

Virginia Tech

Student Budget Board

University Chartered Student
Organizations (UCSO)

Funding Procedures

Approved by the Commission on Student
Affairs

4/26/2018

MISSION

The Student Budget Board (SBB) is a standing committee of the Commission of Student Affairs (CSA). The board manages the allocation process of a portion of the student activities fee to Registered Student Organizations (RSO) and University Chartered Student Organizations (UCSO) and University Student Life Programs (USLP). SBB is a policy board that strives to fund organizations in a fair and equitable manner.

Funds allocated through SBB are meant to enrich the experiences and exposure of the student body (both undergraduate and graduate) during their time at Virginia Tech.

SUPPORTING STATEMENTS

The views and opinions expressed by organizations that are funded through Student Budget Board do not reflect any official policy, stance, or position of the Board and are solely the opinions, viewpoints, or reflections of that specific organization.

There are over 800+ student organizations at Virginia Tech. It is impossible to create policy and procedure that will adhere to each funding request that is considered. While SBB strictly follows the policies and procedures outlined below, occasionally there are exceptional situations. Should one of these exist, the Board reserves the right to make exceptions as it deems fit. Exceptions will not be given regularly or lightly. If one is extended, it will be consistently applied to all subsequent situations that arise that are similar in nature.

COMMISSION ON STUDENT AFFAIRS & STUDENT BUDGET BOARD PURPOSE

The Commission on Student Affairs is one of the standing committees of the University Council and serves as an integral part of Virginia Tech's university governance structure. Each Commission reports to the University Council.

The specific charge to the Commission on Student Affairs and additional information regarding the Commission on Student Affairs can be found at the following website:

http://www.governance.vt.edu/uc_constitution_and_by-laws.html

The creation of the Student Budget Board (SBB) was initiated, by the Commission on Student Affairs (CSA), in order to have a mechanism for reviewing and making allocation decisions in support of student organization programming. The funding comes from a portion of the student activity fees, paid by each Graduate and Undergraduate student. The Policies and Procedures were approved by the CSA and any additional policy changes must also be approved by the CSA.

The Student Budget Board is charged with the responsibility of recommending to the Commission on Student Affairs, with their appropriation strategy, the amount of funds to be distributed to the student organizations for each fiscal year. Procedures for distribution shall be the responsibility of the Student Organization Accounting Office.

MEETINGS

Frequency of Meetings

- The Board meets once per week during the Fall and Spring academic semesters.
- Extra meetings may be held if needed, and can be called by the Chair.
- The SBB typically meets beginning the third week of the Fall semester and second week of the Spring semester.
- The last meeting of each semester is the week prior to the last day of classes.

Quorum

- Quorum is needed for each SBB meeting in order to vote on requests.
- Quorum is any amount of members above 50 percent of voting members.

Urgent Summer Decisions

- The Board will appoint three members from the previous year to a summer committee, along with the Chair for the following year, in order to make decisions on questions presented by organizations over the summer, on previously allocated money.
- All four of these members are “on call” for the entire summer.
- The three members are the primary voters.

FUNDING PROCEDURES FOR UCSO FUNDING

Expectations for Organizations

SBB has expectations for student organizations that apply for funds. These expectations are outlined below.

- Reasonable and justified funding requests
- Programs, events, and travel that align with the organization's mission
- Fiscal integrity and prudent use of funds
- Diverse programming that engages and educates the community
- Abide by all SBB deadlines

If organization and requests do not meet these expectations, they may be denied funding by the Board.

Requirements for Application

- In order to apply for funding from Student Budget Board your organization must meet the following criteria:
 - Be registered with Student Engagement and Campus Life (SECL)
 - For returning organizations, you must be fully re-registered with SECL by 5 pm on the Friday of the 4th week of the semester.
 - For new organizations, you must be fully registered following SECL procedures.
 - Attend a Funding Workshop
 - Each individual who is submitting a funding request must have taken the Funding Workshop in the outlined format.
 - The format, details, and list of workshops will be available on the SECL website.
- If both of these are not completed, your organization will be ineligible to apply for funding for the entire academic year.
- If your organization falls out of good standing with the university, your funds will be revoked and/or you will not be eligible for reimbursement.
 - Good standing is defined as meeting registration and on-going student organization requirements through SECL.
- SBB will provide the forms for organizations to apply for funding.
- Forms must be filled out correctly and submitted by the deadlines outlined below for a request to be considered.

Annual Funding

- Annual Funding is a program of funding that allows UCSO's to submit a budget, in the Spring semester, for programs that will occur during the following academic year.
- Organizations must submit budget requests in the prescribed format by the designated deadline.
- Requests submitted after the deadline will not be considered for annual funding for the following fiscal year.
- Due to limited financial resources, organization-funding requests may not be funded in full and some costs and/or projects may be directed to submit contingency funding requests, if contingency funding becomes available.
- Prior to Annual Funding being finalized SBB must get its appropriation strategy approved by a majority vote of CSA.

UCSO Funding Procedures

- In April, SBB will give an informative presentation on its Annual Funding allocations once finalized.
- Funding decisions are e-mailed to the UCSO in April.
- These funds are available after July 1.

Contingency Funding

- Contingency funding is available to UCSO's, during the academic year for which they received annual funding.
- The contingency funding program is designed to address unforeseen needs relating to existing or new programs arising in the course of the fiscal year.
- Organizations must submit their contingency requests at least 30 calendar days prior to the scheduled event or before the requested items need to be paid, whichever is first.

Approved Funds & Payment

- Organizations cannot be reimbursed for *any* payments made prior to the Board's approval of funding.
- Organizations receiving funds are expected to expend those funds in accordance with approved Annual Funding allocations.
- UCSO are required to submit the payment documentation, direct pay vendor/contract, or reimbursement receipts and payment verification to the Student Organization Accounting Office no later than 45 days following the event or payment date, whichever come.
- Failure to meet this deadline will result in the organization forfeiting the funding and it will revert back to the SBB.
- Contract/Honoraria Agreements
 - Organizations entering into contracts/honoraria agreements must consider tax implications. If the payee does not have a US Taxpayer ID or Federal ID number, tax must be withheld and can take up to **90 days** to process.
 - If tax is required to be withheld that actual payment amount will be less than the stated contract fee.
 - Organizations should consult with the Student Organization Accounting Office, Squires 225, prior to entering into any verbal or written agreement with anyone/organization that does not have the appropriate Tax ID number.

Reallocations and Spending of Funds

- Disbursements of funds must follow policy, Annual Funding allocation strategies, and specific notes written on each request.
 - If the expenditure does not align with policy, it will not be funded.
 - If there is a question on an expenditure, the organization should contact the SBB Chair prior to spending the funds.
- It is expected that organizations meet their mission and fulfill the projects they applied for.
- Organizations are allowed to spend their funds within any approved category for an approved project.
- Organizations are allowed to move their money across approved projects into previously approved categories.
- If any organization needs funding in a new category or for a new project, SBB approval must be granted before spending funds.

UCSO Funding Procedures

Collaborative Events

- SBB encourages collaboration between organizations for events. Collaborations are crucial to help with the success of events and allows for programs to reach a broader audience.
- Collaborations between two or more organizations must
 - a) meet the mission of both organizations and
 - b) be an active collaboration*.

*SBB defines active collaboration as involvement from members of all involved organizations in the creation, planning, and execution of the program and may include financial contribution from both parties.
- If you are collaborating on an event, each organization must apply for their own funding for the event.
- UCSOs are prohibited from giving their SBB funds to other organizations directly.

PAYMENT AND REIMBURSEMENTS

- There are several documents needed to be completed and submitted, to the Student Organization Accounting Office, before a check request can be forwarded to the Controller's Office.
- All Board approved funds are dispersed through Direct Pay/Invoice or reimbursement only.
- Submitting an invoice and/or contract for a direct payment is the preferred method of utilizing the funding.
- If the invoice or charge, is more than what was approved through SBB, the organization is responsible for paying the remainder.

Deadline for Payment

- Organizations are required to submit the payment documentation, direct pay vendor invoice, contract, or reimbursement receipts and payment verification to the Student Organization Accounting Office no later than 45 days after the date of event.
- If the payment documentation is not turned in within 45 days, the organization forfeits the right to be reimbursed and those funds will revert back to the SBB.

Date Non-Specific Funding

- If the approved funding is not for a specific event date, (i.e. equipment), the organization has 45 days after sent award notification is sent to make the purchase and turn in all paperwork for reimbursement or payment.
- Failure to meet this deadline will result in the organization forfeiting access to the funding and the funds will revert back to the SBB.

Payment for Contracts/Honoraria

- Before an organization enters into a contract, it is strongly encouraged that the organization meets with Student Legal Services (Squires 143).
- Organizations entering into contracts/honoraria agreements must consider tax implications.
- If the payee does not have a US Taxpayer ID or Federal ID number, tax must be withheld and can take up to 90 business days to process.
- If tax is required to be withheld, actual payment amount will be less than the stated contract fee.
- Organizations should consult with the Student Organization Accounting Office, 225 Squires, prior to entering into any verbal or written agreement with a contract entity or individual that does not have the appropriate ID number.
- Failure to submit the appropriate forms and/or to have these forms completed will delay the ability to have a check cut. If a payee has a US Taxpayer ID or Federal ID number, the W-9 form will need to be submitted and signed by the person the check is being made out to (or an agency representative, if applicable). This process can take 30 days to complete, once all material is submitted to the Controller's Office.

Reimbursement for Personal Purchases

- The organization should submit the original detailed receipt along with any appropriate backup documentation and the Student Payment Processing Form, available online and in Squires 225.
 - If paying with cash, check, or credit/debit card, the original detailed receipt is all that is needed.

UCSO Funding Procedures

Payment for University Services

- Invoices from University Services or Departments can be submitted to the Student Organization Accounting Office and will be paid directly through SBB funds after it is approved.

APPEALS

- All appeals must be submitted by the organization in writing and filed in accordance with the following appeal criteria. Appeals shall be presented to an appellate committee, see specific location below. The statements must outline the specific funding decision being appealed and the reason for the appeal.
- Appeals may only be based on the following criteria:
 1. Established policies and procedures were not followed.
 2. The decision was not made within parameters with previous decisions of the board, in the same academic year.
- The fact that the Board did not fund an item at the requested level does not constitute grounds for appeal.

UCSO Appeals

- UCSO's may appeal Student Budget Board allocation decisions to the Commission on Student Affairs (CSA).
- All appeals of allocation decisions must be submitted in writing (via email) to the chair of the Commission on Student Affairs. Appeals must be submitted no later than 5pm on the date two (2) weeks from the date on the award letter.
- The email must have the name of the organization and indicate that it is an appeal in the subject line. The appeal will be delivered to the appeal subcommittee chair to begin the appeal process as outlined below.

CSA Appeals Process

- A standing subcommittee (that does not include any individual who served on the SBB, an individual who is a member of the organization appealing a decision, and is comprised of individuals external to SECL) will review the organization's written appeal to determine if it meets the criteria outlined above.
- If the appeals criteria are met, a full Commission hearing of the CSA will take place.
- Members of the appealing organization and the SBB will be invited to the appeal hearing.
- If the Appeals Subcommittee determines that the appeals criteria have not been met, then the appeal will be rejected.
- After the appeal, the decision will be sent via e-mail to the organization contacts by the Chair of the CSA.

CHANGING PROCEDURES

- In order to amend any items disclosed in this procedure document, approval for changes must be made through a majority vote of SBB after two readings.
 - If there is a tie, the Chair will make the final decision.