

2016-2017 Student Finance Board/ Student Organization Manual

1 This manual details the policies and procedures guiding use of The College of
New Jersey (TCNJ) Student Activity Fee (SAF). This manual provides student
organizations with the rules and procedures the Student Finance Board (SFB)
utilize to manage distribution of the SAF. However, it is impossible for this
5 manual to encapsulate all situations or questions that may arise concerning use
of SAF funds. Therefore, you are encouraged to direct your questions towards
any member of the SFB Executive Board for clarification. The SFB may be
reached at ext. 3187 or ext. 2177, or by email at sfboard@tcnj.edu. The SFB
office is located on the second floor of the Brower Student Center, room 231.

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Section 1

INTRODUCTION TO **S**TUDENT **F**INANCE **B**OARD

1.1 **M**ISSION **S**TATEMENT

15 The Student Finance Board (hereafter referred to as SFB) is dedicated to
stewarding and allocating the Student Activity Fee (SAF), in a fiscally responsible
manner, in order to assist student organizations with providing programming and
service opportunities that will engage, inform, and unite the TCNJ student
community. TCNJ values and supports programs which promote cultural,
20 educational, entertainment, inclusive, and recreational opportunities for its
students. The primary goal of SFB is to represent the student voice and
distribute the SAF in such a way as to benefit the greatest and most diverse
number of TCNJ students possible throughout the fiscal year.

25 1.2 **P**URPOSE

The purpose of SFB is to assess, allocate and distribute the Student Activity Fee
(SAF) in a financially responsible manner for the purpose of engaging TCNJ
students in constructive programming and services that promote the values of
education, entertainment, service, diversity and recreation. To achieve this
30 purpose they are required to establish criteria under which organizations request

and receive SAF funding allocations, to inform organizations of their responsibilities in relation to the use of allocated funds, and to distribute the funds in accordance with the United States' Generally Accepted Accounting Procedures (GAAP).

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Student organizations develop and implement programs; SFB determines funding but does not approve programs. SFB allocates the SAF by accepting and evaluating requests for funds, assessing whether the requests are fiscally responsible, and determining the amount of money, if any, to be granted.

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SFB develops, implements and enforces procedures and policies relating to the allocation and disbursement of the SAF.

1.3 AUTHORITY

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The authority governing assessment and allocation of the SAF originates with the Board of Trustees. The Board of Trustees also maintains responsibility for approving all expenditures for a single item, service, or performance in excess of \$32,100 and approval of increases to the SAF requested by the SFB on behalf of the student body.

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The Board of Trustees has delegated responsibility for SAF funds to the President of the College, who in turn has delegated them to the Vice President of Student Affairs.

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Though the Vice President of Student Affairs retains responsibility for the funds, s/he entrusts the SFB with the administration of the funds as well as the development, implementation, and enforcement of policies and procedures relating to SAF funds under advisement of an appointed college advisor. The practices, policies, and actions of the SFB are held accountable by the College through an annual review and approval of all policies and procedures by the Vice President of Student Affairs. As the SAF is designed to serve undergraduate students, SFB is held equally accountable to the student body.

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1.4 ROLE

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The SFB evaluates all allocation requests for money from SAF funds and makes decisions based upon the justification, and financial responsibility of such requests. The SFB may approve, table - pending additional information or clarification, amend, or deny requests. In making decisions regarding allocation requests the SFB is guided by the policies and procedures set forth in this manual. It is the goal of the SFB to make consistent judgments in allocating the SAF. The SFB adheres to TCNJ's Core Beliefs and to the *beliefs* that they serve

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the undergraduate student population and represent their voice, programming should reflect student interests, and funds should benefit current TCNJ undergraduate students.

75 The SFB prepares an annual master budget based on organizational requests, previously documented expenditures, current balances and anticipated income. The master budget contains budget lines that demonstrate how expenditures will be made. The master budget will be presented for procedural endorsement to Student Government (hereafter referred to as SG). Following SG review, the
80 budget is presented to the Vice President of Student Affairs for approval.

The SFB is entrusted with proper administration of funds including the maintenance of accurate records of transactions. Accounting practices and internal controls of the SFB are developed under the U.S. Generally Accepted
85 Accounting Principles (hereafter referred to as GAAP) and reviewed annually. It is the responsibility of both the SFB Financial Director and Assistant Financial Director to comply with all established practices and controls. An annual review is to be completed by an independent accounting firm hired and paid by the SFB to audit all accounts managed by the SFB. The resulting audit report is submitted
90 to the SFB Executive Director, the SFB Financial Director, the Vice President of Student Affairs, Finance & Business Services, and the SFB Advisor. US GAAP accounting practices and internal controls apply to any organization which keeps an account with the SFB or utilizes any of the SFB's accounting services, regardless of whether or not that organization is considered SAF funded.

95 Each SFB member, excluding the Financial Director and the Assistant Financial Director, shall serve as a liaison to one or more SAF funded organizations. The Executive Director, in consultation with the Executive Board, shall assign organization(s) to each member. The liaison serves as an advocate for the
100 organization within the SFB. Open communication should be maintained between the liaison and organization leadership. The SFB strongly encourages organizations to keep in contact with their liaison throughout the school year to ensure that all SFB policies and procedures are followed. Should a problem or concern arise regarding a liaison the organization should notify a member of the
105 SFB Executive Board

1.5 SFB Meetings

The SFB General Body meets weekly during academic class periods. They do not meet during the Summer, academic year breaks or the final examination
110 period. Meetings are open to the public; however, organizations presenting at a

meeting will not be permitted to be in the room while their proposal is being discussed and voted upon.

1.6 FUNDING PRINCIPLES

115 In order to receive SAF through the SFB, a student organization must be registered and in good standing with either Student Government (SG) or the Inter Greek Council (IGC). Also, the organization's membership and programs must be open to College of New Jersey undergraduate students. SFB is guided by the following principles in its operations and decisions:

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- The SFB allocates funds for one academic year. Funds unused at the conclusion of the academic year will be put into Reserves (May 31st).
- The SFB's role is to subsidize an organization's expenditures. The SFB does not guarantee the totality of funding for a student organization. Student organizations are encouraged to seek outside sources of income (e.g., dues, sponsorship).
- 125 • The SFB will practice strict viewpoint neutrality as defined in this document.
- SFB funding shall be based on the fiscal merits of programs designed for and open to the undergraduate community.
- SFB funding is only given to programs/funding requests that relate to the guiding principles of the student organization(s) requesting the funds (programs/funding requests should coincide with the mission of the organization).
- 130 • SFB funding will be based on the demonstrated necessity of expenditures for the successful completion of a program. Organizations are encouraged to provide documentation of needs when possible.
- 135 • Each spring the SFB submits a complete budget proposal (including base budgets, capital equipment, and special applications) to SG for review and then to the Vice President of Student Affairs for approval.
- SAF funds may be used only as allocated. The SFB will not reimburse an organization for funds spent without prior approval or in violation of the intended allocation.
- 140 • Publicity should be done for every program for which an organization receives funding. All publicity must include "SAF FUNDED" on the advertisement (in no smaller than 12 point print). Programs receiving SAF funding cannot be advertised prior to approval. Any program publicized prior to approval that cannot occur without funding will not be funded.
- 145 • In order to fulfill its obligations, the SFB depends on the treasurers, presidents and advisors of all funded organizations to:
 - read, understand, and abide by the policies and procedures set forth in this manual
 - submit reports and paperwork as required in a timely fashion
- 150 • acquire knowledge of and assume responsibility for the proper use of budgeted funds

1.6 VIEWPOINT NEUTRALITY

155 SFB decisions will be viewpoint neutral - defined as decisions not based on
religious, political, or personal views. Furthermore, all viewpoints, including those
that are controversial, will have an equal chance of receiving funding. However,
viewpoint neutrality does not equate to all groups be funded equally or that
oppositional views have to be funded for each event. The same criteria used for
160 other events, such as student interest and involvement, will be used to determine
funding amounts for potentially controversial programs.

1.7 SFB COMPOSITION

The SFB consists of a total of 18 voting members and 1 non-voting member.

165 1.7.a Voting Members:

Assistant Financial Director
Administrative Director
At-large Representatives (2)
Executive Assistant

170 Financial Director

Freshman Class Representative (2)
Junior Class Representative (2)
Operations Director
Program Director

175 Senior Class Representative (2)

Sophomore Class Representative (2)
Student Government Representative (2)

1.7.b Non-Voting Members:

180 Executive Director (vote tie-breaker)

1.8 ORGANIZATIONAL GUIDELINES

To receive funding Student organizations must be recognized by the either the
SG or the IGC and register with Student Activities annually. Organizations must
185 maintain up-to-date records with Student Activities and SFB by completing an
“Organization Response Form” every time they change advisors or Treasurers.
Organizations who fail to submit the form by the date specified for that year will
have their budget frozen

190 Before your organization is permitted to access any of the money in its SFB-
managed account, the following must be done:

- Treasurer and President must attend the Treasurer's Clinic at Passport to Programming, or notify the Executive Director as to the reason for your inability to attend and schedule a make-up training session. If an organization is not able to attend the Treasurer's Clinic, they must request in writing. The organization's budget will be frozen until a makeup session is attended.
- Hand in completed Treasurer's Response Form/Signature Form

Organizations funded by the SFB have NJ Sales Tax Exempt Status. Letters may be obtained from the SFB office as proof of exempt status to a vendor. The SFB will not reimburse individuals who pay NJ Sales Tax. SFB will reimburse tax for purchases made outside the state of NJ. Though SFB will not pay NJ Sales Tax, organizations may pay NJ sales tax out of fundraising monies, if indicated. It is against the NJ State Law to use an institutional tax exemption for a personal purchase.

Organizations are encouraged to place their fundraising accounts with the SFB. SFB will administer their funds as they request, and accounts will carry over year-to-year with continuity from one year to the next. Organizations placing their fundraising account with SFB fall under TCNJ Tax identification number, simplifying turnover of funds from year to year, and are audited through the SF audit for organizational transparency. Organizations choosing to bank off-campus (not through SFB) may not use TCNJ's Tax identification number in the establishment of their account and should arrange to have their accounts audited regularly at their own expense.

Section 2

FUNDING TYPES

Student organizations may seek one or more type of funding from the list below during an academic year.

Organizations seeking program/event funding are required to present requests for SFB consideration at least two meetings before the event is scheduled to occur using the Special Application Request process described in this document. The SFB Executive Board may grant exceptions to this policy. SFB begins hearing Appropriations requests for the fall semester during the last two meetings of the current fiscal year (coincides with academic year).

2.1 BASE BUDGET ALLOCATION

Base budgets are intended to provide funding to organizations with an established annual operating need. Items that can be included in the base budget include operational expenses, publicity, pre-October 15th events, programs (program series), and coaches/instructors. (Organizations must seek approval from the SFB Executive Director for all date changes to pre-October 15th events). All other programs/services by organizations should be requested through the Special Application Request funding. Previously recognized SAF funded organizations failing to submit a base budget, without discussing it with their liaison, will lose SFB funding recognition for the following academic year unless approved by the Executive Board due to extenuating circumstances.

2.1.a Request Process. The base budget request process runs from throughout the spring semester. Organizations will be notified regarding base budget decisions for the following academic year prior to the end of school that semester.

- Step One: Organizations wishing to request a base budget meet with their SFB Liaison to review the requirements, the budgeting process and discuss budget objectives. Organizations should review all pertinent information and provide justifications to the liaison.
- Step Two: Liaisons present base budget requests to the SFB at their Budget Retreat. The liaison will be responsible for advocating for their organizations and explaining all aspects of the request to the SFB.
- Step Three: SFB compiles a master budget based upon decisions made at the Budget Retreat, including organizational base budgets.
- Step Four: Upon approval of the budget by the Vice President of Student Affairs, liaisons meet with organizations to review their finalized/approved budgets.

2.1.b After the Requested Event/Activity
Fifteen business days after a program that was included in the base budget occurs SFB will retrieve (or wash back) unspent funds related to the program and make them available to other student organizations through the Special Application process. Organizations that believe they have extenuating circumstances regarding why payments or reimbursements cannot be administered within fifteen business days following the event date may request an extension of the wash back period by contacting the SFB Operations Director in writing *prior to* the fifteenth business day. Should the SFB Operations Director deny the request to extend the wash back period, the decision must be ratified by a majority vote of the SFB Executive Board.

Organizations with programs funded through the base budget that do not occur

by the intended date but which the organization still like intends to sponsor, must formally request a date change by informing the SFB Executive Director. Requests should be submitted in writing prior to the SFB end of the wash back
275 period and should include the new date. Should the SFB Executive Director deny the change of date, the disapproval must be ratified by a majority vote of the SFB Executive Board.

2.2 CAPITAL EQUIPMENT ALLOCATION

280 Student organizations requiring equipment to achieve their mission may request funding for that equipment. When possible, equipment will be shared between organizations. Equipment purchased with SAF funds remains the property of the SFB, regardless of whether or not the use of the equipment is allocated toward a specific organization or for use by multiple organizations. If an organization
285 receives and spends a Capital Equipment allocation, the equipment must have multi-year use and be tracked through SFB's organization's equipment inventory. When submitting a Capital Equipment request, groups must include a plan for how/where the equipment will be stored.

290 Equipment purchases of under \$100.00 per item or that will not be able to be used over multiple years should be submitted for funding through base budgeting, or special application funding processes. If the purchase price of a single piece of equipment (not including uniforms or costumes) exceeds \$100.00, an organization should submit a Capital Equipment Request Form.
295 Capital Equipment Requests will be considered weekly by the SFB Executive Board.

2.2.a Computer Policy:

300 SFB will allocate no more than the cost of a standard desktop (not Apple) as recommended by TCNJ IT. It is expected that organizations will purchase an IT recommended computer; however, if an organization chooses to purchase a different computer by any other means, it will not receive any amount exceeding the cost of the IT recommended computer, and the organization will be responsible for the care, installation/set up, or additional purchases necessary
305 (e.g. Microsoft Office) to utilize the equipment. SFB will consider replacement requests for Capital Equipment purchased computers every 4 years. Exceptions to this policy may be granted by the SFB Executive Director or by a majority vote of the SFB Executive Board. The SFB will not fund requests for printers unless the SFB Executive Board deems that printer to be essential for an organization
310 to fulfill its purpose; however a common printer is available for student organization use in the Brower Student Center organizational space (contact the

Administrative Director for access to printer).

2.2.b *Capital Equipment Allocation Request Process*

315 If an organization receives approval through the Capital Equipment process, to
proceed with purchasing they must complete a voucher and submit it to the SFB
for reimbursement.

2.3 **FUNDRAISING LINE**

320 Organizations may place funds generated through fundraisers with SFB for
administration. These funds are the property of the organization and will be
managed as separate lines. Any remaining funds at the end of the fiscal year will
be carried over to the next fiscal year. Should an organization go inactive for a
period of three years, any remaining funds will be washed backed into the
325 Special Application Request funds. Fundraising lines administered through SFB
are included in the SFB's annual external audit.

2.4 **SPECIAL APPLICATION REQUESTS**

Multicultural Programming Allocation

330 A minimum of 5% of the annual SAF budget each year will be dedicated to
Multicultural Programming. Any student organization may request monies from
the Multicultural Programming Line provided the program is designed to expose
students to or educate them about religion, culture, disability awareness,
ethnicity, gender, race, or sexual orientation/gender identity. Groups wishing to
335 apply through the Special Application Request Process described below.

Should the SFB Executive Board determine that a multi-cultural programming
request does not meet the criterion of a multicultural program/event; the request
will be considered as a Program/Event Request.

340 Should funding for multicultural programs exhaust the 5% set aside for this
programming, additional requests will be considered with Program/Event
Allocation funding.

345 2.4.a *Program/Event Allocation*

Funding for all other programs is granted on a program/event basis (or if prior to
October 15th, through the base budget process). Samples of publicity being
requested for a Program/Event funding should be included with the funding
proposal.

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2.4.b *Process (For Multicultural Programming, and Program/Event)*

The funding request process requires advanced organizational planning – a minimum of four weeks is suggested.

- 355 • 2.4.b.i Step One: Determine the program request parameters; including the type of event, quotes/bids including the cost of needed items, participation projections, and rationale. Complete and submit the appropriate Special Application Request Form to SFB liaison. All expenses must be accompanied by 3 competing bids. (Expenses that have only one possible source, such as a specific speaker, do not require three bids. Products that do not range
360 significantly in price or quality, such as plastic utensils, napkins also do not require bids.) All requests expecting action that week are due no later than the date/time indicated on the SFB website. Requests received after this date/time, will be considered the following week.
- 365 • 2.4.b.ii Step Two: The SFB liaison reviews the application to ensure that it is complete and follows the SFB procedures. The SFB liaison is responsible for assessing the completeness of a specific request. An organization's liaison's signature is REQUIRED on all Special Application Requests. This ensures all major issues pertaining to the request are resolved, giving the request the opportunity for full consideration by the SFB.
- 370 • 2.4.b.iii Step Three: The SFB Executive Board reviews the request and assigns a time slot for the organization to present their request during an upcoming SFB General Body meeting. When possible, groups will be assigned to present at the next meeting on the calendar, however, should there be too many requests in a given week requests may be held over to the next meeting.
375 Presentation times will be assigned in order of the receipt of the requests - not in order of the program dates. For this reason it is important that groups plan ahead and submit requests with a minimum of one extra week to secure funding.
- 380 • 2.4.b.iv Step Four: The organization presents to the SFB General Body at the their assigned time. Meetings are open to the public and are held Wednesday afternoons beginning at 12:30 pm, during the academic year (meetings are not held during the summer, final exam periods or academic year breaks). It is preferred that the Treasurer of the organization and no more than 2 additional members attend the presentation. Although the advisor of the organization may also attend the presentation, the student members of the organization make the
385 request to the SFB and answer all questions pertaining to the request. Presentations should be limited to 5 minutes per request. If a group believes their request will require additional presentation time, they can request a double presentation period (this should be done during the submission stage through their SFB Liaison). The SFB General Body will vote on the funding proposal at the conclusion of the presentation with the presenters out of the room.
- 390 • 2.4.v Step Five: The SFB Executive Director verbally informs the presenter of the decision, later verifying the decision in writing via email.
- 2.5.vi Step Six: The organization submits vouchers for payment/reimbursement

395 within one week of the event date. The funding allotted is for the specific purpose
approved during the presentation. Funds cannot be used for other events. Any
remaining approved funds will be assumed back into the Program/Event funds
as described in the “Wash back” process explained in this document fifteen
business days after the event.

400 **2.5 EXTRA EXPENSES**

On occasion, after securing funding, an organization may determine their
estimates were not sufficient and additional funds are needed. Regardless of
whether the program is within the two weeks, as the program/event was
previously approved for funding, the organization can submit a secondary
405 proposal for funding consideration using the program/event allocation process.
Additional funding should not be committed or spent until approved by SFB.

Section 3

USE OF FUNDS

410 After base budgeting, no more than 65% of the funds in any funding type will be
distributed by SFB during the first semester. This ensures ample funds will be
available for the spring semester. Organizations may request funds for spring
semester programs in the fall semester.

415 When an organization is approved for funding the funds will be accessed through
the voucher process. There are four categories of funding administered through
the voucher process – cash advances, direct payments, reimbursements and
transfers.

420 **3.1 BUDGET REVISIONS**

At times organizations may seek a “Budget Revision.” A budget revision is a
request to transfer funds from one budget line to another budget line within their
own organization budget. Organizations wishing to revise their budget must
contact the Executive Director with the request. In the event an organization
wishes to transfer monies within its SAF Funded budget a Budget Revision Form
425 must be completed and submitted to the Executive Director for approval. The
purpose of the transfer must comply with all SFB policies and procedures
relating to the use of SAF money. Organizations should not assume SAF funded
revisions will be approved and must wait for confirmation of approval before
430 spending any funds. Once an SAF funded budget revision has been approved or
an organizational fundraising account request has been made, the money will be

transferred and the organization will receive a confirmation of the transfer.
Decisions of the Executive Director may be appealed to the Board.

3.2 SAF VOUCHERS

435 All expenditure transactions begin with a voucher. For a voucher to be processed
all instructions must be strictly adhered to. In the event that a voucher is
submitted with improper or incomplete information, the SFB Operations Director
will notify the organizational treasurer. The voucher will be held until such time as
440 the organization treasurer remedies the problem(s) associated with the voucher,
processing can begin. An accurately completed voucher must adhere to the
following:

- 445 • One voucher must be completed for each check requested. One voucher may be
used for multiple receipts provided the payee is the same for all receipts (only
one check is required).
- Fill in the required information on the voucher as follows:
 - 450 • Check the small box labeled “SAF Voucher.”
 - Fill in the name of your organization and the date.
 - The Payee is the name of the vendor or individual to whom the check is to be
issued. No check will be made out to cash.
 - List the amount, making sure to put the decimal in the proper place.
 - Clarify why the check is being written in the “Explanation” section. If the check is
455 for an event, please specify the date and purpose of the event. If the check is for
a reimbursement, please check the type of Voucher - “Reimbursement,” “Cash
Advance” or “Transfer” and provide an explanation of the expenses.
 - Fill in the Budget Line(s) from which the expense is to be deducted. If you are
taking the funds out of more than one budget line, please specify the amount
460 that should come from each line. The line item must relate to the type of expense
and there must be sufficient funds in the line to cover the expense.
 - Obtain the signatures of both the Treasurer and the Advisor of the organization.
If the payee on the check is the Treasurer, the President must sign in place of
the Treasurer. If the payee is the advisor, the advisor must still sign the voucher,
however the advisor’s supervisor will also be required on the voucher.
 - 465 • If the check is being made out to an individual for services rendered, please
include the individual’s Social Security Number on the line provided and a W-9
must be on file or attached.
 - If the check is being made out to a company or business, you must provide the
businesses Federal Tax ID number in the space provided and a W-9 must be on
470 file or attached.
 - If a check is being cut for a direct payment in the amount of \$4,515.00 or more,
the business or agency to which the check is being cut must also be registered
as a business with the State of New Jersey and provide a copy of the Business
Registration Certificate with the voucher. Please direct questions concerning
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obtaining a business registration certificate to the SFB Financial Directors, Executive Director, or Operations Director.

- The payee's permanent address is required on all vouchers regardless of whether it is being picked up at the SFB office or mailed out.
- 480 • Remove the pink copy of the voucher for your records. The SFB recommends that Treasurers attach a copy of submitted receipts to the pink copy of the corresponding voucher for their organizational records.
- 485 • Staple all original receipts behind the white and yellow copies of the voucher. If you have an original itemized receipt that you received in-store or a printed online payment confirmation that explicitly states payment has occurred and includes an itemized breakdown and paid total you should not need any other documentation for proof of payment regardless of payment type. The SFB Operations Director reserves the right to request additional documentation, including bank statements or other information and may not approve vouchers until additional documentation is provided.
- 490 • On-line orders that do not verify payment amount (either with a purchase total and \$0 balance or a paid amount) will require additional documentation verifying proof of payment (i.e., credit card and/or bank statements).
- 495 • Submit the voucher, with all necessary receipts within 15 business days of the date of the programming, in the voucher bin in the SFB office. Do not forget to log the voucher into the Voucher Log-In Book.

500 Though SFB strives to respond to vouchers as quickly as possible, allow 7-10 business days for total check processing and available pick-up. After each check has been printed and signed, the SFB will place it in the check pick-up box, located in the SFB office. Checks are filed according to the first letter of the organization's name and must be signed out in the Check Log-Out Book, located in the SFB office. Upon signing out a check, please be aware that you now accept responsibility for the check. The SFB is not responsible for any check(s) lost or stolen after they have been signed out and will not cover the expenses 505 associated with voiding said checks or recovering stolen funds. Any organization that removes a check(s) from the check bin without properly signing a check out will have its funds frozen. This policy is a necessary safeguard.

510 The SFB is audited at the end of each fiscal year by an independent, accredited auditing firm. Therefore, it is imperative to submit a voucher with complete and accurate documentation in order to comply with U.S. Generally Accepted Accounting Principles (GAAP). Outlined below are some common rules regarding documentation that must be followed for vouchers. The SFB Operations Director reserves the right to question or reject any voucher that does 515 not include complete documentation. Only the SFB Advisor may make exceptions to this policy.

- All documentation must be original. Photocopies will not be accepted.
- 520 • A receipt or printed online payment confirmation may be used as proof of purchase for a good or a service. Unofficial paperwork (such as e-mails, letters on letterhead, etc.) is not acceptable documentation.
- Receipts must be itemized (i.e. they must include a breakdown of each item purchased and then have a total amount).
- 525 • Pricing sheets, quotes, menus, invoices, online print-outs, etc. that do not indicate a zero balance or explicitly list the invoice as paid will only be accepted as proof of costs and not proof of payment. Therefore, this paperwork will not fulfill the documentation standard required for reimbursement voucher processing. Such documentation would only be valid for a Cash Advance Request (see Section 3.5).
- 530 • A signed contract is sufficient documentation for a voucher. Both the artist contract (if applicable) and the TCNJ contract must be included. All required signatures must be on the contract to function as proper documentation. Contracts cannot be enacted without the organization's advisor's signature and the SFB Advisor's (or his or her designee's) signature.
- 535 • Completed US Tax form W-9 must be submitted with documentation for payment of services.

3.3 TYPES OF EXPENDITURES

3.3.a Cash Advances

540 SFB strives to work with groups to limit the amount of money organizations have to "front" (spend and seek reimbursement). When possible organizations should seek invoices from vendors for direct payment. When direct payments are not possible, organizations can request a Cash Advance. A Cash Advance allows an organization's to procure funds based on estimated expenses prior to the

545 availability of actual receipts or invoices. A check will be cut by the same method as a reimbursement check; however, follow-up documentation is required.

All Cash Advance requests must be for expenses totaling more than \$100.00. Cash Advance requests for expenses less than \$100.00 requires prior approval

550 by the Executive Director or Operations Director. Cash Advances will NOT be issued after April 15.

3.3.a.i PROCESS

- 555 • Fill in the required information on the voucher indicating "Cash Advance" by checking the small box labeled "SAF Cash Advance." Include the reason why you are requesting the advance (e.g. event name, etc.) Submit Cash Advances to the voucher bin in the SFB office. Be sure to completely fill out and sign the adjacent logbook. Cash Advances are processed within 7-10 business days.
- Organizations must return all follow-up documentation (e.g. itemized receipts,

560 completed contracts, etc.) within fifteen (15) business days of the date of the event for which the Cash Advance was made. It is the responsibility of the treasurer to contact the Operations Director if a time extension is needed. Such extensions will be granted at the discretion of the Operations Director.

- 565 • In the event that the receipts do not account for the full Cash Advance total previously awarded, the organization must deposit the balance in the form of cash or a check back into the account from which it came.
- Failure to properly account for a Cash Advance transaction via these exact procedures may result in the immediate freezing of the organization's budget until the matter is reconciled.

570 **NOTE: In general, the SFB will only freeze an organization's budget for a Cash Advance violation until the issue is resolved. However, after multiple violations, and a written warning from the Executive Director, the Executive Director reserves the right to withdraw the privilege of receiving Cash Advances for the remainder of the year at his/her own discretion. There is no appeal to this decision.

575 Cash Advances initially require less documentation than a voucher. However, documentation meeting the requirements outlined in Section 3.1.a. will still be required after the transaction has taken place. This is referred to as “follow-up documentation.”

580 Cash Advances will have checks issued them if sufficient documentation is produced to prove the existence of an exact reimbursable cost. Therefore, specific dollar breakdowns and totals are required before the check is cut, and the final documentation is required after the event, as explained above.

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3.3.b *Direct Payments*

590 When possible organizations should secure invoices for merchandise or services and submit them with a voucher for direct payment to the vendor. This will expedite payment to the vendor and reduce the amount of money coming out of organizational member pockets. All vendors must submit have a W-9 on file with SFB (W-9 forms are available on the SFB website or confirm that a vendor has a W-9 on file by contacting SFB). However, when doing \$4,515.00 or more in business with a company they must have a [NJ Business Registration Certificate](#).

595 Invoices should be submitted prior to or immediately after the event (within fifteen (15) business days.)

3.3.c *Reimbursements*

600 Organizational members who pay for program expenses are reimbursed by submitting a voucher with original receipts. Items paid for with a credit card can

be reimbursed with a receipt showing the amount paid. If a credit card was used and the “receipt” does not indicate the amount paid, additional documentation (credit card and/or bank statements) will be required for reimbursement. Receipts should be submitted prior to or immediately after the event (within 15 business days).

3.3.d *Transfers*

Organizations may need to transfer money between accounts, to other organizational accounts or to college accounts. A transfer of funds, rather than a check, is the process followed when this type of payment is requested. When payment is made a transfer notice will be issued in place of a check.

The permission of the SFB Executive Director or Operations Director is required an organization is requesting to transfer SAF money into another organization’s Fundraising line as payment for a specific service. A student organization may not transfer money within its own budget lines. Instead, a Budget Revision form must be completed.

Complete the Voucher indicating “SAF Transfer.” Near the Budget Line area of the voucher please note the name of the organization and the budget line to which the money is being transferred.

Organizations submitting transfers should consider them as expenses for purposes of their own organizational record keeping. The organization should keep the pink copy, along with a copy of the corresponding receipts, for their organizational records.

****Note:** When transferring money between a College department or office it will be the responsibility of the organization to obtain the school’s PeopleSoft information (account, class, department/program, and fund).

3.4 ADMISSION PRICE & PROGRAM REVENUES

The SFB believes that admission to most SAF funded activities should be free of charge for TCNJ undergraduate students. However, the SFB recognizes that the financial nature of some programs combined with audience limitations (cannot be open to all) demand that students be charged admission. Any organization that proposes charging TCNJ undergraduate students admission for an SAF funded activity must have the amount of the ticket price approved by the SFB at the time the organization applies for funding. Ticket prices at SAF funded events serve the sole purpose of offsetting the cost of an event and are not permitted to be

used as fundraising income for the sponsoring organization(s).

645 All admission monies collected at any SAF funded event must be deposited immediately following the conclusion of the event either in person with the SFB Assistant Financial Director or after office hours dropped into the SFB safe. Deposit bags may be checked out from the SFB office. The SFB Office may be unlocked to make deposits by contacting the Student Manager On-Duty at the Brower Student Center Information Desk.

650 **3.5 EMERGENCY (RUSH) CHECKS**

It is the SFB's practice to process all check requests within seven (7) to ten (10) business days during the fall and spring semesters (excluding breaks). This process can only be accomplished when correctly completed vouchers, including supporting documentation, are submitted

655 Occasionally it may be necessary for an organization to submit a request for a check to be processed in less than ten days. Approval for processing an Emergency Check is at the discretion of the SFB Executive Director and Operations Director. No organization utilizing SFB services will be granted more than two emergency checks per semester or more than three for the entire year. Reimbursements are never considered an emergency. The first time an organization exceeds the number of emergency checks they are permitted their treasurer must have a meeting with the SFB Operations Director and Executive Director. If they exceed their emergency check quota an additional time, their funds will be frozen.

3.6 OVERSPENDING BUDGET LINES

670 It is the responsibility of each organization to monitor the amount of funds they maintain in each line and not over spend a line. Transactions will not be processed if the budget line has insufficient funds. Should this occur the SFB will contact the organization treasurer to discuss alternatives for processing the transaction (i.e. Budget Revision, using Fundraising money, etc.).

675 In the event an organization violates this policy and has insufficient funds to meet the expenditure, the SFB Executive Director retains the right to retrieve overspent funds from the organization's fundraising line. If insufficient funds exist in the fundraising line the organization's budget will be frozen until the debt has been paid.

680 If this occurs a second time, the Executive Director will keep organization on the frozen list while providing assistance and training to improve the organization's spending habits.

3.7 UNAUTHORIZED EXPENDITURES

685 SAF funding is restricted to SFB approved purchases within allocated spending limits and lines. Organizations are not permitted to spend funds or enter into contracts (verbal or written) for services prior to the expenditures being approved by SFB. The SFB will not reimburse individuals or organizations for expenses if the expenses do not correlate to previously described programs/events and will
690 subject the organization to its Violation procedures described later in this document.

Student organizations are never guaranteed SAF funding for events and must receive the permission of the SFB before placing bids for bands, speakers,
695 performers, etc. The SFB will not be responsible for charges incurred by organizations placing bids or committing to purchases before receiving SFB approval.

3.8 UNSPENT FUNDS

700 3.8.a *Carry Overs*

SAF funded fiscal year budgets cannot be carried over to succeeding years (excluding Box Office and Program Revenue). Fundraising budgets are the property of the organization and are carried over year-to-year.

705 3.8.b *Wash Backs*

When requesting funds, organizations estimate expenses. As a result there are times when organizations overestimate their needs. The remaining funds after an event and the funds committed are returned (Washed Back) to the SFB Program/Events line to be redistributed.

710

There are also instances where funds are requested for a program that does not occur or is postponed. Funds authorized for a specific program cannot be spent on anything other than that program. When cancelling an event that was authorized for funding, the organization should send a memo to SFB releasing
715 the authorized funds. Those released funds will be washed back to the SFB Program/Events line to be redistributed. If an organization has to postpone an event approved for funding, they should reach out to their liaison to review the impact of the postponement on the funding request – whether additional funding

will be required, funding should be washed back or remains the same.

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3.8.c *SFB Reserves*

To ensure there is always funding for emergencies and/or extraordinary opportunities, SFB maintains operational reserves. Unspent funds at the conclusion of the academic year are deemed SFB Reserves. However, it is expected that the reserve funds will be as limited as possible (maximizing opportunities in a given year), and that SFB reserves will be maintained at an amount of \$250,000. The SFB Executive Board, with the approval of the Vice President for Student Affairs, can authorize the use of SFB Reserve funds.

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Funds in excess of \$250,000 will be placed in a Student Affairs Student Activity Fee Reserves (SASA FR) account to be administered by the Vice President for Student Affairs.

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Use of the SASA FR will be restricted to initiatives that will have a direct impact on students' co-curricular experiences. They may include, but are not limited to:

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- Projects impacting the co-curricular environment for students that are not funded by the College, excluded building construction or renovations.
- Co-curricular programming initiatives not led by student groups but that enhance the co-curricular environment (student groups should still utilize the Student Finance Board Student Activity Fee request process).

740

Should there be a SASA F reserve account; the Vice President for Student Affairs, annually, will determine priorities for how the funds will be spent. S/He will develop a resolution to the Student Finance Board identifying the funding initiatives that will be pursued that year and the corresponding estimated expenses. The resolution will serve to inform SFB of the initiatives that will be pursued in a given year and SFB will be asked to approve the resolution. Should an unplanned extraordinary opportunity arise during the course of the year, the Vice President for Student Affairs will submit a new resolution for SFB approval.

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Spending of the SASA FR will be executed by the Student Finance Board in accordance with the established Student Finance Board procedures. The fund will be included in the scope of the annual financial audit SFB engages.

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Vouchers requesting funds to be distributed from the SASA FR account will include the resolution and require the signature of a project/program representative (coordinator of the initiative) in the Treasurer line and the signature of the Vice President of Student Affairs in the Advisor line. Funds will be included in the annual Student Finance Board audit and subjected to College audit processes.

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3.9 FREEZING BUDGETS

Situations may arise when the SFB believes it may be necessary to temporarily suspend the fiscal actions of an organization until the situation can be resolved.

765 The action of temporarily suspending the fiscal actions of an organization is called “Freezing the Budget.” The SFB reserves the right to freeze a budget under the following conditions:

- 770 • An organization knowingly disregards SFB or College policies, or spends funds in conflict with local, state, or national laws. The organization will then be subject to the SFB Violations procedures described later in this document.
- An organization’s treasurer resigns. The organization’s account will be frozen to protect its assets. The account will remain frozen until a permanent treasurer is selected by the organization and trained by the SFB.
- 775 • An organization fails to hand-in required paperwork to the SFB. At the annual Treasurer’s Clinic in the fall, all organizations will be given the Organization Response Form/Signature Form. Failure to submit these forms to the SFB by the required date will result in the organization’s budget being frozen until it is turned into the SFB.
- 780 • An organization’s account overspends its budget lines. The budget will remain frozen until the organization deposits sufficient funds into their account to cover the overdraft. The account will be unfrozen as soon as their budget is balanced.

785 When an account is frozen no transactions will occur and the organization will not be eligible to request any source of funding from the SFB. The organization’s treasurer will be notified in writing as to the reason for the freeze.

A list of all frozen budgets, including the reason, can be found in the SFB office.

790 **Note: If an organization’s budget is frozen while Budget Requests are being submitted for the following fiscal year, that organization will be allowed to submit a budget for the following year. However, if an organization’s budget is inactive during the time Budget Requests are being submitted, the organization will not be permitted to submit a budget for the following year. The organization must have a hearing before the SFB and have its budget reactivated before a Budget Request can be submitted.

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3.10 VIOLATIONS

800 If an organization is found is considered to have violated SFB policy, the treasurer of the organization must come before the SFB Executive Board to explain the actions of the organization. The SFB Executive Board will then discuss the case and formulate a suggested course of action (remediation or

sanction requirements). They will then present the case and suggestion course of action to the SFB General Body. The SFB General Body, including SFB Executive Board, will ratify a final course of action. The final course of action is intended to educate the organization and change behavior, not to punish the student organization. The student organization will be informed in writing of the course of action to be taken. The student organization will then have five (5) business days to file an Appeal (see Appeal Process described later in this document).

3.11 INACTIVE STATUS

If an organization's account is frozen on two separate occasions within a fiscal year, or remains frozen for longer than two weeks, the account will be automatically considered inactive. Once an account is deactivated it can only be reactivated after a hearing before the general body of SFB. At the hearing for the inactive club, both the president and treasurer of the organization are required to attend and answer questions. The organization must inform the Executive Director, in writing, one week in advance of their hearing date if they will be unable to attend the hearing. Should the Executive Director approve of the reasoning provided, an alternate hearing date will be set. If the Executive Director not grant a new hearing date and/or the treasurer or president fail to attend the hearing; then the organization's Base Budget funds will be washed back and the organization will not be able to seek funding of any type for the remainder of the year and the next academic year.

If, at the inactive club hearing, it is the decision of the Board to reactivate a club's account, that reactivation will be contingent upon the organization quickly rectifying the situation which caused their account to be frozen. If the organization has failed to address the situation within five business days, then the organization's Base Budget funds will be washed back and the organization will not be able to seek funding of any type for the remainder of the year and the next academic year.

3.12 FORFEITURE OF FUNDS

Should an organization become derecognized their fundraising money will be held by the SFB for three calendar-years from the date of the recognition was revoked. If the organization is not reinstated by the SG or IGC within three years SFB will assume their fundraising money into the Special Application line.

Should a recognized organization that fail to register with Student Activities, their

fundraising money will be held by SFB for three calendar-years from the missed registration date. If the organization fails to register within three-calendar years SFB will assume their fundraising money into the Special Application line.

Section 4

FUNDED EXPENSES

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This list includes typical areas considered for funding; however, SFB may make include areas not outlined in this document when critical to a program, and inclusion in this list does not guarantee approval. SFB will take the individual needs of each student organization and the merits of each individual program into consideration when making decisions.

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The following describes typical expenses organizations seek funding for; however, organizations are not limited to these areas and should work with their liaison to determine if anticipated expenses not listed may be able to be funded.

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4.1 BUS TRIPS

- The SAF funds can only be used for the cost of the bus. Attendees must pay tickets for Bus Trips. If the organization cancels the bus trip and incurs a bus cancellation fee, SFB will notify the organization of the fee charged to their fundraising account.
- Organizations sponsoring bus trips can charge an individual a \$5.00 to \$10.00 deposit to hold their seat. This deposit should be refunded only to persons attending the trip (any deposits collected from individuals who do not attend the event will be deposited into the SFB account).

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4.2 CHARITIES

SAF funding requests not include contributions to charities. Additionally, events with the purpose of promoting donations to a charity or that directly promote or solicit donations to charity organizations during the event will not be funded.

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Donations of any kind (monetary or other) may not be solicited, nor can an organization promote donating to a charity at an SAF Funded event, unless the SFB makes an exception as described below.

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If an organization chooses to donate money to a charity it must come from the organization's fundraising line. Income from an event that will be donated to a charity must be designated as such prior to the event and approved by the Executive Director. A letter written by the recipient charity group, acknowledging receipt of the specific donation amount, must be submitted to the SFB within two

weeks of the event or the organization's budget will be frozen.

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In cases of national or international crisis (e.g., a natural disaster), the SFB reserves the right to make an exception to this policy. Exceptions must be confirmed by a 2/3 majority vote of the entire Board. Funding will only be allocated for expenses associated with offering the program, preferably to groups which are in some way connected to the crisis. Further, in this type of extraordinary circumstance, capping may also be permitted at SAF - funded events.

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Under no circumstance will a mandatory ticket price or admission fee, which is to be used as a charitable donation, be charged at an SAF-funded event. Exceptions may only be made during the time of the crisis, not for commemorative events.

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4.3 **COMPETITIONS**

Non-Club Sport Intercollegiate competitions may be funded through the special application process; however, SFB may limit the number of participants funded to the minimum required for competition. Written documentation including location, dates, and times must be provided for registration materials. This includes documentation for hotels, registration fees, and travel costs.

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4.4 **CONTRACTS/CONTRACTING:**

Student organization contracting services must not restrict opportunities for consideration of vendors, agencies, or individuals who qualify to provide services required

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All contracts must receive SFB approval before signing occurs. Under no circumstance is an organization permitted to enter into a contract, whether it is signed or verbal, before SFB funding approval is obtained. Organizations are only allowed to get cost estimates.

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4.5 **DUES**

National organizational dues may be funded in their entirety if deemed necessary for the existence of the student organization on campus. Dues assessed to individuals for national membership will not be funded.

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4.6 **DUPLICATING**

SFB provides free duplicating, which can be requested through base budgets and/or special applications.

1000 **4.7 FOOD & REFRESHMENTS**

- Refreshments will not be funded unless they are considered critical to the mission of the event and the program is open to all students.
- Any requests for food in an amount over \$250.00 should include at least two (2) quotes. It is encouraged that organizations purchase refreshments from their fundraising lines. Additionally, the SAF cannot be used to purchase alcoholic beverages.
- Off-site sit-down meals and room service expenses will not be funded.
- Those requesting tips for food service should include it in their allocation request as a separate line item. Tips will be reimbursed at a rate not to exceed 18% of the bill.

1010 **4.8 MIDDLE AGENCY FEES**

1015 Payments to middle agencies for talent whose cost exceeds the NJ Business Registration threshold must be processed through two vouchers yielding two separate checks: one check will be for payment of the talent; the other check will be payment for the middle agent fee. This stipulation does not apply when dealing with a direct talent agency where no agency fee separate from contracted cost of talent is incurred by the sponsoring organization. Middle agency fees for a single event are not to exceed \$7,500.00. Any fees in excess of this amount will not be paid by SFB and will be deducted from an organization's fundraising or box office account.

1020 **4.9 ORGANIZATIONAL RETREATS**

1025 Organizations seeking funding for retreats should apply through the Special Application funding process. Organizations will receive no more than \$2,000 per year toward retreat expenses. Retreats may be held on or off campus.

1030 **4.10 SALARIES/STIPENDS/WAGES**

- 4.9.a Student Leader Pay - To ensure full accessibility for students to student leadership positions that serve the full student body, SFB funds stipends for these positions.
- 4.9.b COACHES/INSTRUCTORS - Organizations may request funding for a coach or an instructor if their PRIMARY purpose is to compete or spread knowledge of their art (e.g., athletics, music, dance, art). Coaches are defined as individuals who train teams for the primary purpose of competition; Instructors are defined as individuals whose primary purpose is to spread the knowledge of

an art form without the intent to compete.

- \$4,000 per academic year can be requested on a semester basis (\$2000 per semester) OR in full for the fiscal year (\$4000 per fiscal year)
- All fees will be stipulated; funds will be disbursed upon receipt of documentation (contract) to SFB and overseeing office (i.e., Student Activities, Recreation, etc.).
- Salaries for advisors and/or coaches should be included in base budget requests.
- 4.9.c Artistic Directors – Organizations may request funding for a professional director.
- \$8,000 per academic year. This is to be an all-inclusive payment.
- All fees will be stipulated; funds will be disbursed upon receipt of documentation (contract) to SFB and overseeing office (i.e., Student Activities, Recreation, etc.).
- Salaries should be included in base budget requests.

1050 4.10 **SPEAKER/PERFORMANCE FEES**

- All fees will be stipulated in a contract.
- Allocated funds may be used to cover the cost of dinner for a speaker and a guest along with one student representative of the sponsoring group – not to exceed \$30.00 per person unless otherwise stipulated in the contract. This policy does not apply to speakers who are employees of the College.
- Student DJ's will not be paid more than \$100 unless contracted through an outside vendor.
- Undergraduate students of the College may not be paid for speaking engagements to organizations. Likewise, no honorariums can be paid to TCNJ employees.
- Organizations contracting for an undergraduate student or a faculty/staff member as a speaker may be allotted up to \$50.00 for a gift.
- Typically organizations are only funded for either a band OR a DJ. At the discretion of the board an event may be funded for both.

1065 4.11 **TRAVEL**

- Local travel (less than 50 miles one way) will not be funded
- In-state or out-of-state destinations outside the 50 mile radius may be funded.
- All vehicles leaving from the same location and arriving at the same destination will receive the same travel expense amount. Proof of mileage must be submitted along with any vouchers.
- If mileage reimbursement is being requested from an organization's fundraising line, the Treasurer may choose to submit original gas receipts rather than receive the mile reimbursement, as long as the former is the lesser amount.
- Mileage – Rates determined by the College of New Jersey Mileage Reimbursement Rate (\$.50 per mile as of November 2014). Up-to date rates may be found on web at (<http://finance.pages.tcnj.edu/travel/reimbursable-expenses/>)

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Section 5

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NON-FUNDABLE REQUESTS

- Alcoholic beverages.
- The SAF should not be utilized to replace what is currently funded by College funds.
- 1085 However, on a case-by-case basis and with the recommendation and concurrence of the SFB exceptions can be made. The SAF can be used no sooner than three (3) fiscal years after College funds no longer support these initiatives.
- Major renovations and/or construction of new buildings; however reserve funds may be spent on spaces impacting students' out-of-class, non-residential, experience
- 1090 (e.g., RAT, Student Center game room, and outdoor recreation spaces).
- Conferences and symposiums.
- Requests submitted after purchasing items/services, booking individuals, entering into any binding agreement with an individual or other party, committing to any financial transaction, or publicizing on or off campus for which the SFB has not yet
- 1095 allocated funds, will not be funded. Organizations entering into unfunded agreements will be referred to Student Conduct for adjudication under the Student Organization Conduct process.
- Field trips required as a part of an academic department's curriculum.
- Events occurring beyond the last day that all students are allowed to remain on campus.
- 1100 • Appropriations in furtherance of a political campaign or activity by any candidate or candidate's staff for political office.
- Appropriations to a legislative lobby or to a registered student organization whose primary purpose is to influence legislation, other than lobbying regarding higher education issues.
- 1105 • Grants-in-Aid, scholarships
- Funding of philanthropic activities.
- Individual national association dues.
- Membership dues for fraternities or sororities.
- Honoraria for TCNJ faculty or staff.
- Any religious ceremony or worship service, except when such activity is for educational purposes.
- 1110 • Any activity, material, or program whose primary purpose is recruitment or increased membership in the sponsoring group.
- Any events that include gambling – even if there is no money involved.
- No cash may be given using Student Activity Funds. The only cash awards that may be given must come from an organization's Fundraising line.

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Section 6

APPEALS

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Organizations may appeal funding decisions with grounds. Appeals are not heard solely on the basis of disagreement with the decision of the SFB. Grounds for appeal are honored by SFB when one or more of the following conditions is found to have occurred:

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- SFB violated its policies or procedures
- Additional facts have come to light that could change the decision
- 1130 • The sanctions applied by SFB as a result of the decision significantly impact the organizations ability to operate.

The steps for an appeal are as follows:

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- Requestor appeals to the SFB using the **Appeal Form** stating the grounds for appeal. The appeal must be submitted to SFB within five academic days from the date of notification of the outcome of the request.
- A three-person Appeals Board will be appointed by the SFB Advisor, consisting of one faculty or staff member and two students who were not a part of the group that reviewed the original request and are not members of the group appealing the decision.
- 1140 • The Appeal Board will determine if the appeal meets any of the grounds for an appeal, The SFB Executive Director will notify the requestor of the outcome. The decision on the appeal must be communicated within five academic days from the date the requestor submitted the appeal.
- 1145 • If the appeal is not granted, the original decision goes unchanged and the requestor is to be notified that their appeal was denied.
- If the appeal is granted by the Appeal Board, the SFB Executive Director (or designee) and the treasurer of the organization (or designee) will appear before the Appeal Board to bring testimony to the case.
- 1150 • Based on the testimony provided the Appeal Board may:
 - stay with the original decision made by SFB
 - unfreeze/restore funding to the organization.
 - increase/decrease financial obligations
- This decision must be communicated to the requestor within five academic class days from the date when the appeal decision was made.
- Appeal Board decisions are final.

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It is essential that SFB operate in the best interest of students. Students are invited to bring any on-going concerns about SFB to the attention of the SFB Executive Director, SFB Advisor and/or the Vice President for Student Affairs.

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Section 7

SERVICES

1165 7.1 EQUIPMENT CENTER

A wide variety of equipment, purchased using SAF money is available to the following groups for use:

1. SAF funded organizations
- 1170 2. Non-funded organizations recognized by the Office of Student Activities (with deposit)
3. Community Advisors and Housing Assistants (ResEd/RHA programs)
4. Athletic teams

1175 Some of the equipment available includes projection screens, microphones (and accessories) and Passports (speaker/PA system). The student organization who signs the equipment out of the SFB Equipment Center is held liable for the security of the equipment and for any damages that may be incurred during its use. In the event that an item borrowed from the Equipment Center is stolen or damaged, the individual who signed out the equipment is responsible for paying
1180 for its repair or replacement.

Non-SAF funded organizations are required to put a \$100.00 deposit down to borrow equipment. Said deposit will be maintained in that organization's Fundraising line managed by the SFB or will be held in until the Equipment is
1185 returned.

Equipment must be returned to the Programming Director during Equipment Center hours. Organizations failing to do so, will be charged a fee of \$25.00. For questions relating to the use of the Equipment Center, contact the SFB
1190 Programming Director or the SFB Executive Director.

7.2 THE SIGNAL

The Signal, TCNJ's student-run newspaper, is a highly utilized form of advertisement to request during a Program/Event request. Clubs may seek
1195 either full page or half page advertisements. Due to the nature of The Signal's funding, all charges are managed internally between SFB and The Signal; therefore, requesting these advertisements does not affect the cost of your

event. However, utilizing this advertising space without receiving permission in advance by the SFB will result in a charge for the cost of the advertisement. In
1200 the case that the organization's available fundraising does not cover the cost of the advertisement, the organization's account will be frozen until all charges are paid in full. Organizations seeking advertising in The Signal for non-funded events should consult with the Administrative Director.

1205 **Note: Current cost of a half page ad - \$70.00; full page ad - \$140.00.

7.3 BSC CHARGES

When ordering food through our on-campus food provider or incurring fees for
1210 campus space, organizations will pay for the transaction by a transfer of funds from their fundraising account (or from the SFB for SAF funded events). In this example, the organization sponsoring the event would work through the BSC Schedulers to complete a Conference and Meeting Services (CMS) contract. Conference charges are then billed directly to the organization, via the SFB.

1215 All event contracts should be completed at least three weeks before the date of the event. After a contract has been developed by a student organization with Brower Student Center scheduling staff, that contract will be sent to the SFB for approval. Upon gaining approval from the SFB the contract will be processed. After the event has occurred the organization will be billed via SFB.

1220 Organizations will receive a notice that the funds have been taken from their account via their Student Activities Mailbox.

7.4 DEPOSITS/ Income

1225 In accordance with College cash handling procedures, funds collected by an organization should be deposited into their Fundraising Accounts within 2 business days of when they are collected. When an organization prepares a deposit for the SFB, the following steps must be completed to ensure that the
1230 correct amount is credited to the group's proper budget line and that this amount is reflected in the bank records.

- 7.4.a In-Person Deposits. The process is as follows:
 - Income in the form of a check should be made payable to: The College of NJ, "Your Organization's Name" (e.g., The College of New Jersey Student Finance Board).
 - 1235 • Count your total deposit before coming to the office, including all checks, cash, and change.
 - Bring the deposit to the SFB office during the posted office hours of the SFB Assistant Financial Director or during a time that you have specifically arranged with him/her. A deposit will not be accepted by anyone other than the SFB Assistant
1240 Financial Director.

- Complete and sign a deposit slip including your organization's name and the name of the specific line in which the deposit is to be credited.
- The SFB Assistant Financial Director will confirm or amend your deposit amount, and double-check that you have included your organization name, budget line, and signed the deposit slip. The SFB Assistant Financial Director will sign the deposit slip and provide you with a carbon copy that you must keep for your records. The SFB Accountant will also complete a deposit log outlining the details of the deposit, which the depositor will be asked to sign in agreement.
- Immediately enter the deposit in your organization's budget records.

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1255 *Note: Due to processing time, deposits may not be reflected in organization accounts until ten to twelve (10-12) business days after the deposit was made.

**Note: Depositors failing to follow these instructions will be liable for any discrepancies between organization deposits and bank records.

1260 • 7.4.b SFB Deposits of Funds on Behalf of the Organization. Deposits submitted to SFB after hours will be processed during the next business day. When the SFB submits a deposit on behalf of an organization, they will complete the deposit slip in accordance with bank policies for business accounts.

1265 • 7.5.c Insufficient Funds. If a check with non-sufficient funds (NSF) is included in a deposit, the SFB is charged a NSF fee of \$35.00. In this circumstance, the following action will be taken by SFB:

- The original deposit amount will be reduced by the amount of the check in question.
- The organization's fundraising line will be automatically charged a fee of \$35.00 to reimburse the SFB the cost of the assessed NSF fee.
- In the event that the organization's fundraising line has insufficient funds to reimburse the SFB, the SFB will freeze the organization's budget until sufficient funds are deposited into the fundraising line to cover the expense.
- The Treasurer of the organization will be notified in writing of the action taken and supplied with copies of relevant documentation if requested.

7.5 COLLEGE SERVICES (PHONE & DUPLICATING CHARGES)

1280 Billings for other College services, such as phone bills, and copiers, are billed directly to the SFB via Finance & Business Services. Bills of this type will be paid automatically by the SFB on a monthly basis. It is the responsibility of organizational Treasurers to recognize charges when viewing their monthly statements.

1285 7.6 STUDENT ACTIVITIES GRAPHIC ARTISTS

The SFB and the Office of Student Activities co-sponsor a Graphic Artist. The Graphic Artist is available to create fliers, poster, banners etc. for student organizations. To utilize the Graphic Artist service, a "Graphic Artist Request Form" must be completed and submitted to the Office of Student Activities at

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least two weeks prior to the date the materials are needed. Graphic Artist Request Forms can be picked up in the Office of Student Activities.

7.7 THE LOOP BUS

1295 The “Loop Bus” is sponsored by the SFB and paid for with SAF monies. The
purpose of the Loop Bus is to provide TCNJ students with a means of getting off
campus to shop, eat, etc. The Loop Bus is available to all TCNJ students who
wish to utilize the service. The Loop Bus is administered by the Office of Student
1300 Activities.

7.9 LOOP BUS FUNDRAISER

1305 In an effort to give organizations a means of paying for organizational related
expenses that are not generally funded by the SFB, the SFB created the Loop
Bus Fundraiser. The following are the policies relating to the Loop Bus
Fundraiser. Through the Loop Bus Fundraiser student organizations can raise
organizational money by serving as the bus monitors.

1310 Priority for participating in the fundraiser will go to SAF funded organizations.
After all SAF-funded organizations that have expressed an interest in the
fundraiser have been given the opportunity to participate one-time, non-SAF
funded organizations will be given the opportunity to participate.

1315 Note: The SFB will make every effort to allow as many organizations as possible to
participate in the fundraiser.

1320 Because organizations are being paid for a service rendered, the monies earned
from the fundraiser will be transferred into an organization’s fundraising line. The
following are the procedures for participating in the Loop Bus Fundraiser:

- Your organization, Treasurer, or president will receive a monthly email informing you the date, time, and location of when you are allowed to begin signing up for the next set of available slots.
- The day before the date your organization has committed to running the Loop Bus, you will need to coordinate a time to receive all necessary forms, the Loop Bus phone, etc. from the SFB Administrative Director.
- On their assigned date, the organization will “sit” the Loop Bus. A “sitting” of the Loop Bus means that at all times the Loop Bus is running; at least one member of the organization will be present on the bus. The organization will be responsible for collecting data about the Loop Bus’s riders, destinations, etc. The organization will be provided with a Loop Bus Response Form which they must use to keep track of

- the data requested by the SFB.
- The organization will also be responsible for keeping track of student pick-ups to ensure that no student is accidentally left behind. If a student is left behind the organization will not receive fundraising money.
 - After an organization has satisfactorily ridden the Loop Bus, \$60.00 will be transferred into the organization's fundraising account.

Questions concerning the Loop Bus Fundraiser should be directed towards the SFB Administrative Director.

CO-SPONSORSHIP

Co-sponsorship is defined as the collaboration between student organization to share resources, to advertise, or fund an event. All student organizations involved in the co-sponsorship must be SG and SFB recognized to receive SAF funding.

A student organization may cosponsor with an academic department so long as the student organization acts as primary programmers of the event to receive SAF funding. Regardless of co-sponsors, any event receiving 50% or more of its funding from the SAF will be given priority to full time undergraduate students at TCNJ and their guests. If funding by the department is less than 50%, tickets will be offered to non-full time undergraduate TCNJ students and Faculty and Staff at a time pre-determined by the board.

All events that receive SAF funds must abide by all SFB guidelines as outlined in this Manual.