SG Finance Student Organization Officer Training - FY25-26

1. SGFinance Training 2020-2021

1.1 Welcome Layout



1.2 Training Agenda



Training Agenda



01 Eligible Organizations 06 What's Not Allowed

02 Key Terms 07 Budget Line Transfers

03 Docutraq Process Items 08 Contract Items

04 General Rules 09 Reservations/Rentals

05 Budget Lines and Details 10 Outside Revenue (OSRV)

1.3 60/40 LAYOUT



Registered

Organizations

MUST be officially registered annually with the Dept of Student Activities & Involvement (SAI).

Not Sponsored

Must not be a Sponsored Org (receiving direct support from another UF entity/ department).

Membership

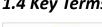
Organizations must have at least ten (10) active members.

No Fees / Dues

Organizations must not charge membership fees/ dues.

See code 810.2 for a complete listing of criteria

1.4 Key Terms



Key Terms









Docutrag

Online system used by student Orgs to request and use SG funding. Accessed via Google Chrome using your Gatorlink credentials.

Budget Requests

An itemized summary estimate, submitted by an organization, of expected costs for the upcoming semester. Four (4) different types.

SAR

The SAR (Student Activity Request) is submitted by the student Org for review/approval to access general funds (non-travel related expenses).

The TAR (Travel Activity Request) is submitted by the student Org for review/approval to access funds for off-campus travel related expenses (excluding food).

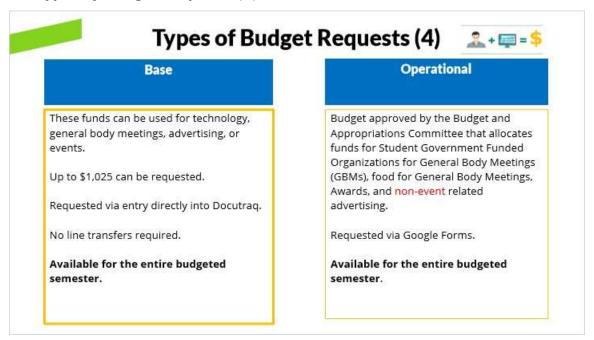
1.5 Accessing Docutrag



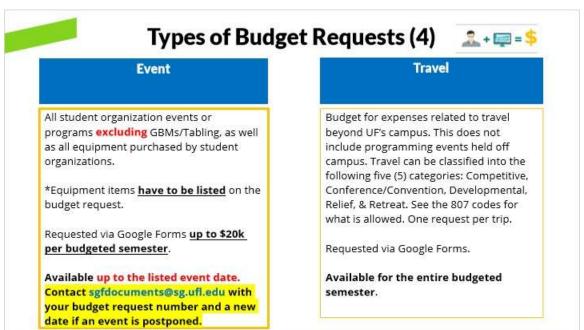
Accessing Docutraq

- If eligible, follow the "Getting Funded by SG" instructions to get added to Docutraq: https://sg.ufl.edu/ resources/budget/
- Once an organization is setup in Docutraq by SG Finance, the site can be accessed via using your Gatorlink credentials): https://www.docutraq.sg.ufl.edu/
 - Your Organization name will show up under "My Organizations". Select it for access to your dashboard.
- Anyone outside of the President and Treasurer will need to be granted access to the Org's Docutraq account by the Org President using two options:
 - ▶ The Org password can be given to the Org member.
 - Use the "Forgot Password" feature under "Login to an Organization" after selecting the Org. name. An email will then be sent to the Org President to approve the access request.
- ▶ To update your organizations officers in Docutraq, FIRST email SAl@ufsa.ufl.edu with your full organization name, new officer student names, titles, and UFIDs. Once complete, follow the "How To Get Funded by SG" instructions on the SG website, but note you are just updating officers: https://sg.ufl.edu/resources/budget/.

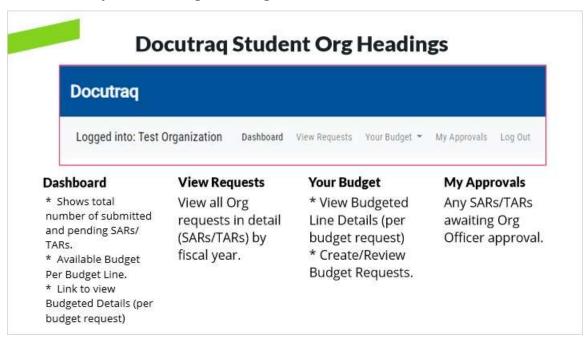
1.6 Types of Budget Requests (4)



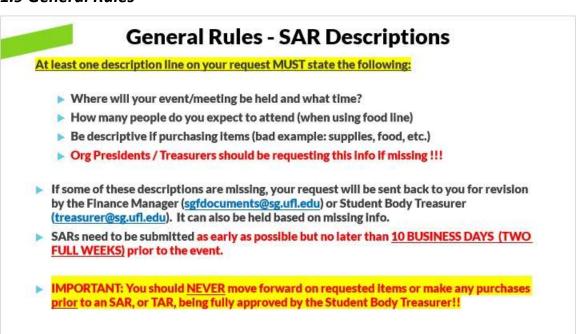
1.7 Types of Budget Requests (4)



1.8 Docutraq Student Org Headings



1.9 General Rules



1.10 When Ordering Online through SG Finance



When Ordering Online through SG Finance

- ▶ When prompted by Docutraq, set up a Zoom appointment with SG Finance by calling the front desk at 273-4441 or emailing sgfdocuments@sg.ufl.edu
 - Exception: Amazon, Flyer Studios, and Creative Advertising (order link instructions sent once SAR is fully approved)
- Online vendor must accept VISA credit card
 - Order cannot be more than \$2,000
 - Orders > \$2k have to be invoiced (net 30 days for payment)
 - Orders cannot be split to get around this rule



1.11 When Ordering Online through SG Finance



When Ordering Online through SG Finance (continued)

- Include all setup and shipping costs in SAR
 - Tax exempt on most FL orders
- Any items purchased through SG Finance will be delivered to their office. Do not come to pick up your items until you have been notified directly by SG Finance via email. Make sure to follow the instructions you are given once notified.



1.12 Reimbursements



Reimbursements



- Student turning in the receipts will be the vendor listed on the SAR/TAR and must submit <u>ALL</u> the receipts at one time. (Note: Not a good idea to pay in cash. Hard to verify payment.)
- Receipts must be itemized with proof of purchase and submitted within 30 days from the date listed on the SAR/TAR.
 - TAR Addt'l documents: Itinerary and signed Group Travel Form (for more than 1 traveler)
- Preferred option is to scan and email receipts in pdf/jpg format to: sgfdocuments@sg.ufl.edu with the subject line: "Receipts for SAR (or TAR) ###"



1.13 Reimbursements



Reimbursements (continued-UF GO)

- UF GO launched and become the primary way for UF departments to process reimbursements.
- What does it mean for you?
 - ➤ A UF Student Employee has to create a UF GO Profile for reimbursement.
 - ➤ A UF GO Profile is not needed for non-UF Student Employees. But you still have the option to get paid via Direct Deposit by completing a <u>Direct Deposit Authorization</u> Form and emailing it to sgfdocuments@sg.ufl.edu.
- ▶ UF GO has the following steps that SG Finance will handle on your behalf:
 - SAR Reimbursements An Expense Report will be created.
 - TAR Reimbursements Two Steps....
 - A Travel Request will be created based on the approved TAR.
 - A Travel Expense Report will be created based on receipts.
- ➤ Those with UF GO Profiles will receive notifications to review/approve these steps. The traveler's Supervisor will be required to approve the Travel Request.

1.14 Budget Line Details!

Budget Line Details

- Strict rules on what and how these funds can be spent (808 Codes!)
 - ▶ 800-Codes
- ▶ Two Budgeted Semesters:
 - ► Summer B / Fall: For Activities starting July 1st- December 31**
 - ▶ Spring / Summer A: For Activities starting January 1st June 30th
 - ▶ The time to submit Budget Requests is always scheduled months in advance of each start date above. This gives the Committees time to review and approve.
 - Approved Budget Requests get uploaded to your Org at the beginning of each funded Fall & Spring semester per a signed budget Senate Bill
- Available Budget Lines Access balances on Docutraq
 - Programs
- Copies
- ▶ Food
- ► Awards
- Advertising
- ▶ Travel
- Honorariums
- Base Funding



1.15 Budget Line Items



Budget Line Items



- Advertising Line
 - Social media ads, banners, flyers, clothing, promo items, websites, etc.
 - Don't ever use copyrighted images !!!!! SG funds cannot be used for fines against you for usage.
 - ▶ VERY IMPORTANT to list items separately by Quantity and Unit Price!
 - \$3.00 per unit maximum on promo items (includes setup and design charges, but not freight or taxes). Quantity and Unit Price must be listed on SAR.
 - \$18 per unit promotional clothing (shirts, hats, totes, caps, etc.)
 - Cannot sell clothing purchased with SG funds
 - ► See Code 808.8 for all Funding Limits!!
 - ▶ 800-Codes



1.16 Budget Line Items

Budget Line Items

- Honorarium- Any individual or group providing a service on UF campus; a stipend/payment agreed upon by both parties to cover expenses. Examples: performers, speakers, and photographers. The payment can include their fee and travel expenses. Students are NOT to pay out of pocket for any honorarium expenses. Orgs can request up to \$5,000/budgeted semester on an Event Budget Request.
 - Caps: DJs \$200: Photographer \$750
- <u>Coples</u>- Use SG copy center. No SAR is needed. Go to room 2365 of the Reitz Union and complete SG Copy Center form: https://sg.ufl.edu/services/graphics-and-copy-center/
 - You can contact the Copy Center any time for your current balance. You will not see your balance in Docutrag.
 - NOT AVAILABLE UNDER BASE FUNDING
- Awards- May not spend more than \$40 per award and must be competitive based.
- Base Funding Funds used for technology, general body meetings, advertising, or events. \$1,025 cap.
 - Requested each budgeted semester in Docutraq: https://sg.ufl.edu/wp-content/uploads/2024/02/Base-Funding-Budget-Request-Walkthrough-FY251.pdf

1.17 Budget Line Items

Budget Line Items

- Programs Line
 - Venue rental expenses, decorations, supplies, etc.
 - >\$500 cap on decorations per event / \$400 cap on wet labs
 - ► Requests for equipment can be made using Base Funding otherwise must be listed prior on an approved Event Budget Request
 - SAR items must be listed. (Example: Not just "supplies")
 - ▶ See code 810.2 #12 for Operational Budget funded Programs items!!
 - ▶ Code 808.7: All off campus recreational activities, as defined in 800.28, will only be half (1/2) funded under the <u>Programming</u> Line under circumstances when there is an on-campus equivalent (or an on campus alternative that serves similar purposes). The B&A Committee will determine during their review process.

1.18 Budget Line Items



Budget Line Items

- Food Line
 - Must state expected number of attendees and what will be purchased in the description.
 - \$7.00 per student maximum for food expenditures.
 - Cannot reimburse for Coke products due to UF's contract with Pepsi. Must be a Pepsi product.
 - Campus catered events <u>must</u> use UF approved caterers <u>if being</u> delivered. See https://www.bsd.ufl.edu/catering
 - ▶ Palm & Pine has exclusive rights at certain locations: https://businessservices.ufl.edu/services/catering/classic-fare-exclusive-catering-locations/

1.19 Budget Line Items



CHAPTER 828 HITCHCOCK FIELD AND FORK PANTRY SUPPORT (2020-1039)



828.1 - All events hosted by Student Government and Student Government Funded Organizations must donate their unopened, non-perishable food items to the Hitchcock Field & Fork Pantry.

828.2 - Individuals may donate food by either leaving the food in designated drop off bins or by bringing the food directly to the Hitchcock Field & Fork Pantry during business hours.

828.3 - The Audit and Compliance committee will coordinate with the Director of the Hitchcock Field & Fork Pantry or their designee on a semesterly basis to determine best practices for donating excess food items.

Field & Fork Website: https://pantry.fieldandfork.ufl.edu/; Phone: (352) 294-3601

1.20 Travel



Travel Line Rules

- TARS should be submitted AND APPROVED BY THE ORG PRESIDENT & TREASURER at least 30 days in advance of travel date but no later than 10 Business Days (Two Weeks)
 - ONLY the President/Treasurer can edit the "Pay Up To" column on the TAR
 - > \$500 Reimbursement per person up to \$3,000 max per trip (6 or more travelers).
 - REQUIRED Auto Rental: Avis/Budget: State of FL Contract 78111808-20-1
 - https://procurement.ufl.edu/contracts/rental-vehicles/
 - Must turn in at least \$500 worth of receipts per person to receive maximum reimbursement.
 - Majority of travel categories covered:
 - Airline, baggage, cab, car rental, registration, lodging, gas, etc.



- ▶ NO FOOD OR MILEAGE REIMBURSEMENTS
- Receipts must be itemized and show proof of payment
 - You have 30 days after the travel to turn in all of your receipts at one time.

1.21 Travel



Travel Line Rules

- You are only allowed to be funded by ONE Student Organization per trip!
- No student shall be funded for more than <u>ONE</u> conference or developmental trip per year.
- Group Travel Form (to be completed and turned in with the receipts when more than one traveler): https://sg.ufl.edu/wp-content/uploads/2019/12/GROUP-TRAVEL-FORM.pdf
- ▶ Per UF policy: All Int'l travelers must also register with the UF Int'l Center: https://internationalcenter.ufl.edu/travel/online-travel-registration
- Other Available Funding Travel Grants: https://sg.ufl.edu/resources/gsc/grants/faqs/
 - ▶ Managed by the Travel Grant Sub-Committee
- Walkthrough: https://sg.ufl.edu/wp-content/uploads/2019/12/HOW-TO-ENTER-A-TAR.pdf
- Click on Resources, in the top right corner, for examples of Docutraq SAR/TAR requests and other important items.

1.22 What's not allowed?



What's not allowed?

- CANNOT SPEND MONEY BEFORE SAR/TAR IS APPROVED BY THE STUDENT BODY TREASURER!!
 - You will always be notified when your SAR/TAR is FULLY approved
- NO submitted requests after the fact (unless using OSRV)
- Payment to a member of a student organization for services rendered to the same student organization.
- No Alcohol, Bar Rental, Gift Cards, Graduation Items, food tips.
- Cannot fund illicit materials, political campaigns, charities, or fundraisers.
- See code 808.12 for complete list!!
 - ▶ 800-Codes

1.23 Line Item Transfers



Line Item Transfers

- A Line Item transfer is the movement of funds from one budget line into another budget line WITHIN an approved budget request. Cannot transfer budget from one budget request to another.
- Up to fifteen hundred dollars (\$1,500.00) per semester (budgeted Fall and Spring) may be moved per student organization without Senate approval.
- Requires final signed approval by the Student Body Treasurer via a Line Item Transfer Form: https://sg.ufl.edu/about/sg-finance
 - Your Org Account Number is located in front of your Org Name on any of your requests (Budget Requests, SARs, & TARs)
 - Signed form by the Org President & Treasurer can be scanned and emailed to SG Finance at sgfdocuments@sg.ufl.edu for processing.
 - Online signature assistance if needed: Docusign and Signnow
- No line transfers are needed when using Base Funding

1.24 Who needs a contract?





Who needs a contract?

- All personal services provided by an individual or group to a SG funded organization <u>must be contracted prior to the rendering of those services</u>.
- ► The vendor will not be paid without BOTH an approved SAR and a fully signed contract prior to the event. (VERY IMPORTANT !!!). Vendors are paid via direct deposit 30 days after the event date.
- SARs must be submitted at least 30 business days in advance of event date or else they could be denied
- Vendor must be setup as a UF Supplier in myUFL before you can meet with SAI to start the contract process. If setup is needed, instructions will be sent to your vendor by SG Finance after the SAR is submitted.
- ► Contract Process & Best Practices
 - Contact Student Legal Services for assistance.

1.25 Who needs a contract?



Who needs a contract? (continued)



- International speakers can take up to 4 weeks to get setup and approved. Get with SG Finance asap to get the process started.
- ▶ The following activities MUST use contracts (Honorariums):
 - Lecturers, Speakers, Bands, Performers of any kind [Examples: DJ's; Instructors; Judges; etc.]
 - Caps: DJs \$200; Photographer \$750





1.26 Reservations / Rentals



Reservations / Rentals

- Reitz Union
 - Venue rental reservations are made at the Reitz Union thru Event Services (Ballrooms, Game Room, Arts & Crafts, etc.) it is VERY important the budgeted Organization listed on the SAR makes the reservation. This procedure ensures your reservation is not taxed and SG is responsible for payment. https://eventservices.ufsa.ufl.edu/
 - Be sure to ask about any fees to be charged!! (Example: outdoor fees)
- Facilities Services (rental of chairs, tables, etc.)
 - 1. Submit a Request to get an ESTIMATE for your event. THIS SHOULD BE DONE 30 DAYS BEFORE YOUR EVENT!: https://www.facilitiesservices.ufl.edu/_library/ EventServices.pdf
 - Local alternatives: Party Time: 352-629-8858, Aviant: 352-522-1805, United Rent-All: 904-771-3300

1.27 Outside Revenue (OSRV)



Outside Revenue (OSRV)

- External income that is "earned" by a group (donations, fundraising, etc)
 - SG Finance can act as a bank account by accepting deposits only for current SG funded organizations.
 - For fundraising purposes, Orgs can apply for their own Tax ID/EIN number with the help of Student Legal Services (392-5297) (https://www.studentlegalservices.ufl.edu/forms/)
- Checks (made out to UF) can be delivered to SG Finance (cannot accept cash)
 - ▶ Checks can also be mailed to SG Finance (PO Box 118514, Gainesville FL 32611)
 - Be sure to include the spelled out name of your organization.
- Funds are accessible via SARs/TARs
 - Can be submitted after the purchase
 - Cap limits and SG logo requirements do not apply since these aren't SG funds
 - These funds rollover from year to year until used by the group
 - OSRV TARs should still be submitted 30 days prior to the trip



1.28 Outside Revenue (OSRV)



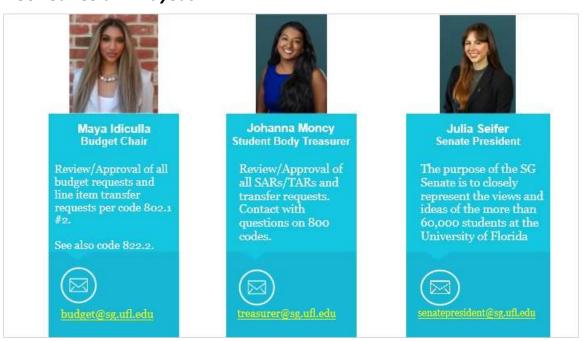
IMPORTANT 800 Code - 808.11 !!!!!

- Student Government Funded Organizations that fail to spend at least 75% of their allocated budget, excluding Base Funding, in a given funding cycle will be deemed ineligible for event, travel, and operational funding in the following consecutive funding cycle.
 - Student organizations may request that travel funding for a specific approved travel request not be considered in the calculation of eligibility if unforeseen circumstances arise.
 - ▶ Official documentation must be provided demonstrating that the organization was unable to travel due to reasons beyond their control, or that the trip was canceled, resulting in not incurring the planned costs. This documentation must be submitted to the Budget and Appropriations Committee via email to budget@sg.ufl.edu within thirty calendar days of the approved travel end date.
 - ► The approval of submitted documentation is determined by a majority vote of the Budget and Appropriations Committee.

1.29 MAJOR POINT LAYOUT



1.30 Four Column Layout



1.31 Four Column Layout

