

Spring 2012

Senate Bill (A) 53-059 Annual Budget Bill 2013-2014

Adam Aldridge

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University of South Florida Student Senate

SB [A] 53-059
ACTIVITY AND SERVICE FEE ANNUAL ALLOCATION
FY 2013-2014

Committee Action

First Reading: 03.29.2013

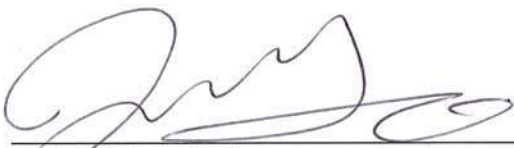
Final Action: 7-0-1

Senate Action

First Reading: 04.02.2013


Final Action: 29-0-1

**SIGNATURES REQUIRED FOR APPROVAL OF ALLOCATIONS AND
MEMORANDUM OF AGREEMENT**



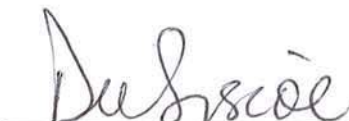
Mr. Jeff Gao, Student Senate President

04/24/13 H67
Date



Mr. Brian Goff, Student Body President

04/24/13
Date



Dr. Dee Siscoe, Vice President of Student Affairs

4/25/13
Date



Dr. Judy Genshaft, University of South Florida System President

4/25/13
Date



University of South Florida Student Government Senate



SB [A] 53-059

Activity and Service Fee Annual Allocation FY 2013-2014

53rd Term

Spring 2013

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 2013-2014 as follows:

\$9,696,577 Student Programs & Services

\$2,697,156 Student Government Operations

\$1,049,100 Interim & Reserve Accounts

\$666,014 Student Organizations

\$14,108,847 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 FY 2013 – 2014

Student Programs and Services		2012-2013 Allocation	2013-2014 Allocation
1	Campus Recreations	\$2,553,336	\$2,658,647
2	Veteran's Services	\$28,580	\$29,619
3	Center for Student Involvement	\$736,398	\$544,151
4	Homecoming Steering Committee	\$407,570	\$418,229
5	Campus Activates Board	\$373,226	\$489,376
6	Centre Gallery	\$20,182	\$16,960
7	University Lecture Series	\$263,452	\$264,152
8	Marshall Student Center	\$2,697,519	\$2,761,034
9	Multicultural Affairs	\$303,064	\$329,035
10	Center for Leadership & Civic Engagement	\$456,733	\$461,499
11	SGATO	\$243,181	\$251,824
12	New Student Connections	\$189,705	\$208,020
13	Fraternity and Sorority Life	\$271,520	\$255,662
14	Student with Disabilities Services	\$0	\$21,109
15	Dean for Students Office	\$0	\$371,316
16	SASSC Assessment	\$615,944	\$615,944
Student Programs and Services Total		\$9,160,410	\$9,696,577

Student Government		2012-2013 Allocation	2013-2014 Allocation
1	A&S Business Office	\$496,310	\$535,127
2	Conference Presentation Grant Program	\$212,000	\$212,000
3	Florida Student Association	\$10,600	\$5,300
4	General Fund	\$61,809	\$61,904
5	Special Projects	\$613,814	\$608,917
6	Election Rules Committee	\$37,348	\$34,103
7	SAFE Team	\$432,132	\$447,291
8	SG Computer Services	\$143,969	\$164,406
9	WBUL Radio	\$202,410	\$159,471
10	Judicial Branch	\$59,968	\$57,616
11	Executive Branch	\$198,690	\$198,690
12	Legislative Branch	\$138,131	\$138,131
13	USF Day at the Capitol	\$74,200	\$74,200
Student Government Total		\$2,681,381	\$2,697,156

Interim Accounts		2012-2013 Allocation	2013-2014 Allocation
1	Interim Funding	\$150,000	\$150,000
2	EXPO Grant	\$40,000	\$42,400
3	Homecoming Grant	\$40,000	\$42,400
4	Travel Grant	\$135,000	\$143,100
5	Signature Event Grant	\$0	21,200
6	Other Reserve Accounts	\$680,000	\$650,000
Student Organizations Total		\$1,045,000	\$1,049,100

Student Organizations		2012-2013 Allocation	2013-2014 Allocation
1	Total for Sports Clubs	\$310,487	\$280,837
2	Total for College of Medicine	\$59,466	\$63,000
3	Total for Other Student Organizations	\$338,685	\$322,177
Student Organizations Total		\$708,638	\$666,014

University of South Florida
Student Government

MEMORANDUM

To: Mr. Jeff Gao, Student Senate President
Mr. Brian Goff, Student Body President
Dr. Dee Siscoe, Vice President of Student Affairs
Dr. Judy Genshaft, University of South Florida President

From: Mr. Ali Antar, Chairman, Activity and Service Fee Recommendation Committee

Subject: Activity and Service Fee Annual Allocation 2013-2014

Date: 29 March 2013

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 Organization Allocations**
- **Interim & Reserve Accounts Allocations**
- **Activity and Service Fee 2013-2014 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. Ali Antar, Chairman, Activity and Service Fee Recommendation Committee

4/24/13

Date

Student Programs and Services Allocations

STUDENT PROGRAMS & SERVICES

Student Programs and Services	2012-2013 Allocation	2013-2014 Allocation
Campus Recreation	\$2,553,336	\$2,658,647
Veteran's Services	\$28,580	\$29,619
Center for Student Involvement	\$736,398	\$544,151
Homecoming Steering Committee	\$407,570	\$418,229
Campus Activities Board	\$373,226	\$489,376
Centre Gallery	\$20,182	\$16,960
University Lecture Series	\$263,452	\$264,152
Marshall Student Center	\$2,697,519	\$2,761,034
Multicultural Affairs	\$303,064	\$329,035
Center for Leadership & Civic Engagement	\$456,733	\$461,499
SGATO	\$243,181	\$251,824
New Student Connections	\$189,705	\$208,020
Fraternity and Sorority Life	\$271,520	\$255,662
Students with Disabilities Services	\$0	\$21,109
Dean for Students Office	\$0	\$371,316
SASSC Assessment	\$615,944	\$615,944
Student Programs and Services Total	\$9,160,410	\$9,696,577

Student Government Operations Allocations

STUDENT GOVERNMENT OPERATIONS

Student Government	2012-2013 Allocation	2013-2014 Allocation
A&S Business Office	\$496,310	\$535,127
Conference Presentation Grant Program	\$212,000	\$212,000
Florida Student Association	\$10,600	\$5,300
General Fund	\$61,809	\$61,904
Special Projects	\$613,814	\$608,917
Election Rules Committee	\$37,348	\$34,103
SAFE Team	\$432,132	\$447,291
SG Computer Services	\$143,969	\$164,406
WBUL Radio	\$202,410	\$159,471
Judicial Branch	\$59,968	\$57,616
Executive Branch	\$198,690	\$198,690
Legislative Branch	\$138,131	\$138,131
USF Day at the Capitol	\$74,200	\$74,200
Student Government Total	\$2,681,381	\$2,697,156

Student Organization Allocations

STUDENT ORGANIZATIONS

Student Organizations	2012-2013 Allocation	2013-2014 Allocation
Total for Student Councils	\$56,953	\$40,837
Total for Sports Clubs	\$260,000	\$240,000
Total for College of Medicine	\$53,000	\$63,000
Total for Other Student Organizations	\$338,685	\$322,177
Student Organizations Total	\$708,638	\$666,014

Student Councils	2012-2013 Allocation	2013-2014 Allocation
College of Medicine Council	\$6,466	\$0.00
Sports Club Council	\$50,487	\$40,837
Total for Student Councils	\$56,953	\$40,837

Other Student Organizations	2012-2013 Allocation	2013-2014 Request	2013-2014 Allocation
Active Minds	\$1,113	\$6,021	\$1,950
Adult, Career, and Higher Education Graduate Student Organization	\$0	\$954	\$753
African Student Association	\$636	\$2,014	\$795
Aletheia Student Organization	\$424	\$0	\$0*
American College of Healthcare Administrators	\$254	\$509	\$0+
American Institute of Chemical Engineers	\$0	\$9,274	\$3,737
American Medical Women's Association	\$3,343	\$0	\$0*
American Red Cross Club at University of South Florida	\$1,908	\$14,469	\$1,511
American Sign Language Club	\$551	\$2,894	\$906
American Society of Heating, Refrigerating, and Air Conditioning Engineers	\$848	\$3,890	\$497
American Society of Mechanical Engineers	\$5,141	\$40,911	\$6,090
American Water Works Association	\$276	\$1,020	\$250
Amnesty International at USF	\$1,908	\$0	\$0*
Anthropology Club	\$1,500	\$16,541	\$2,162
Applied Anthropology Graduate Student Organization	\$1,081	\$11,289	\$1,590
Aquarist Club at USF	\$1,431	\$3,392	\$1,670
Architectural College Council	\$2,035	\$31,111	\$1,511
Argentine Tango Club	\$2,306	\$27,242	\$2,836
ASIA Asian Students In America	\$2,586	\$4,807	\$2,677
Association of Filipino Students	\$0	\$4,585	\$2,046
Association of College Student Affairs	\$800	\$4,012	\$1,113
Association of Computing Machinery	\$498	\$11,925	\$1,691
Association of Latino Professionals in Finance and Accounting	\$710	\$0	\$0*
Atheist Student Alliance	\$2,500	\$0	\$0*
ATSA: Athletic Training Student Association	\$0	\$2,586	\$596
Autism Speaks U	\$307	\$2,099	\$848
Baptist Collegiate Ministries	\$2,035	\$8,008	\$1,749
Beef Studs	\$4,000	\$10,646	\$0+
Behavioral Health Student Organization	\$0	\$1,685	\$652
Bengali Student Association	\$0	\$4,860	\$954
Best Buddies	\$0	\$3,392	\$906
Biology Club	\$731	\$4,267	\$721
Biology Graduate Student Organization	\$671	\$1,860	\$875
Biomedical Engineering Society	\$568	\$3,085	\$800

Black Graduate Professional Student Organization	\$1,267	\$0	\$0*
Black Student Movement (Black Campus Ministry)	\$767	\$0	\$0*
Black Student Union	\$6,000	\$18,232	\$6,572
Bollywood Dance Club	\$2,618	\$2,740	\$1,659
Bulls Bikers Association	\$371	\$0	\$0*
Bulls for Israel	\$159	\$0	\$0*
Bulls for Moffitt	\$306	\$0	\$0*
Bulls4Life	\$928	\$2,062	\$1,240
By Your Side	\$572	\$0	\$0*
Campus Advent Ministries	\$787	\$0	\$0*
Campus Crusade for Christ	\$890	\$0	\$0*
Cancer Biology Student Organization (CBSO)	\$864	\$1,876	\$530
Caribbean Cultural Exchange	\$4,000	\$15,031	\$5,000
Catholic Student Union	\$922	\$1,484	\$705
Chabad on Campus Jewish Student Group	\$2,597	\$16,504	\$2,915
Chemistry Society at USF	\$318	\$689	\$557
Chess Club	\$784	\$0	\$0*
Chinese Culture and Language Club	\$0	\$1,473	\$1,140
Chinese Students and Scholar Association @ USF	\$1,982	\$0	\$0*
Circle K International	\$938	\$1,246	\$519
Classical Society	\$1,378	\$2,332	\$318
Club de Espanol	\$864	\$2,306	\$1,003
College Democrats at USF	\$504	\$2,634	\$533
College of Nursing Student Council	\$1,505	\$4,028	\$1,314
College of Pharmacy Student Leadership Council	\$0	\$6,471	\$1,102
Collegiate 100	\$0	\$4,123	\$1,643
Complementary, Alternative, and Naturopathic Medicine	\$811	\$1,802	\$652
Construction Specification Institute	\$2,353	\$26,765	\$1,060
Createch(Web Developer Network)	\$2,809	\$4,028	\$2,756
Criminology Graduate Student Organization	\$970	\$2,883	\$996
Cuban American Student Association (CASA)	\$2,798	\$3,943	\$2,353
Dialogue Society	\$0	\$212	\$212
Doctoral Nursing Student Organization	\$636	\$1,717	\$583
Dominican American Student Association (DASA)	\$954	\$5,598	\$1,000
Down & Dirty Printmaking Collective	\$689	\$0	\$0*
Economic Scholars Society	\$0	\$2,841	\$1,007
Emerging Green Builders	\$2,149	\$0	\$0*
Engineering College Council	\$2,067	\$2,491	\$901
Engineering Expo	\$8,000	\$28,874	\$9,275
Engineers for a Sustainable World	\$599	\$3,048	\$403
Engineers Without Borders	\$1,007	\$2,646	\$1,171
ENLACE Leadership Club	\$0	\$5,883	\$704
Feminist Student Alliance	\$774	\$0	\$0*

Florida Engineering Society	\$0	\$2,904	\$1,108
Florida Water Environmental Assoc.	\$694	\$3,922	\$750
Freethinkers @ USF	\$1,007	\$1,961	\$901
French Club	\$2,141	\$8,586	\$1,961
Friends of the Garden (Botanical Gardens Club)	\$1,200	\$1,807	\$816
Friends of Sri Lanka Club	\$0	\$2,194	\$1,458
Fundamental Learning for Interdisciplinary and Technology Education	\$1,855	\$0	\$0*
Future Physical Therapist Organization	\$318	\$477	\$0+
Gaming Club at USF	\$456	\$0	\$0*
Geology Club	\$270	\$0	\$0*
Geology Graduate Student Organization	\$588	\$3,111	\$498
German Culture Club	\$1,389	\$0	\$0*
Giving Heart	\$1,537	\$2,560	\$1,341
GLBTA Pre-Medical Student Association	\$0	\$1,272	\$822
Global Health Student Association	\$0	\$1,648	\$541
Gospel Choir	\$1,638	\$2,836	\$1,272
Graduate and Professional Student Council	\$0	\$6,000	\$1,802
Graduate Communication Association	\$811	\$1,267	\$1,034
Hangul Language Club	\$0	\$11,183	\$1,829
Health Occupations Students of America	\$1,611	\$5,671	\$1,595
Heavy Metal Enthusiasts	\$837	\$0	\$0*
Hellenic Society	\$456	\$691	\$426
Hillel Jewish Student Center	\$1,876	\$0	\$0*
Hindu Students Council	\$2,624	\$0	\$0*
Humanities & Cultural Studies Organization	\$2,408	\$3,657	\$1,590
Humans vs. Zombies at USF	\$0	\$1,590	\$1,166
IEEE	\$2,099	\$11,024	\$2,671
IEEE-Computer Society	\$1,590	\$3,657	\$1,261
Infectious Disease Assoc.	\$1,219	\$2,942	\$928
INFORMS-Institute for Operations Research and the Management Sciences	\$1,405	\$4,585	\$1,537
Innovation Inquiry Salon	\$276	\$0	\$0*
Institute of Industrial Engineers	\$1,092	\$8,257	\$1,601
Institute of Transportation Engineers	\$1,240	\$6,201	\$1,272
Instructional Technology Student Association	\$657	\$0	\$0*
International Business Board	\$3,641	\$0	\$0*
Intervarsity Christian Fellowship	\$2,120	\$5,618	\$1,431
Inventors Club at USF	\$0	\$18,270	\$1,564
Investor and Trader's Society	\$1,431	\$0	\$0*
Jamaican Alliance Movement at USF (JAM)	\$970	\$0	\$0*
Japanese Club	\$2,350	\$8,353	\$2,862
Karst Research Group at USF	\$1,400	\$4,835	\$0+
Korean American Student Association	\$0	\$10,568	\$2,862

Latin American Student Association (LASA)	\$4,770	\$13,006	\$4,897
Latin Dance Club	\$1,797	\$3,816	\$1,537
Latino Fellowship	\$1,632	\$2,374	\$1,505
LogikLabs	\$1,972	\$12,244	\$1,654
Management Information Systems Society	\$975	\$3,551	\$1,007
Marine Science Advisory Committee	\$2,000	\$0	\$0*
Master's International at USF	\$456	\$0	\$0*
Masters of Fine Arts Organization	\$629	\$7,721	\$1,361
Maternal and Child Health Student Organization	\$1,219	\$10,902	\$1,060
Mathematics Association of America	\$1,272	\$1,108	\$440
Medical Assistance for Disable Intellects	\$541	\$1,177	\$504
Medieval Enthusiast Club	\$498	\$0	\$0*
Members Empowering True Awareness	\$631	\$1,129	\$691
Mexican American Student Association	\$1,516	\$0	\$0*
Microbiology Club	\$1,378	\$2,921	\$1,251
Minority Pre-Professional Science Society	\$1,516	\$4,850	\$1,728
Mock Trial Club	\$530	\$843	\$678
Muslim Student Association	\$10,600	\$16,271	\$11,263
National Association for Music Education Collegiate	\$0	\$2,692	\$80
National Association of Black Accountants	\$1,264	\$5,448	\$1,118
National Society of Black Engineers	\$530	\$1,203	\$482
Nepalese Students' Association	\$477	\$0	\$0*
Ner Tamid	\$1,182	\$0	\$0*
Net Impact @ USF	\$816	\$1,855	\$1,208
NITE	\$4,219	\$8,428	\$4,167
Noble Guides	\$0	\$2,777	\$700
Nourish International at USF	\$1,134	\$0	\$0*
Operation Smile	\$0	\$1,182	\$567
P.R.I.D.E Alliance	\$4,383	\$12,626	\$3,795
Pakistani Students Association	\$917	\$2,942	\$1,166
Phi Alpha Theta	\$843	\$1,336	\$954
Philosophy Graduate Student Organization	\$1,325	\$2,809	\$1,145
Philosophy Organization	\$1,697	\$1,426	\$0+
Preconception Peer Educators	\$1,007	\$2,542	\$872
Pre Law Society	\$1,007	\$0	\$0*
Pre Optometry Professional Society	\$954	\$2,600	\$758
Pre Pharmacy Club	\$1,532	\$3,578	\$1,961
Pre-Physician Assistant Society	\$525	\$1,162	\$525
Pro-Choice Voice: Students for Planned Parenthood	\$0	\$2,385	\$212
Project Downtown	\$1,325	\$8,395	\$1,982
Public Health Association	\$1,707	\$4,373	\$1,521
Public Relations Student Society of America	\$1,150	\$2,756	\$1,034
REACH	\$1,155	\$2,703	\$1,378

Religious Studies Club	\$1,261	\$1,569	\$896
Resounding Liberty	\$3,286	\$0	\$0*
Robotics Group	\$1,113	\$6,466	\$2,120
Rotaract	\$1,887	\$6,837	\$1,712
Russian Club	\$466	\$1,357	\$588
School Psychology Student Association	\$689	\$1,505	\$498
Second Language Acquisition Group	\$996	\$1,162	\$636
Serving Others Selflessly	\$435	\$0	\$0*
Shekinah Glory Student Ministry	\$1,590	\$3,816	\$1,908
Shooting Sports Club at South Florida	\$0	\$9,752	\$1,060
Sisters United Muslim Association: SUMA	\$2,491	\$8,798	\$3,021
SkillsUSA	\$837	\$3,991	\$954
Social Work Society	\$0	\$4,537	\$1,034
Society of Automotive Engineers	\$52,814	\$98,214	\$61,538
Society of Hispanic Professional Engineers	\$1,484	\$3,996	\$1,277
Society of Physics Students	\$869	\$2,116	\$965
Society of Women Engineers	\$1,590	\$3,074	\$1,834
Sociology Club at USF	\$896	\$0	\$0*
Spanish Graduate Student Association	\$0	\$9,190	\$1,643
Statistics Club	\$0	\$2,226	\$795
STAND (Students Taking Action Now: Darfur)	\$1,378	\$0	\$0*
Student Association of Aging Studies	\$1,076	\$1,786	\$726
Student Association for Research & Teaching in Communication Sciences & Disorders	\$0	\$3,514	\$784
Student Coalition Against Homelessness and Poverty	\$488	\$779	\$350
Student Community Gardens at USF	\$318	\$0	\$0*
Student Composers Consortium	\$636	\$3,276	\$2,438
Student Environmental Association	\$1,961	\$9,343	\$2,226
Student National Pharmaceutical Association	\$0	\$2,533	\$806
Student Officials Association	\$0	\$7,526	\$912
Student Planning Association at USF	\$668	\$8,427	\$636
Student Registered Nurse Anesthesia Foundation @ USF	\$742	\$7,420	\$212
Student Theatre Production	\$933	\$1,776	\$1,293
Student Veterans Association	\$0	\$7,859	\$1,982
Student Women in Architecture	\$1,643	\$35,139	\$822
Students in Free Enterprise	\$795	\$17,702	\$435
Students of India Association	\$6,226	\$12,084	\$6,148
SPEAK-Students Protecting the Environment & Animal With Knowledge	\$2,300	\$9,392	\$2,120
Students Saving Sight	\$1,000	\$0	\$0*
Surf Club	\$0	\$3,642	\$869
Tabletop Role-Playing Society	\$625	\$0	\$0*
Tampa Bay Association of Environmental Professionals Student Chapter @ USF	\$0	\$3,949	\$1,378

Taiwanese Student Association	\$1,807	\$3,090	\$1,606
The Swinging Bulls	\$2,014	\$12,818	\$2,165
Theta Nu Pi	\$1,166	\$5,104	\$512
Thread Literary Inquiry	\$1,140	\$1,691	\$1,283
Timmy Global Health	\$1,018	\$2,809	\$1,166
To Write Love on Her Arms	\$901	\$0	\$0*
TOMS Campus Club	\$212	\$0	\$0*
Total Praise Gospel Ministry	\$959	\$2,899	\$1,532
Transfer Student Organization	\$996	\$0	\$0*
Trumpet Club	\$0	\$4,204	\$625
Try New Things Club	\$477	\$599	\$445
TumBULL	\$0	\$6,106	\$1,526
Undergraduate Health Council	\$2,700	\$2,703	\$1,272
Undergraduate Public Health Student Association	\$753	\$1,230	\$469
United Nations Student Alliance	\$0	\$5,300	\$901
University Film & Video Association	\$2,385	\$7,630	\$2,490
University Psychological Association	\$95	\$0	\$0*
Unspoken Thought	\$890	\$0	\$0*
USF Club Creole	\$2,882	\$4,775	\$2,873
USF Friends of Internationals	\$1,908	\$11,528	\$1,685
USF Navigators	\$2,687	\$3,853	\$2,067
Video Games Club	\$472	\$1,897	\$737
Vietnamese Students Association (VSA)	\$2,014	\$5,819	\$2,438
Warriors for Christ	\$0	\$1,685	\$928
Whitehatters Computer Security Club	\$1,216	\$6,079	\$1,034
Wishmakers on Campus	\$848	\$0	\$0*
Women in Business	\$1,929	\$1,251	\$1,468
Women in Need Foundation	\$1,484	\$4,081	\$530
Women's Federation For World Peace	\$900	\$0	\$0*
World Watch: Animals. Kids. Earth.	\$2,156	\$0	\$0*
X-LABS	\$1,590	\$0	\$0*
Young Israel Jewish Student Center	\$1,516	\$0	\$0*
TOTAL For Other Student Organizations	\$338,685	\$1,121,986	\$322,177

* These are student organizations that either did not request annual funding or failed to submit an annual budget by the appropriate deadline.

+ These are student organizations that either failed to attend their budget meeting or failed to reply to any correspondence regarding their budget.

Any student organizations that did not request or receive funding may still apply to be, or continue to be, registered by the University as a student organization. In addition, there is additional funding that may be requested through appropriate interim processes in order to become an Activity and Service Fee funded student organization.

Interim & Reserve Accounts Allocations

INTERIM & RESERVE ALLOCATIONS

Interim Accounts	2012-2013 Allocation	2013-2014 Allocation
Interim Funding	\$150,000	\$150,000
EXPO Grant	\$40,000	\$42,400
Homecoming Grant	\$40,000	\$42,400
Travel Grant	\$135,000	\$143,100
Signature Event Grant	\$0	\$21,200
Other Reserve Accounts	\$680,000	\$650,000
Student Organizations Total	\$1,045,000	\$1,049,100

Activity and Service Fee 2013- 2014 Budget Overview

A&S 2013-2014 BUDGET OVERVIEW

Entity	Allocation 12-13	Allocation 13-14
Student Affairs	\$9,160,410	\$9,696,577
Student Government	\$2,681,381	\$2,697,156
Interim & Reserve Accounts	\$1,045,000	\$1,049,100
Student Organizations	\$708,638	\$666,014
Total	\$13,595,429	\$14,108,847

Memorandum of Agreement

Memorandum of Agreement 2013-2014

This Memorandum of Agreement for the Expenditure and Allocation of the University of South Florida Student Government Budget (SB [A] 53-059 Activity and Service Fee Annual Allocation FY 2013-2014, 53rd Term, Spring 2013) 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 2013-2014

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 in writing within the ten (10) school day time limit, the transfer shall not occur until a meeting takes place between a representative

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

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 position by more than twenty (20) percent of the preceding fiscal year's allocation. However, if a position is deemed inappropriate for A&S funding, by SG and VP of Student Affairs, then the position can be removed.
- a. SG holds the right to reduce a position more than twenty (20) percent regardless of status with the consent from VP of Student Affairs or a Super Majority vote of Senate.
- I. There will be a one (1) year probationary period for any new position funded by A&S. SG has the option to provide continual financial support or to remove the position from A&S support.
- J. Additional funds generated from the interest gained from A&S monies will be allocated to the Student Government Conference Presentation Grant Program for additional individual travel scholarships for student professional development.

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