

STUDENT SENATE BILL 2023-1076**TITLE:** Event Budget Request Clarification (EBRC)**AUTHOR(S):** Budget & Appropriations Vice-Chairman John Brinkman

CHAPTER 800 FINANCES GENERALLY (71-261, 76-261, 80-157, 80-223, 83-218, 90-141, 92-108 92-126, 93-123, 95-109, 96-114, 96-137, 97-131, 2001-141, 2004-107, 2005-122, 2006-107, 2006-122, 2007-139, 2008-119, 2010-119, 2011-108, 2011-118, 2012-108, 2012-114, 2014-115, 2015-115, 2017-109, 2018-111, 2019-102, 2020-1010, 2020-1052, 2021-100)

800.0 Definitions.

800.01 Student Body Funds - the total of all money received from the Activity and Service Fees.

800.02 Activity & Service Fees – The student activity and service fees shall be expended for lawful purposes to benefit the student body in general. This shall include, but shall not be limited to, student publications and grants to duly recognized student organizations.

800.021 The membership of these organizations is open to all students at the university without regard to race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information, veteran status or any other classification as provided by law.

800.022 The fund may not benefit activities for which an admission fee is charged to students, except for student-government-association-sponsored concerts. The allocation and expenditure of the fund shall be determined by the Student Government. [FL Statute 1000.24 (10)(6)].

800.03 Student Organization - Any organized student group registered with the University of Florida Department of Student Activities and Involvement. This

definition excludes consideration of Student Government and Student Government agencies and auxiliaries as being student organizations.

- 800.04 Budget - Plan of financial operation embodying an estimate of proposed expenditures for a given period or purpose and the proposed means or sources for financing such.
- 800.05 Fund - A sum of money and/or other resources separated for the purpose of carrying on specific activities as approved by the Student Senate.
- 800.06 Banquet – A meal honoring a particular guest or occasion at which food is served plated to attendees.
- 800.07 Reserve Account – Student Government has an account that consists of funds left over at the end of the year and revenues collected in excess of budget. This account is of a non-recurring nature; therefore all expenditures from the account are for one time only expenditures. In order to expend these funds a specific law must be drafted and approved through the Student Senate.
- 800.08 Income - Student Activity fees constitute the income for Student Government. These fees shall be collected by the Controller of the University upon registration of any student and shall be held subject to allocation by the Student Senate.
- 800.09 Disbursements – The payment of money from a specified fund.
- 800.091 No funds shall be disbursed without the approval of the Student Body Treasurer.
- 800.10 Student Body Treasurer – The Fiduciary Agent for all organizations and the Chief Financial Officer of the Student Body in accordance with the Constitution and Finance Law.
- 800.11 Property Surveys - In accordance with policies established by Asset Management, the Student Government Finance Manager shall be responsible for the inventory and control of all property purchased under Activity and Service Fees. The Finance Manager shall comply with all inventory requests, state law and university policy.
- 800.12 Carry Forward Funds - At the end of each fiscal year, all money remaining in ADA, Student Government Copies line, Vehicle Maintenance, the Organizations budget line, and Outside Revenue will carry forward to the next fiscal year.

- 800.13 Fiscal Year - The fiscal year of the Student Government of the University of Florida shall be from July 1 to June 30.
- 800.14 Line Item Transfer - A transfer of Student Body Funds from one line item in an operational, event, or travel request to another line item in the same operational, event, or travel request.
- 800.15 Attendance – The total number of University of Florida students present at an event or meeting.
- 800.16 Active Members – Average number of enrolled University of Florida students that attend general student organizational meetings, including cabinet meetings, as reported in budget submission. (Normally the weekly meetings held to discuss organizational activities/event.) This does not include how many people are on a listserv or how many students attend the large events held by the student organization in question.
- 800.17 Finance Law – The rules and regulations contained in, Student Body Statutes 800 Codes, UF Policy and Procedures and the governing laws and regulations as stipulated by the State of Florida.
- 800.18 Sponsored Organizations – Any student organization which receives direct support from another University entity. This includes, but is not limited to space, direct guidance from paid university staff and/or faculty, resources, funding, etc. These may not be funded by SG.
- 800.19 Fundraising- Any activity considered to be a form of solicitation, including but not limited to letters of solicitation, alumni newsletters, or direct appeals for donations. Any efforts to raise money or donations to charitable causes.
- 800.20 Travel – being reimbursed for expenses related to travel beyond UF’s campus. This does not include programming events held off campus. Travel can be classified into the following five (5) categories. Determination of category as to which proposed travel shall be categorized will be at the discretion of the Student Senate Budget and Appropriations Committee.
- 800.201 Competitive Travel – Representing the University of Florida at competitions where awards are given for performance.
- 800.202 Conference/Convention Travel – Going to national or regional meeting to gather best practices or current issues that impact the student organization.

- 800.2021 Conference/Convention Travel does not include travel that is solely for personal growth/development. The conference must be primarily for the gathering of information that can be shared with other UF students and cannot be simply a personal experience for one individual or a representative group. Conference/Convention Travel can be used for attendance at professional meetings that disseminate information for a given professional student organization.
- 800.203 Developmental Travel – Travel with no registration fee. Travel is for a student organization or individual representing that student organization to learn from their experience. Most often, this entails group travel for the purpose of obtaining hands on experience regarding a subject matter that pertains to the skillset of the attendee(s).
- 800.204 Relief Travel – Travel where an individual or a student organization does community service or performs services to disenfranchised/economically oppressed people from around the world. Provides aid and/or charitable services to residents of a community.
- 800.205 Retreat Travel – Travel off-campus for the purpose of furthering a student organization or an individual member's goals. This includes travel for experiences that cannot be shared with others. Examples include, but are not limited to, religious spiritual retreats; spiritual development, personal growth retreats.
- 800.21 Dual - Use Specialized Equipment – One-time purchases (non-recurring) of specialized equipment that supports more than just the student organization making the purchase. This includes, but is not limited to, equipment for the support of academic studies, auxiliary use, or research (even though student organization usage can be justified). Has to be listed on an event budget request.
- 800.22 Exclusive-Use Durable Goods – One-time purchases (non-recurring) that are used exclusively by student organizations. Normally the item will either cost more than one thousand dollars (\$1,000) with a service life of three or more years or be considered pilferable and thus must be inventoried per UF regulations. Has to be listed on an event budget request.
- 800.23 Consumable Goods – Items that are consumed in support of the process for which they were bought.
- 800.24 Promotional Items – Advertising items given to a person for the purpose of promoting an event or organization.

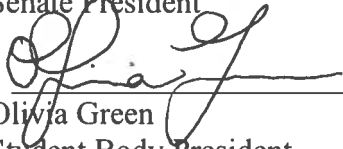
- 800.241 If funded by Student Government, these items must have the SG logo on them, or the phrase “Funded by Student Government” or “Funded by SG”. Further, no group may charge any monetary amount in exchange for a promo item.
- 800.25 Off-Campus Recreational Activities – Any activity that requires a fee (entrance, usage, rental) for a person to participate not located on UF property. This includes but is not limited to rock climbing, camping, tubing, paintball, bowling, laser tag, etc.
- 800.26 Travel Grants – Those funds that are allocated to an organization as a lump sum travel amount to pay for travel expenses. Travel Grants shall be allocated by the Travel Grant Sub-Committee. All other funded travel is set by the Budget and Appropriations Committee on a per trip basis.
- 800.27 Mass mailing- Identical mail exceeding 10 pieces.
- 800.271 Materials intended for mass mailing cannot be funded by Activity and Service Fees.
- 800.28 Annual Report – Effective expenditure rate of a given organization over a Fiscal Year time period.
- 800.29 Student Government Sponsored Concerts – Only those concerts produced or co-sponsored by Student Government Productions.
- 800.30 Personal-Use Consumable Items – Material that is inherently used by only one (1) person and cannot be re-used by someone else.
- 800.31 Sport-Focused Organization – A student organization whose primary goal is to pursue a physical recreational activity that includes, but is not limited to, organized or competitive sporting events, any activity requiring physical conditioning, or physical activity.
- 800.32 Culinary-Focused Organization – A student organization whose primary goal is to pursue educational activities within the culinary arts including, but not limited to, cooking classes and event planning in the culinary industry.
- 800.33 Food Ingredients – Any food item that is combined with other food items to create a specific meal or dish; these can be considered a part of the programs line of the operational budget, but it will follow the same cap as other items in the programs line. These items can also be placed in the food line of the operational budget.

- 800.34 Restrictive Activity- Any activity by a student organization that is meant to primarily serve a particular segment of campus and would intrinsically limit all students from participation.
- 800.35 PCard - A purchasing card that allows for goods and services to be obtained. This procurement card is designed for designated offices: UF staff, faculty, graduate assistants, and OPS employees to complete appropriate university business. All transactions must be approved by the funding source.
- 800.351 PCard purchases made by non-Student Government UF departments are NOT allowed.
- 800.36 Blue slip - A form from SG Finance used in replacement of a PCard when completing on campus transactions and purchases to approved local merchants.
- 800.37 Retroactive funding- The repayment of expenses or losses incurred.
- 800.371 The only permitted retroactive funding from Student Government is for outstanding obligations of an organization which overspent SG funds and has an approved Payment Law.
- 800.38 Payment Law- A signed agreement between a student organization and SG Finance that ensures when a refund is due to Student Government because of the overspending of said student organization's budget, the student organization must pay the amount.
- 800.39 Honorarium- Any vendor or individual providing a service on UF campus; a stipend agreed upon by both parties to cover expenses.
- 800.391 Requests for student body funds to pay for travel expenses related to bringing speakers or performers to campus shall not be funded separately from the honorarium expenses.
- 800.40 Teaching Supplies- Supplies or aides required to demonstrate and provide experience in the training of an individual with regards to an academic endeavor.
- 800.41 Decorations- Any item added to an object or place to make it look more attractive.
- 800.42 Organization Operational Budget- Annual budget approved by the Budget and Appropriations Committee that allocates funds for Student Government Funded

Organizations for General Body Meetings, food for General Body Meetings, Awards, and non-event related advertising.

- 800.43 General Body Meeting- A meeting held for the purpose of conducting official organization business and sharing information about the organization. These meetings are open to all student organization members.
- 800.44 Event- All student organization events or programs excluding General Body Meetings, as well as all equipment purchased by student organizations.
- 800.45 Event Budget Request - All student organization A detailed proposal for the allocation of funds towards a student organization's events or programs excluding General Body Meetings, as well as all equipment purchased by student organizations.
- 800.46 Overspending- Student organizations which receive operational budgets are solely responsible for not overspending their line item amounts as allocated by the Budget and Appropriations Committee.
- 800.47 Budget Cycle- Period in which student organizations receive funding. The dates for each Budget Cycle are from January 1-June 30th, and July 1-December 31st.
- 800.48 Allocated Organizational Budget Hearings – Budget hearings conducted using funds directly from the Organizations line from the A&S Fee Budget.
- 800.49 Carry Forward Organizational Budget Hearings – Budget hearings conducted using funds that carried forward from the prior budget cycle.

 6/22/23
Oscar Santiago Perez
Senate President

 6/29/23
Olivia Green
Student Body President

7/3/2023

Date Sent to VPSL Office

Will be enacted if not vetoed within 10 days