804	\$4,383
OBIG-Obstetrics and Gynecology Interest Group	\$1,651	\$0
Organization Of Student Representatives	\$933	\$0
Orthopedic Interest Group	\$1,236	\$0
Pakistani Students Association	\$1,073	\$917
Pathology Interest Group	\$373	\$0
Pediatric Interest Group	\$1,534	\$0
Performance Interests and Recognition Organization	\$186	\$0
Phi Alpha Theta	-	\$843
Philosophy Graduate Student Organization	\$1,716	\$1,325
Philosophy Organization	\$2,714	\$1,697
Preconception Peer Educators	\$0	\$1,007
Pre Law Society	\$1,619	\$1,007
Pre Optometry Professional Society	\$1,063	\$954
Pre Pharmacy Club	\$1,628	\$1,532
Preventive and Integrative Medicine Interest Group	\$784	\$0
Pre-Physician Assistant Society	\$0	\$525
Pre-Vet Society	\$569	\$0
Pro-Choice Voice: Students for Planned Parenthood	\$1,325	\$0
Project Downtown	\$770	\$1,325
Project World Health	\$1,180	\$0

Psychiatry Interest Collation	\$1,353	\$0
Public Health Association	\$0	\$1,707
Public Relations Student Society of America	\$1,460	\$1,150
REACH	\$0	\$1,155
Real Men Read	\$462	\$0
Religious Studies Club	\$2,052	\$1,261
Resounding Liberty	\$2,472	\$3,286
Robotics Group	\$2,169	\$1,113
Rotaract	\$1,683	\$1,887
Russian Club	\$304	\$466
School Psychology Student Association	\$1,455	\$689
Second Language Acquisition Group	\$1,866	\$996
Serving Others Selflessly	\$672	\$435
Shekinah Glory Student Ministry	\$1,399	\$1,590
Sisters United Muslim Association: SUMA	\$2,299	\$2,491
SkillsUSA	\$978	\$837
Smash Brothers Club	\$1,063	\$0
Social Work Society	\$1,423	\$0
Society of Automotive Engineers	\$48,179	\$52,814
Society of Hispanic Professional Engineers	\$2,239	\$1,484
Society of Physics Students	\$1,298	\$869
Society of Women Engineers	\$2,052	\$1,590
Sociology Club at USF	\$345	\$896
STAND (Students Taking Action Now: Darfur)	\$1,003	\$1,378
Student Academy of Audiology	\$989	\$0
Student Association of Aging Studies	\$1,539	\$1,076
Student Coalition Against Homelessness and Poverty	\$588	\$488
Student Community Gardens at USF	\$1,688	\$318
Student Composers Consortium	\$774	\$636
Student Environmental Association	\$1,968	\$1,961
Student Interest Group in Ophthalmology	\$933	\$0
Student Interest Group in Plastic Surgery	\$1,147	\$0
Student National Medical Association	\$1,978	\$0
Student Physicians for Social Responsibility	\$1,871	\$0
Student Planning Association at USF	\$1,068	\$668
Student Registered Nurse Anesthesia Foundation @ USF	\$1,725	\$742
Student Theatre Production	\$970	\$933
Student Veterans Association	\$4,244	\$0
Student Women in Architecture	\$0	\$1,643
Students for Social Justice	\$1,297	\$0
Students in Free Enterprise	\$2,635	\$795

Students of India Association	\$6,226	\$6,226
SPEAK-Students Protecting the Environment & Animal With Knowledge	\$2,220	\$2,300
Students Saving Sight	\$844	\$1,000
Surgical Interest Group	\$2,407	\$0
Tabletop Role-Playing Society	-	\$625
Taiwanese Student Association	\$1,306	\$1,807
The Swinging Bulls	\$2,127	\$2,014
Theta Nu Pi	\$1,754	\$1,166
Thread Literary Inquiry	\$1,166	\$1,140
Timmy Global Health	\$0	\$1,018
To Write Love on Her Arms	\$1,604	\$901
TOMS Campus Club	\$457	\$212
Total Praise Gospel Ministry	\$490	\$959
Transfer Student Organization	\$1,325	\$996
Try New Things Club	\$0	\$477
Undergraduate Health Council	\$2,295	\$2,700
Undergraduate Public Health Student Association	\$0	\$753
Undergraduate Research Board	\$443	\$0
University Emergency Medical Student Association	\$2,142	\$0
University Film & Video Association	\$4,104	\$2,385
University Psychological Association	\$0	\$95
Unspoken Thought	\$0	\$890
USF Club Creole	\$3,466	\$2,882
USF Friends of Internationals	\$2,355	\$1,908
USF Navigators	\$2,882	\$2,687
Video Games Club	\$0	\$472
Vietnamese Students Association (VSA)	\$3,643	\$2,014
Warriors for Christ	\$1,507	\$0
Whitehatters Computer Security Club	\$3,068	\$1,216
Wilderness Medicine Interest Group	\$1,087	\$0
Wishmakers on Campus	\$0	\$848
Women in Business	\$0	\$1,929
Women in Need Foundation	\$0	\$1,484
Women's Federation For World Peace	\$1,474	\$900
World Watch: Animals. Kids. Earth.	\$0	\$2,156
X-LABS	\$1,063	\$1,590
Young Israel Jewish Student Center	\$2,136	\$1,516
TOTAL For Other Student Organizations	\$448,084	\$338,688

Interim & Reserve Accounts Allocations

INTERIM & RESERVE ALLOCATIONS

Interim Accounts	2011-2012 Allocation	2012-2013 Allocation
Interim Funding	\$150,000	\$150,000
EXPO Grant	\$40,000	\$40,000
Homecoming Grant	\$30,000	\$40,000
Travel Grant	\$0	\$135,000
Magnolia Fields Project	\$332,441	\$0
Other Reserve Accounts	\$710,000	\$680,000
Student Organizations Total	\$1,262,441	\$1,045,000

Activity and Service Fee 2012- 2013 Budget Overview

A&S 2012-2013 BUDGET OVERVIEW

Entity	Allocation 11-12	Allocation 12-13
Student Affairs	\$8,328,443	\$9,160,410
Student Government	\$2,511,412	\$2,681,381
Interim & Reserve Accounts	\$1,262,441	\$1,045,000
Student Organizations	\$762,923	\$708,638
Total	\$12,865,219	\$13,595,429

Memorandum of Agreement

Memorandum of Agreement 2012-2013

This Memorandum of Agreement for the Expenditure and Allocation of the University of South Florida Student Government Budget (SB [A] 52-057 Activity and Service Fee Annual Allocation FY 2012-2013, 52nd Term, Spring 2012) shall govern and regulate the administration of the approved budget as signed from date of signature by all required parties.

I. Student Government Reserve Accounts:

Definitions

Interim Funding is used to fund student organizations, programs, and activities that are initiated after the annual budget process has been completed. Interim Funding is allocated according to an internal Student Government procedure (described below) and generally falls into the following expense categories: program materials; food; independent contractors; travel; office supplies; operating capital outlay; and payroll. Student organization funding is usually, but not always, limited to a small amount (\$2,000 or less). Student Organizations, Student Government, and Activity and Service Fee Funded (A&S Funded) Student Affairs programs and activities must abide by language contained within State law, University policy, and the Student Government Proviso.

Critical Reserves serve as a financial safeguard so that funds are readily available in the event of an emergency situation. An Emergency Situation shall be defined within Student Government Statutes. The request shall be submitted to the Director of the Activity and Service Fee Business Office who shall seek the joint approval of the Student Body President and the Student Senate President prior to disbursing any funds. All uses of the Critical Reserve will be immediately reported to the Student Government Legislative Branch (Senate) and the Office of the Vice President for Student Affairs.

Unallocated Reserves, as per Student Government Statute 804.2, must be at least 5% and not greater than 10% set aside of projected Activity & Service fee revenue each year to ensure that Student Government maintains a sound financial condition in the event of an extraordinary negative event (e.g. enrollment shortfall). The projected revenue is provided to Student Government by the University of South Florida (USF) Office of Budget and Policy Analysis. The Unallocated Reserve is not intended to be accessed on a regular basis, and any request to use the Unallocated Reserve must follow the procedures for interim funding outlined below.

Unallocated Cash refers to any A&S fees that are generated or received between budget cycles or any balance of A&S fees swept from a previous fiscal year into the current year's fiscal account. Unallocated cash is usually carried forward and allocated by the subsequent years' Activity and Service Fee Recommendation Committee however, in some circumstances, these funds may be allocated throughout the fiscal year in a process similar to the Interim Funding process outlined within this memorandum and reflected within Student Government Statutes.

Allocation Procedures for Fiscal Year 2012-2013

The Student Government Legislative Branch Committee on Appropriations and Audits is charged with the management of all transfers between Activity and Service accounts as set forth by the Student Government Statutes. The guidelines set forth are based within the Student Government Statutes and the Rules of Procedure for the Legislative Branch Committee on Appropriations (as described in section II-B below).

Once the committee has reviewed an interim funding request and recommended an allocation in the form of a budget bill, the Senate votes to pass or fail the bill. If the bill is approved by the Senate, the Student Body President may either approve or veto the bill within 10 school days¹. After approval, the bill is reviewed by Activity and Service Business Office to ensure compliance with all appropriate laws and policies, and budget transfers are processed pursuant to University procedure. If the interim request exceeds \$5,000, then the Senate shall submit the bill, once signed by the Student Body President, to the Vice President of Student Affairs (or designee). The Vice President shall have ten school days from the date of presentation of the budget to sign or veto the interim allocation and expenditure, which shall be deemed approved if no action is taken after the ten school days. Student Government shall submit to the Vice President for Student affairs a schedule of all interim funding allocations on a monthly basis for informational purposes.

II. Guidelines for Activity and Service Fee Budget Allocation and Expenditure:

- A. All Activity and Service fee-funded entities shall spend their allocated budgets in accordance with applicable state laws, university regulations, and the Student Government Proviso.
- B. All A&S funded entities shall spend their budgets in strict accordance with their respective allocations, subject to the "flexible spending" provisions as agreed to in this memorandum of agreement. Flexible spending will be defined as the ability for any A&S funded entity to spend budget authority within the categories funded (e.g. food, payroll, capital outlay, operation and programming expenses, and phone). Any proposed deviation less than 5% of the budgeted category from which the transfer is requested or the transfer of \$5,000.00 (whichever is greater) shall not require prior approval, however, the department must report the deviation to the Activity and Service Business Office who shall in turn report it to the Student Government Legislative Committee on Appropriations and Audits. Any proposed deviation over 5% of the budgeted category from which the transfer is requested or the transfer of \$5,000.00 (whichever is greater) must be requested and submitted in writing to Activity and Service Business Office, who will then forward it to the Student Government Legislative Branch Committee on Appropriations and Audits. The committee shall have ten (10) school days from the date of submission of the request by the entity to review the transfer. The transfer will be deemed accepted if the Committee on Appropriations and Audits takes no action after ten (10) school days. If the committee notifies the Activity and Service Business Office

¹ School days for the purpose of this Memorandum of Agreement shall mean business days excluding University of South Florida and Federal holidays.

in writing within the ten (10) school day time limit, the transfer shall not occur until a meeting takes place between a representative from the Committee on Appropriations and Audits and the Department Director (or designee) to review the validity of the request. If, at the conclusion of the Committee on Appropriations and Audits meeting, the committee determines that the transfer request violates valid business practices or University/State Statutes, the committee may deny the request. If the Committee on Appropriations and Audits representative is unable to meet with the Department Director (or designee) within ten (10) school days, the transfer will be deemed approved. Likewise, if the Department Director (or designee) does not meet or is unable to meet with the Committee on Appropriations and Audits representative within ten school days, the transfer will be considered denied.

- C. All Activity and Service budget requests shall reflect all revenues, expenditures, transfers and assessments and details/justifications of the transfers or assessments for review by the Activity and Service Recommendation Committee (ASRC) during the annual budget request process.
- D. All A&S funded departments of Student Affairs and the Student Government will, on a quarterly basis, submit a budget performance report to the Student Government Legislative Branch Committee on Appropriations and Audits. This report shall contain detailed expenditures, transfers and generated revenues and shall be due within five days of the closing of the University quarter.
- E. Student Government recognizes the University Administration and Board of Trustees right to govern all matters of the University. Likewise, the University Administration recognizes the authority granted to Student Government to determine the entire allocation and expenditure of all A&S money of the University and adopt internal procedures governing the operation and administration of Student Government. The aforementioned policies shall include the execution of all duties as prescribed to Student Government by law as set forth by Florida Statutes (FS 1004.26, FS 1009.24).
- F. If a Student Government Officer observes any financial irresponsibility or other fiscal irregularity, he/she shall notify the A&S Business Director. The A&S Director shall follow all appropriate University procedures and protocols to ensure fiscal responsibility.
- G. For the purpose of establishing funding eligibility, as prescribed by SG, any University Office/Department requesting A&S funding which was not funded in the preceding fiscal year shall be required to submit a memorandum to Student Government outlining the mission of the Office/Department and an explanation supporting the necessity of A&S funding to the operation of said entity in conjunction with their first time budget request.

- H. SG retains the right to allocate funds as prescribed by applicable laws and regulations and is not obligated to fund any one specific entity or service. However, SG recognizes that some financial commitments, such as full-time staff payroll allocations, require limited safeguarding for the purpose of employee retention and organizational stability. Consequently, SG agrees not to reduce any previously funded full-time position payroll specific line item by more than twenty (20) percent of the preceding fiscal year's allocation.

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