Financial Affairs Committee (FAC)

Funding Guidelines for Student Organizations

FAC Mission Statement

The Financial Affairs Committee (FAC) is a *student led committee* whose mission is to support UA students' out-of-classroom development, learning and engagement experiences by providing funding assistance to registered student organizations for their project, event and travel efforts that benefit the UA student body as a whole.

Table of Contents

FAC Guidelines

To ensure fair and equitable allocation of funds, the FAC uses guidelines as well as precedents for the funding of expenditures. Using these guidelines as a reference, committee members deliberate every request. Student organizations submit a Funding Request online, the Financial Affairs Committee meets to discuss the Requests, and then the organization will receive an email once the funding is awarded in mySource. A list of the committee meeting dates, deadlines and forms, including sample line-item budget templates, can be found on the mySource page for the Financial Affairs Committee (FAC). FAC award amounts will be posted to FAC Accounts, in the mySource Finance System, for viewing by student organizations by 5pm on the Friday following the FAC committee meeting and Senate approval. FAC funding must be used as allocated within 60-days; any unspent funding will revert to FAC. Allocation recipients should immediately notify the FAC advisor of any cancellations. **If an organization spends funding allocated from the FAC on a program or event/activity/travel and then does not execute or attend the program or event/activity/travel, the offending organization shall not be eligible for any FAC funding during the next fiscal year. Likewise, if an organization is allocated funding and they fail to use it, they may not be awarded funding the following academic year.** However, if there are unavoidable or extenuating circumstances, the SGA VP of Financial Affairs shall have the ability to waive these restrictions, at his/her discretion.

Advanced planning is key. Funding may only be applied for within the appropriate months relating to organizational needs. ORGANIZATIONS MAY ONLY APPLY ONCE FOR A PARTICULAR PROJECT/EVENT/TRIP; if not fully funded the organization cannot reapply.

Eligibility

All student organizations seeking funding from the Financial Affairs Committee (FAC) must be registered with The SOURCE for at least one month. Online FAC Training must also be completed each academic year. **Only students currently enrolled at the University of Alabama are eligible to utilize FAC funding.** UA faculty/staff expenses are not eligible.

STOP

The President or Treasurer of the organization must complete the online FAC Training prior to requesting funds.

Budget Periods

FAC Funding will be divided into two budget periods, Fall & Spring, to better distribute funding. Each budget period will be allowed $100,000.00 (plus any prior budget period roll backs).

Funding Precedents

Travel: $500 per student not to exceed the maximum eligibility for the fiscal year

Equipment: Single item purchase maximum of $4,999.99

Events: $15 per student maximum, up to $2,000 for cultural food.

Maximum funding to eligible student organizations will be $7,500 per fiscal year.

*These amounts are not a guarantee of allocation for any student organization. The allocations are approved at the committee's discretion and must pass approval by the SGA Senate.

Examples of FAC allowable and prohibited expenses:

Funding Type	Allowable Expenses	Prohibited Expenses
Travel UA Travel Policy	Lodging; registration; airfare; vehicle rental; mileage or gas expense for currently enrolled UA Students. **Home Sharing/Airbnb/VRBO expenses require pre-approval for booking and/or reimbursement.**	Food while traveling; travel for faculty/staff; personal travel not affiliated with a student organization; travel not pre-approved; membership dues; social trips
Equipment	Computers, printers, accessories, books, tools, and other non-expendable items that can be stored in a secure location on UA property.	Items that cannot be stored in a secure location on UA property. **Residence Halls are not considered a secure location for the purpose of storing equipment.**
Events	Venue rentals, miscellaneous rentals, guest speakers/musicians/DJ/band/photographer/videographer (with appropriate paperwork completed), decorations, cultural food (from a UA approved caterer) for a cultural event (in which the food is meant to educate students about a specific culture), supplies that are expendable or not re-usable. PSA, GSA, contracts, Independent Contract forms must be approved no less than 2 weeks prior to the event. **Students cannot be paid for professional services unless they have a valid business.**	Food NOT meant to educate students about a specific culture; any type of fundraising activities; holiday decorations; charitable contributions; gifts of any kind; venue costs associated with any banquet or celebratory event which is NOT open to ALL UA students; alcoholic beverages, bartender and/or corkage fee; venue that is primarily a bar; social registration fees; professional service fees associated with contracts/ agreements NOT submitted for execution by UA officials prior to the event date; events that are purely social in nature.
Other Items	Miscellaneous office supplies (paper, pens, paper clips, Crimson Copies printing, etc.); miscellaneous promotional items with UA logo or name and organizational logo pre-approved by Strategic Communications. The link for the licensing and branding form is https://strategiccommunications.ua.edu/standards/brand-approval	T-shirts; promotional items with logo NOT pre-approved by Strategic Communications

- **This chart is not inclusive of all allowable or prohibited expenses.**
- **UA spending and/or travel policies must be followed for all purchases and reimbursements.**
- **UA contracted vendors must be used to make purchases.**

Determining Factors

Some factors used by the FAC in determining allocations/amounts are:

1. The benefit to the UA student body as a whole

2. The nature of the project or activity

3. The number of students affected by the project or activity

4. Size of the student organization

5. Adherence to University policies and FAC guidelines

6. Precedents based on FAC deliberations

7. The combined dollar amount of pending requests to the FAC made by student organizations

8. Other funding sources. i.e., Co-sponsorship (two or more student organizations collaborating to put on a project or activity); Outside sponsorships; Outside ticket revenue to be received

Expenditure Details

Travel

1. **Only currently enrolled UA students are eligible to utilize FAC funding**

2. EACH student traveling must complete and sign the **University Funded Travel Individual Release and Acknowledgment form**. This form details the date, location, the purpose

of travel, and identifies each student who will be traveling. **If the student is under the age of 19, a parent/guardian signature is required.** <u>Travel Release forms are submitted electronically</u> through the mySource page and DocuSign. To access the document, go to mySource, select the Financial Affairs Committee group; scroll down to the bottom of the page to the document section and download the appropriate form and complete.

There is a *maximum* of one student per bed for pre-paid hotel expenses.

3. **Reimbursement of personal vehicle** use may either be paid at the current federal mileage reimbursement rate, or actual gas cost (**receipts are required**). A conference program and a travel map with details may be required for this reimbursement.

4. If a **UA Fleet vehicle** will be used, the drivers must be at least 21 years of age, have no less than three (3) years driving experience and possess a valid driver's license. A Motor Vehicle Record (MVR) form must be completed online by all possible drivers. Please list the Department Information for the FAC Advisor (Student Life – Business Services) and list FAC Advisor as the "supervisor" for routing approval purposes. This form MUST be approved BEFORE a student is permitted to drive a UA Fleet Vehicle. The form should typically be completed two-weeks prior to the requested travel date. The link for the MVR is: https://riskmanagement.ua.edu/drivermanagement.html. Prior to operating a University vehicle, the driver will be contacted by the Risk Management office for completion of online driver safety/education training. **Additional training will be required to operate a 12-passenger van**.

5. To ensure adequate processing time, travel documentation MUST be submitted to the FAC Advisor no less than 14-days prior to the date of travel.

Events

1. **ALL Events MUST be registered with the SOURCE** well in advance of the event date to allow for approvals.

2. Food MUST BE CULTURAL FOOD associated with an event in which the purpose is to educate students about that specific culture; **Food must be purchased from a restaurant or approved caterer on the UA Participating Caterers list.** A list of approved vendors may be found at: http://riskmanagement.ua.edu/catering/

3. <u>Guest speakers:</u> Payment may Include transportation and lodging for speaker (or speaker fee). **Payment must be processed via the UA Contract Management process.** Independent Contractor approval must be requested, and a Guest Speaker Agreement must be executed at least four weeks prior to the event date

4. <u>**Musicians, Bands, DJs, Photographers, Videographers:**</u> **Payment must be processed via the UA Contract Management process.** Independent Contractor approval, Professional Services Agreement and/or UA Contract approval must be obtained at least two weeks prior to the event date.

If UA student is contracted for these services, the student MUST have a valid business.

5. <u>Venue Rental:</u> Includes: On and Off-Campus venue rental fees. If there is a venue rental agreement, the agreement **must be routed though the UA Contract Management Process** for UA signatures; Approval must be obtained two weeks prior to the event.

6. <u>Equipment Rental:</u> Funding allocated for the rental of equipment is subject to UA Purchasing Policies and UA Risk Management Policies. <u>If a contract is to be executed, it must be signed and approved through the UA Contract Management process</u>.

*Please allow 2-3 weeks for UA contract processing and approval

Equipment

1. Includes items such as computers, tools, books, and other <u>non-expendable</u> items.

2. **Equipment items become the property of UA and MUST be passed down year after year to organization officers.**

   - **Items must be kept in a secure location on UA property.**
   - **Campus Residence Halls are not considered secure locations.**

3. The President and Advisor MUST complete the FAC Equipment Purchase form prior to any equipment being purchased. The form will be initiated by the FAC Advisor after a purchase request has been submitted in mySOURCE. The FAC Equipment Purchase form will be routed to the RSO President and RSO Advisor for additional information and approval.

4. <u>**Items covered under a UA Standing Contract will require that the purchase be made from that contract vendor.**</u>

5. Equipment purchases are subject to UA Purchasing Policies along with UA Risk Management Policies and may be investigated to determine whether the proposed equipment purchase would result in the duplication of funding.

Other Items

1. Expenses are subject to UA Purchasing Policies, and purchases may be limited to current UA contract vendors.

2. **Promotional items must be for ALL participants, must display the UA logo or name; organizational logo must be approved by UA Strategic Communications prior to purchase.** The link for the Licensing Guidelines and Branding Approval form is: https://strategiccommunications.ua.edu/standards/brand-approval

How to Access Allocated Funds

Allocated Funds can be accessed in two ways:

1. A Purchase Request for the FAC Advisor to make a purchase.

2. A Purchase Request for reimbursement of expenses incurred by the Registered Student Organization, a member, or advisor of the Registered Student Organization, or another UA Department.

Funds must be claimed within 60-days of the allocation date. Any unspent funds will be returned to the FAC budget for reallocation. Funds may be utilized either by reimbursement of expenses purchased on behalf of the organization, or by requesting a direct purchase through University procurement procedures. **It is the responsibility of the President/Treasurer to complete the FAC process and contact the FAC Advisor to spend awarded funds well in advance of the deadline.**

For detailed instructions on how to complete a Purchase Request to access allocated funds, please see the Appendix to these guidelines starting on page 12.

Appeals Process

1. Any organization wishing to appeal the FAC decision must submit their concerns in writing to the SGA Vice President of Financial Affairs.

2. The appeal will be reviewed by the SGA VP of Financial Affairs and the SGA Treasurer. The SGA VP of Financial Affairs will respond in writing to the organization explaining the basis for the Financial Affairs Committee's amended decision.

3. If issue is unresolved, the organization will be asked to provide further explanation/details for consideration and review by the FAC Appeals Council.

4. The decision made after this deliberation will be presented to the SGA Senate for approval. THIS DECISION WILL BE FINAL.

Appendix

How To Complete an FAC Funding Request

The President or Treasurer of the organization must complete the online Funding Request. **Funding Requests are due by midnight on the submission deadline.**   The FAC Funding Request is completed through an electronic process. Go to the website **www.mySource.ua.edu** and sign-in. Complete the instructions as follows:

1. Select the organization for which funds are being requested

2.   Click Manage Organization

3.   Click Menu button

4.   Select the Finance option

5.   Select the dropdown menu for Create Request and select Funding Request

6.   Enter the subject (organization name)

7.   Enter the amount (total amount of funding request)

8.   Provide a detailed description for the request (answer **Who, What, Where, When & Why**)

9.   Complete the questions under additional information only as it applies to the request.

10. Complete the checkbox to electronically sign the funding request

11. Upload your budget and any other relevant document(s) for this request

12. Click the "Submit Request" button

13. Notify the organization President and Advisor of the need to access the Funding Request to provide approval by changing the "stage" to the next level of approval. <u>Both the President and the Advisor Approvals must be completed by midnight no later than the Sunday prior to the FAC meeting.</u>

14. If the organization President is the one to submit the funding request, they will need to change the stage to "Approved by President"

15. Notify the Advisor of the need to change the stage to "Approved by Advisor"

If the required approvals are <u>not</u> received prior to the deadline, **<u>funds will be withheld until approvals are received</u>**.

How to Complete the Purchase Request

The President/Treasurer should complete the online **Purchase Request and attach the new FAC Purchase Addendum Form for both Purchases & Reimbursements**. To access the Purchase Request, go to **www.mySource.ua.edu**. Then follow the same instructions as the Funding Request, except select **Create Purchase Request**. Answer the questions as they apply to your request and **upload the FAC Purchase Addendum**. If requesting a Purchase via the FAC Advisor, click Submit Request. For Reimbursements see additional instructions on the next page.

If the payee is an individual, please provide their email address so that they may be sent an invitation to complete the New Vendor Registration in PaymentWorks.

How to Complete the FAC Purchase Addendum

The FAC Purchase Addendum may be found on the Financial Affairs Committee Home page in mySource under the Documents section. You must be signed-in to mySource to view documents.

For FAC Advisor (UA Procurement) Purchases & Reimbursement of Expenses Incurred

1. Select the Student Organization from the drop-down

2. Complete the contact's name, email, and phone number

3. Select your position within the organization from the drop-down

4. Select the Type of Request
   *If your request is for a reimbursement, you will also need to complete the payee's name, mailing address, email, and phone number.

5. Complete with all relevant information the FAC Advisor will need to make the purchase(s) or complete the reimbursement.

Once completed please upload the Purchase Addendum to the Purchase Request.

Reimbursements

Reimbursements must be submitted in mySource using the FAC Purchase Request. ONLY COMPLETE PACKETS WILL BE ACCEPTED FOR REIMBURSEMENT. A complete packet will include all Invoices, Receipts & Proof of Payment for purchases incurred by the Student Organization, UA Department, or individual**. All information must be legible. Blurry or missing information could delay the reimbursement.**

1. **<u>Receipts/Invoices</u>** should be scanned as one document with the Proof of Payment and uploaded to the Purchase Request before submission.   A pdf is an acceptable format for this packet.

2. **<u>Proof of Payment</u>** – Copies of Bank or Credit Card Statements. These copies/scans MUST include the name of the account holder and transactions for reimbursement highlighted/noted. All other information can be redacted.

3. **<u>Proof of Delivery</u> – Items not shipped to the FAC Advisor's office will require proof of delivery for the reimbursement to be processed.** A copy/scan of delivery confirmation or packing slip with the delivery address should be included with the reimbursement packet.

4. A completed **<u>Direct Deposit Authorization</u>** form should be submitted if the payee is the organization. If the payee is an individual, that individual must complete the New Vendor Registration process; please provide the payee name and email address in the Purchase Request so that an invitation may be sent to the individual through PaymentWorks.

5. When all documents are collected/completed, please upload them to the appropriate section of the Purchase Request (i.e., Reimbursement Packet, FAC Purchase Addendum or Direct Deposit).

The reimbursement process generally takes 7-10 business days after the FAC Advisor submits the documentation to the Accounts Payable Department. All payments are subject to UA Spending Policies; those policies may be found at http://accountspayable.ua.edu/spending-policy