



Financial Affairs Committee (FAC) Funding Guidelines 2016-17

FAC Mission Statement

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

FAC Guidelines

In order to ensure fair and equitable allocation of funds, the FAC uses guidelines, as well as, precedents for the funding of expenditures. Using these guidelines as a reference, committee members deliberate every request. FAC meeting are typically held on Monday nights; there are approximately seven meetings per academic year. A list of the meeting dates, deadlines and forms can be found on the SGA website (<https://sga.ua.edu/initiatives>). FAC award amounts will be posted for viewing by student organizations by 5pm on the Friday following the FAC meeting to the FAC CollegiateLink Budget system. FAC funding must be used as allocated within 60-days; any unspent funding will revert back to FAC. Allocation recipients should immediately notify the FAC advisor of any cancellations. **If an organization spends funding allocated from the FAC on a program or event/activity and then does not execute the program or event/activity, the offending organization shall not be eligible for any FAC funding during the next fiscal year.** However, if there are unavoidable or extenuating circumstances, the SGA VP of Financial Affairs shall have the ability to waive this restriction, at his discretion.

Eligibility

All student organizations seeking funding from the Financial Affairs Committee (FAC) must be registered with The SOURCE for at least one month. In addition, the President or Treasurer of the organization must attend a SOURCE Foresight Workshop prior to requesting funds. Registration with the Source and attendance to the Foresight Workshop must be completed each academic year. **Only currently enrolled students of the University of Alabama are eligible to utilize FAC funding** (UA faculty/staff expenses are not eligible).

Precedential Awards

Travel: \$2,400 per fiscal year (\$400.00 per student maximum, for up to 6 students);

Office Supplies/Advertising: \$800 per fiscal year;

Equipment: \$800 per fiscal year;

Project: \$6,000 maximum, with a \$2,000 limit for cultural food.

Maximum funding to eligible student organizations will be \$10,000 per fiscal year.

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

Budget Periods

FAC Funding will be divided into budget periods to better distribute funding. Each budget period will be allowed \$100,000. The Budget Periods are as follows:

- **October, November and January** meetings
- **February, March, April and September** meetings

Advanced planning is key. Funding may only be applied for within the appropriate months relating to organizational needs.

Determining Factors

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

- The nature of the project or activity;
- The number of students affected by the project or activity;
- Size of the student organization;
- Adherence to University policies and FAC guidelines;
- Degree of outside funding sources (encouraged by FAC);
- Co-sponsorship – two or more student organizations collaborating to put on a project or activity;
- Precedents based on FAC deliberations;
- The amount of pending requests to the FAC made by student organizations.

Funding Request Process

The President or Treasurer of the organization MUST complete the online Funding Request. **Funding Requests are due by midnight on the Monday prior to the FAC meeting.** The FAC Funding Request is completed through an electronic process hosted on the myBama website. Go to the website: www.myBama.ua.edu. Click on the Campus Life tab. Click on the “mySource” link. Then complete the instructions as follows:

1. Select the organization for which funds are being requested;
2. Click the “Finance” tab;
3. Click the “Create Funding Request” button.

A separate Funding Request MUST be submitted for each request. The four funding categories are: travel, equipment, project and office supplies/advertising. Be sure to select the account title that matches the funding category. (Ex: Account = GSA-Travel, Category=FAC Funding-Travel.)

Then proceed with the funding request:

4. Enter the subject (organization name);
5. Enter the amount (total amount of funding request);
6. Provide a detailed description for the request (answer **Who, What, Where, When & Why**);
7. Select the account (travel, equipment, project, office supplies/advertising);
8. Select Category of spending;

9. Complete the questions under Additional information only as it applies to the request. Choose the appropriate Funding Section (travel, projects, etc.) and complete;
- 10. Click on the link for the FAC Guidelines to read them (if not already done so);**
11. Complete the check-box to electronically sign the funding request;
12. Click the “Submit Request” button;
13. Notify the organization President and Advisor of the need to access the Funding Request to provide approval by changing the “stage” to the next level of approval. Both the President and the Advisor Approvals must be completed by midnight on the Sunday before the FAC meeting.

If the required approvals are not received prior to the deadline, the organization will still be able to present their Funding Request proposal at the FAC meeting; however, **funds will be withheld until approvals are received.**

Funding Request Review (FAC Meeting)

The student organization **President or Treasurer** must be prepared to discuss the detailed Funding Request in person at the FAC meeting. NO PowerPoint or formal presentation is required; however, handouts are welcome for lengthy requests. Organizations will receive an email from the FAC Advisor providing notification of the assigned time slot for the FAC meeting (Please arrive early and be prepared.). There will be a sign-in sheet located outside the meeting room. The President/Treasurer will wait outside the meeting room until their organization’s name is called. Funding Requests are reviewed in the order in which they are received online. FAC will review the funding proposal, and will ask questions as appropriate. Each Funding Request discussion should last no more than five minutes. **If an organization fails to attend the FAC meeting, the Funding Request will be denied. To have the request reviewed at a future meeting, a new Funding Request must be submitted.**

Expenditure Details

1. Precedential Items
 - a. Travel, \$2400 per fiscal year;
 - i. **May not exceed \$400 per student;**
 - ii. **Only currently enrolled UA students are eligible to utilize FAC funding;**
 - iii. Includes: transportation, lodging and registration (food IS NOT an eligible expense);
 - iv. Reimbursement of personal vehicle use may either be paid at the current federal mileage reimbursement rate, or actual gas cost (receipts are required). (A conference program and travel details may be required for this reimbursement.);
 - v. **FAC General Terms and Conditions Travel Funding Request:** the President/Treasurer must read and agree to these terms and conditions as a requirement of the travel funding request;
 - vi. EACH student traveling must complete and sign the **University Funded Travel Individual Release and Acknowledgment form**. This form details the date, location and purpose of the travel, and identifies each student who will be traveling. **If the student is under the age of 19, a parent/guardian signature is required.** Travel Release forms are available at <https://sga.ua.edu/initiatives> and should be submitted to the FAC Advisor at 3515 Ferguson Center prior to trip departure;
 - vii. If a UA Fleet vehicle will be used, the drivers must be at least 21 years of age, have no less than three (3) years driving experience and possess a valid driver’s license. A

Motor Vehicle Record (MVR) form must be completed online by all possible drivers. Please list the Department Information for the FAC Advisor and use FAC Advisor as the “supervisor” for routing approval purposes. This form MUST be approved BEFORE a student is allowed to drive a UA Fleet Vehicle. The form should typically be completed two-weeks prior to the requested travel date. The link for the MVR is: <https://riskmanagement.ua.edu/drivermanagement.html>. Prior to operating a University vehicle, the driver will be contacted by the Risk Management office for completion of on-line driver safety/education training. Additional training will be required to operate a 12-passenger van;

- viii. To ensure adequate processing time, travel documentation MUST be submitted to the FAC Advisor 15-days prior to the date of travel.

- b. Office Supplies/Advertising, \$800 per fiscal year
 - i. Includes: general office supplies, advertising, printing, postage, promotional items, etc.;
 - ii. Expenses are subject to UA Purchasing Policies and purchases may be limited to current UA contract vendors;
 - iii. Promotional items must be for ALL participants, must display the UA logo and Artwork must be approved by UA University Licensing Department prior to purchase. The link for the Licensing Guidelines is: <https://finance-estus.fu.ua.edu/financepub/procpub/Purchasing/Licensing%20Approval%20Guide.pdf>;

- c. Equipment, \$800 per fiscal year
 - i. Includes items such as computers, tools, books, etc.;
 - ii. **Items must be kept in a secure location on campus;**
 - iii. **Equipment items become the property of UA and MUST be passed down year after year to organization officers;**
 - iv. The President and Advisor MUST complete the FAC Equipment Receipt form prior to taking possession of the equipment;
 - v. **Items covered under a UA Standing Contract will require the purchase be made from that contract vendor;**
 - vi. Equipment purchases are subject to UA Purchasing Policies and UA Risk Management Policies, and may be investigated to determine whether the proposed equipment purchase would result in the duplication of funding.

- d. Project, \$6,000 maximum; \$2,000 Cultural Food limit
 - i. Food;
 - 1. **MUST BE CULTURAL FOOD** associated with an event in which the purpose is to educate students about that particular culture; **Food must be purchased from a restaurant.** Food vendor must be selected from **UA Approved Caterers** list. A list of approved vendors may be found at: <https://riskmanagement.ua.edu/catering.html>;
 - ii. Guest speakers*. Includes: transportation and lodging for speaker (or speaker fee). **Payment must be processed via the UA Contract Management process.** Independent Contractor approval must be obtained and a Guest Speaker Agreement must be executed at least two weeks prior to the event date;
 - iii. Musicians, Bands, DJs*: **Payment must be processed via the UA Contract Management process.** Independent Contractor approval, Professional Services

Agreement and/or UA Contract approval must be obtained at least two weeks prior to the event date;

- iv. Venue Rental*: Includes: On and Off-Campus venue rental fees. If there is a venue rental agreement, the agreement must be routed through the UA Contract Management Process for UA signatures; Approval must be obtained two weeks prior to the event.
- v. Equipment Rental*: Funding allocated for the rental of equipment is subject to UA Purchasing Policies and UA Risk Management Policies. If a contract is to be executed, it must be signed and approved through the UA Contract Management process.

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

2. FAC WILL NOT fund requests for the following:

- a. T-shirts;
- b. Articles of clothing;
- c. Individual or national organizational dues;
- d. Food associated with travel;
- e. Alcoholic beverages, bartender and/or corkage fee;
- f. Food that is not meant to educate others about the practices of other cultures;
- g. Any gifts used as awards for speakers, students, professors, etc.;
- h. Christmas/holiday cards;
- i. Venue costs associated with any banquet or other celebratory event which is not open to ALL UA students;
- j. Compensation for any losses realized during the planning and/or implementation of an event/project;
- k. Donations to charitable organizations;
- l. Any cost associated with the provision of advertising or any other material support for an activity which promotes a particular political candidate or advocates a particular position on any pending legislation;
- m. Social registration fees (alcohol permits);
- n. Organization Social Trips/travel;
- o. Costs associated with any organizational capital campaign;
- p. Any travel deemed personal or non-beneficial to the university community as a whole
- q. Expenses related to personal endeavors;
- r. UA Faculty/Staff expenditures;
- s. Expenditures for organizations NOT REGISTERED with The SOURCE for at least one month prior to request;
- t. Individual funding (not associated with a student organization) requests. All funding must be through and for a registered student organization.

How to Access Allocated Funds

To access FAC funds: 1) A **Purchase Request** must be submitted online; 2) President/Treasurer must **follow-up with the FAC Advisor** to make a purchase or seek reimbursement.

To submit a Purchase Request, follow the same directions as mentioned earlier for the Funding Request. **Funds must be claimed within 60-days of the allocation date.** Funds MUST also be spent within the fiscal year they are allocated (October 1 – September 30). Any unspent funds will be returned to the FAC budget for reallocation. Funds may be utilized either by reimbursement of expenses purchased on behalf of

the organization, or by requesting a direct purchase through University procurement procedures (i.e.: UA Purchase Order, UA Visa Purchasing Card, UA Departmental Transfer, UA Accounts Payable Direct Deposit/check). It is the responsibility of the student organization to then contact the FAC Advisor to make arrangements to spend awarded funds before the deadline.

The President/Treasurer should **complete** the online **Purchase Request**. To access the Purchase Request, go to www.myBama.ua.edu, click on the **Campus Life** tab and complete the following:

1. Click on the MySource logo;
2. Select the organization for which funds are requested;
3. Click the “Finance” link;
4. Click the “Create Purchase Request” button; (A separate Purchase Request for each “category” is needed.);
5. Enter the “subject” of the request (Enter whether this is for a reimbursement or a purchase to be made.);
6. Enter the requested amount for the transaction;
7. Provide a description for the request (answer **Who, What, When, Where & Why**);
8. Select the account;
9. Select the category that was allocated;
10. Complete payee information (**Include CWID for student or advisor payee**);
11. Complete the Additional information (only as it applies to the request);
12. Click the “Submit Request” button.

If submitting a reimbursement, please refer to the “Reimbursement Packet” section below for further instructions. If requesting that the FAC Advisor make a purchase, please contact the advisor to make arrangements for the purchase at (205) 348-0710 or slphillips@sa.ua.edu.

Reimbursement Packet:

ONLY COMPLETE PACKETS WILL BE ACCEPTED FOR REIMBURSEMENT.

1. A **copy of the Purchase Request (PDF version) must be submitted** as the **first page of the packet**. Include the current mailing address and phone number of the payee. If a student or advisor will be reimbursed, their CWID must be provided; Also include email/phone number of the contact for the request;
2. Include **Proof of Purchase** (itemized receipts) and **Proof of Payment** (copy bank statement that lists the transaction) in the packet. For small receipts, tape (all edges) onto to the front side of a sheet of copy paper. **DO NOT STAPLE OR OVERLAP RECEIPTS;**
3. A completed **Direct Deposit Authorization form** should be submitted;
4. All documentation should be secured with a paper clip or binder clip.
5. Reimbursement Packet should be delivered to the **FAC Advisor at 3515 Ferguson Center**. Office hours are 8am – 5pm, Monday through Friday.

A separate Reimbursement Packet is needed for each party/payee to be reimbursed. The reimbursement process generally takes 7-10 business days from the time the FAC Advisor submits the documentation to the Accounts Payable Department. All payments are subject to UA Spending Policies; those policies may be found at <http://accountspayable.ua.edu/spending-policy>. Any expense reimbursement request that is submitted more than 60-days after the expense was incurred is treated as taxable income, subject to withholding per IRS regulations.

Appeals Process

1. Any organization wishing to appeal the FAC decision must submit their concerns in writing to the SGA Vice President of Financial Affairs.
2. Letter will be reviewed by the SGA VP of Financial Affairs and the SGA Treasurer. SGA VP of Financial Affairs will respond in writing to the organization explaining the basis for the Financial Affairs Committee's amended decision.
3. If issue is unresolved, the organization will be asked to provide further explanation/details for consideration and review by the FAC Appeals Council. The FAC Appeals Council will consist of the FAC Advisor, SGA VP for Financial Affairs and one member from: the SGA Senate, the SOURCE Board of Governors and the Student Leadership Council who did not originally vote on the Award in question.
4. The decision made after this deliberation will be presented to the SGA Senate for approval. THIS DECISION WILL BE FINAL.

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