POLICY STATEMENT 43
BUDGETING OF THE $8 (1%) STUDENT SERVICES FEE APPROVED IN THE STUDENT REFERENDUM OF AUGUST, 1987

POLICY DIGEST
Functional Classification: Finance
Monitoring Unit: Office of Finance and Administration
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I. PURPOSE

The purpose of this document is to establish policy and procedures for the annual budgeting and utilization of the subject student services fee.

II. DEFINITIONS

The student services fee referred to is a fee equivalent to one percent of the University Student Service Fee (exclusive of out-of-state fees) to be used by the Student Government Association for improving the quality of student life, funding student activities, and as many additional services as possible.

III. GENERAL POLICY

Projects to be funded by the subject fee will be determined by the Student Government Association, in consultation with the Coordinator for Student Governance and Director of Student Involvement and Leadership. They will be reviewed by the Dean of Students, who will make recommendations to the Chancellor for final approval or disapproval.

The Dean of Students will be responsible for the approved student services unless the services or improvements are organizationally assigned to other divisions. In the latter case the appropriate executive leader will be responsible for the services funded by the student services fee.

In all cases the management of budgets, the authorization of personnel, or any other purchase or budgetary transactions will be performed by a responsible University employee. As restricted University funds, the student services fees will be subject to the same regulations as other University funds.

IV. PROCEDURES

1. In March of each year, the Dean of Students will secure from the Chief Financial Officer an estimate of the amount of income to anticipate from the student service fee for the following fiscal year and provide the information to the President of the SGA through the Chief Financial Officer.

2. The Student Government Association President will appoint a Budget Committee according to the SGA constitutional rules. The Budget Committee will prepare and submit to the Dean of Students a prioritized list of services and/or changes in services which the SGA feels represent the wishes and most pressing needs of the student body. The list will contain recommendations as to specific funding levels necessary to maintain existing student services funded by the student services fee.

3. The Dean of Students will provide advice to the SGA and will ensure that services recommended are not prohibited by law, regulation or University policy. The Dean will attach recommendations to the SGA proposals and submit to the Provost and Senior Vice Chancellor of Academic Affairs.

4. The Provost and Vice Chancellor of Academic Affairs shall similarly review the recommended budget list, and serve in an advisory capacity to the Chancellor.

5. The Chancellor will approve or disapprove any or all items on the list for budgeting for the next fiscal year.

6. Each year a reserve will be budgeted to allow for variances between projected and actual revenues. No direct expenditure may be made during the year for any budgeted reserve. The amount of the reserve will be jointly determined by the Dean of Students and Chief Financial Officer. Positive balances may be carried over from year to year; deficit balances will be similarly treated.

V. SOURCES

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