The Organization & Finance Committee of the 46th Student Senate presents

OFC Annual
A & S Workshop
Promoting Fiscal Responsibility for the Future

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WARNING

- The information provided in this presentation is legally supported by the FAMU Student Body Constitution, Statutes, and Internal Rules and Procedures.

- All guidelines and regulations WILL BE ENFORCED to the furthest extent of the Law.

- Club/Organization or Department failure to comply with the regulations stated can elicit SANCTIONS AND FINES, including but not limited to the freezing of budgeted/allocated A&S funds and prevention of future funding.
The 5 Standing Committees

- Senate Executive Committee
- Judicial and Rules Committee
- Elections and Appointments Committee
- Organization and Finance Committee
- Student Relations Committee
What is the purpose of the OFC?

- OFC purpose is to debate, amend, revise, pass, and/or reject measures pertaining to the Finance Code (Title 8) of the Student Body Statues and fiscal matters.

- The OFC Chair is responsible for forming and presiding over the Activity and Service Budget Committee (ASBC).

- The OFC Chair provides the senate with weekly account balances of all senate accounts and publishes and maintains the Finance Manual.
Activity and Service Fees

What are they and What do they do?

• Activity and Service Fees are paid as a part of tuition and are meant to fund activities and services for the students of the campus.

How much are they?

• The Activity and Service Fee is a $10.50 amount paid by every Florida A & M University student per credit hour. This kind of funding provides certified clubs and organizations with the funding to produce events, to the student body, and maintain a certain operations and departments on campus.
The Student Senate administers the allocation of Activity and Service Fees at Florida A&M University for every fiscal year (July 1st – June 30th).

Organizations seeking A&S funding must be registered with the Office of Student Activities as a Certified Organization.

Each entity funded by A&S fees are obligated to several responsibilities outlined in the Finance Code (Title VIII, Chapter 705).

No disbursement of A&S Fees can be made without the approval of the Student Senate.
1. The certified student organization or university entity must submit a special allocation request electronically via the SGA Website
   • by Friday at 5:00 PM at least 7 weeks prior to the day the A&S funding is needed.

2. The President and/or Financial Custodian (treasurer, etc) of the organization/department seeking the special allocation should plan to meet with the Organization and Finance Committee during their meeting the following week.

3. During this meeting the OFC will review the request of the entity seeking funding, after which the committee will vote on whether the request for funding will be heard on the Senate floor or be tabled in Committee.
The Special Allocation Process

- Following the vote, should the committee agree to have the request be heard on the Senate floor, a member of the OFC will take up the initiative to formulate the request into legislation as a Special Appropriation Bill.

- After it’s completion, the bill will be submitted for a first reading review at the following Monday night’s Senate Meeting. On the Monday following the bill’s first reading, the Senate will hear the bill on second reading where the Senate can recommend changes or motion to change the bill and make it law by a (⅔) vote.
The Special Allocation Process

- If, upon the approval of a request by at least a two-thirds (2/3) vote of the Student Senate, there is a need to add, delete, or modify information essential to the A&S Fee distribution process, the club or organization is required by Chapter 710.3.1 and 710.3.2 of the Finance Code of the Student Body Statutes to relay all financially/non-financially pertinent information regarding the distribution of A&S Funds to a member of the Organization and Finance Committee not to exceed (14) days to the appropriation of funds.

- Failure to uphold the above requirements shall result in the immediate cancellation of A&S Funds, as well as the termination of any work and effort made towards the completion of the distribution process.
The Annual Budget is the primary means of allocating A&S Fees to certified student organizations, university departments, and other activities. This process takes place during the spring semester and involves the SGA Student Senate’s allocation of funds for the next fiscal year.

The University Budget Director will determine in collaboration with the Vice President of Student Affairs the projected enrollment and projected collections and will estimate the amount of A&S Fees to be available during the following year consistent with the annual A&S budget process.
Annual Budget Timeline

Budget Request Preparation

October 26: Deadline for ASBC Appointments
Annual A&S Fee Budget Applications are released

Nov. 30: Deadline for Annual Budget Applications. No Exceptions

Nov. 4th: 1st day of Annual Budget Interviews

Nov. 11th: 2nd day of Annual Budget Interviews
Dec 2\textsuperscript{nd}: 3\textsuperscript{rd} day of Annual Budget Interviews
Jan. 6\textsuperscript{th}: 4\textsuperscript{th} day of Annual Budget Interviews
Jan. 13\textsuperscript{th}: 5\textsuperscript{th} day of Annual Budget Interviews
Jan. 18\textsuperscript{th}: 6\textsuperscript{th} day of Annual Budget Interviews
Jan. 20\textsuperscript{th}: Final day of Annual Budget Interviews
Jan. 23\textsuperscript{rd}: OFC Chair Presents the 2017-2018 A&S Fee Budget to the 46\textsuperscript{th} Student Senate
Responsibilities of A&S Reciprocates

- Certified student organizations must keep an accurate, and up to date membership roster and provide this information to Student Government upon request.

- Upon the allocation of A&S funds, the president or financial custodian shall be required to sign the following statement of understanding:

  **Statement of Understanding**

  The Understanding herein designated as (Name of Organization) fully understands the Student Government Finance Code which applies to all A&S Fees allocated through the SGA Senate, and that the undersigned will adhere to all procedures for expending said funds; and further that the undersigned understands that any violations of this said Finance Code will be prosecuted to the full extent of the law.
Responsibilities of A&S Reciprocates

Each entity funded by A&S Fees are responsible for:


2. Signing and submitting the “Statement of Understanding” to SGA.

3. Attending all mandatory training sessions scheduled by the Senate Organization and Finance Committee (OFC).

4. Spending within their line-itemized budget allocations.

5. Acting in compliance with the policies outlined in this Finance Code.

6. Having two financial custodians, who will be responsible for reporting financial information to SGA.
Prohibited Expenditures

- The Student Government Association and all specific entities funded by Activity and Service Fees must follow the Florida A&M University Purchasing Rules and Procedures. Prohibited expenditures of Activity and Service fees are classified as follows:

A. Funding of Social Greek Letter organizations (Sororities and Fraternities) and their auxiliary (e.g. Sweethearts, Interest Clubs, etc.) organizations including but not limited to organizations within the National Panhellenic Council; (Academic/Honor Societies that are represented by Greek lettering are not included.)

B. Funding of councils representing Social Greek Letter organizations, including but not limited to the National Panhellenic Council.
Prohibited Expenditures

- C. Direct or indirect financial support to a political candidate, political party, or political committee, continuous existence as defined in Florida Statutes, Section 106.001. This statute shall by no means be interpreted as restricting the lobbying efforts of the Student Government Association exclusive of or in conjunction with the Florida A&M Office of Governmental Relations.

- D. Subsidize dues of any organizations.

- E. Alcohol and any illegal substance.
Prohibited Expenditures

F. Use of Activity and Service Fees to raise funds, except for SGA sponsored concerts.

G. Booster Clubs or any fundraising entities.

H. Any obscene, inappropriate, or offensive images or text may be displayed on any printed material purchased in whole or in part with A&S funds.
All entities receiving funding shall be subject to Audits by the Student Government Association at any time (713.1)

Audits are conducted by an Audit committee chaired by the SGA Comptroller

Audits shall not exceed two weeks and shall examine the usage of allocated funds of funded entities

A&S Audits will examine the quality and efficiency of the questioned entity

If there is any evidence supporting the misuse of A&S funds, organizations may be subject to sanctions determined by the Senate
Other Financial Controls

- Any funded entity may transfer up to 5% from any budgeted area by notifying the SGA Comptroller (713.4 & 713.5).

- All entities, except University Departments, that wish to complete a transfer must submit a budget request to the SGA Comptroller.

- Organizations in violation of the finance code can be subject to a freeze in budgeted funds by the SGA President or the Student Senate (Chapter 714).

- Any entity that acquires a budget deficit in any category shall be placed on probation by the SGA President or SGA Senate.