

Policies and Procedures for the Allocation and Expenditure of Student Activity Funds

APPROVED BY SAEC on 4/21/2023

This manual contains information pertaining to the following:

Authority Granted to the Student Finance Committee and the SGA Senate
Approval Guidelines for various requests
Expenditure Guidelines for Student Activity Accounts
Various Policies regulating the use of Student Activity Funds

Contents

| | | |
|--------|---|----|
| I. | SFC Mission Statement | 3 |
| II. | Authority and Responsibility | 3 |
| III. | SFC Enforcement Authority | 4 |
| IV. | Funding Eligibility Criteria..... | 6 |
| V. | Instructions for Requesting Annual Budgets | 7 |
| VI. | Expenditure Guidelines..... | 7 |
| VII. | Fixed Assets..... | 9 |
| VIII. | Payment Purchase Request..... | 9 |
| IX. | Revenue..... | 11 |
| X. | Audits and Inventory..... | 11 |
| XI. | Disposal of Surplus Goods..... | 12 |
| XII. | SFC Affiliated Committees and Councils..... | 12 |
| XIII. | Ticket Policy | 12 |
| XIV. | Personnel Services..... | 14 |
| XV. | Conference Cost Guidelines | 16 |
| XVI. | Student Leader Compensation reference guide..... | 16 |
| XVII. | Standard cost guidelines and Rates for Various Services | 18 |
| XVIII. | SFC Attendance Policy | 19 |
| XIX. | Summer SFC Authority..... | 19 |
| XX. | Final Authority..... | 20 |
| | Appendix A: Annual Budget Request Form..... | 21 |

The following document is to provide members of the Radford University community with an understanding of the guidelines, policies and procedures of the allocation and expenditure of student activity funds. This document is superseded by the policies of Radford University, laws of the Commonwealth of Virginia, and the United States of America.

This manual will be reviewed and evaluated for revisions annually to ensure policies and procedures are in accordance with current practices, state guidelines, and the goals of the Student Finance Committee and the Student Affairs Executive Council.

I. SFC Mission Statement

The Student Finance Committee (SFC) promotes student engagement through the fiscal responsible allocation of funds for diverse programs, services, and opportunities that best support the intellectual, civic, social, and professional learning experiences.

II. Authority and Responsibility

- A. Student Affairs Executive Council (SAEC) recommends and reviews policies concerning the student activity account in accordance with this document.
- B. The SFC shall oversee all allocations and expenditures of Student Activity Funds. The committee will enforce the policies and procedures approved by the SAEC and Vice President of Student Affairs (VPSA). Lump sum allocations are made to the following accounts for their control and distribution in accordance with this document, in addition to any other accounts that request and are approved by SFC to become a directly funded account. These groups are eligible to apply for an annual budget to fully or partially fund their operational and programming needs with the understanding that some accounts will be required to generate a designated minimum amount of revenue.
- C. SFC Funded Organizations: The following student organizations are authorized to approve allocations from their respective accounts in accordance with guidelines approved by SAEC and SFC. After authorization, the respected advisor and president shall officially manage the financial process.
 - Diversity Awareness Programming Board (DAP, AEC)
 - Radford Student Programming and Campus Events (R-SPaCE)
 - Student Government Association (SGA, APC, OCSC, ISAC, BSA, Public Relations, Unity Fest)
 - Student Media Committee (The Tartan, Beehive, Roc-TV, Exit 109, Whim, SMADS, Radio Free Radford)
 - Student Leader Compensation
 - Sports Clubs Council
 - Club Programming Committee
 - RU Peer Health Educators
 - SA Contingency Account
- D. To become a directly funded SFC organization, a group must do the following:
 1. Organizations that wish to become directly funded by SFC must apply through the direct funding application process.
 2. The Direct Funding Application Process consists of multiple steps, which result in approval or rejection from becoming directly funded.
 3. The Direct Funding Application Steps:
 1. Complete the initial assessment form, located online through the Radford University Student Government Association webpage, or can be received from the Student Government Association Chief Financial Officer.

Upon receiving the initial assessment, the SFC shall require supporting documentation on:

- i. The Organization's constitution
- ii. Meetings
- iii. Previous three years of programming, if available, organized or supported including topic, attendance, and any surveys completed and returned.

If the organization has not been established for three years, then the organization shall provide all above documentation since its date of establishment.

- iv. Up-to-date social media websites
 - v. Funding levels received from Club Programming Committee
2. Attend one SFC meeting to provide supporting documentation mentioned above, as well as to answer any follow-up questions from the SFC based on the organizations answers to the initial assessment form.
 3. If an organization has not been established previously on Radford University's campus, their method of funding shall be determined after recognition by the Committee on Clubs and Organizations (COCO) as an official organization at Radford University.
 4. Upon completion of the application steps, the SFC shall vote on directly funding the organization reviewed. In order for the organization to become directly funded, the SFC must support the measure by a 2/3 vote.
 5. If the organization requesting direct funding does not pass the vote, they must wait two semesters before they can reapply, or by the discretion of the SFC.

III. SFC Enforcement Authority

All SFC funded accounts/groups including, SGA, must abide by the "policies and procedures for the allocation and expenditure of student activity funds". SFC has the authority and responsibility to enforce all policies approved by SAEC for student activity funds. **SFC also has overall responsibility to ensure that student activity fee money is being managed in a fiscally responsible manner** (to include but not limited to: advanced planning of events, staying within budgetary limits, and appropriate stewardship of funds). Failure to follow the policies and procedures or poor fiscal responsibility may result in the following actions/sanctions:

- Verbal or written warning
- Requirement of group or administrator to take action relating to a matter that is not consistent with student activity funds policies and procedures
- Required return of fixed assets to SFC for potential redistribution
- Action against individuals can be recommended to appropriate authority (i.e. student conduct, campus police or immediate supervisor)

- Can temporarily suspend or completely freeze account activity
- Removal of money from a reserve account
- Reduced budget allocation for current or future years
- Elimination of all current and/or future funding

NOTE: Action(s)/sanction(s) can be one action/sanction or a combination of any of the previously listed actions/sanctions. Any group that is going to potentially be sanctioned should have an opportunity to address the SFC before a sanctioning decision is made. SFC has an obligation to use appropriate discretion when enforcing violations of policies and procedures. Sanctions should be decided based on the severity of the policy or procedure violation.

- A. Delegation of authority for approval of funding and policy actions. Authority to approve the allocation of Student Activity funds is delegated as follows:
 1. The SFC will have the authority to approve supplemental allocation for groups in addition to their annual budget up to \$5,000 dollars.
 2. The SGA Senate is authorized to give approval for supplemental allocations of \$5000 or greater.
 3. The following requests, if approved by the SFC and SGA Senate, are forwarded directly to the VPSA for final approval:
 - i. Annual budgets.
 - ii. Supplemental allocations in excess of \$5,000.
 - iii. Creation and deletion of accounts.
- B. Recognition of Fundraising Efforts: If the group has held fundraising activities, it must present, at the time of a funding request to SFC, proof showing all funds collected from other sources.
- C. Reserve Accounts: Reserve accounts are authorized by the SFC for certain SFC funded groups. The reserve account will provide the group with the opportunity to use a certain amount of generated revenue beyond what was approved to be collected by the SFC for future expenditures and uses, subject to the approval by SFC, SGA, VPSA and Office of Budget & Financial Planning.

Except in the case of the SGA Foundation reserve account, all revenue generated toward this reserve shall be used for the sole purposes of contributing support to the RU Foundation for designated scholarships, capital projects, student emergency fund, or other foundation accounts approved by the Radford University Board of Visitors. These funds are generated from sales of ads in publications that fall under SGA's responsibility. The SGA Senate, with the approval of the SGA Advisor, shall determine the transfer amount and timing of funds from this account to the Radford University Foundation account.

- D. The Student Activity Cash fund balance will maintain a minimum of 12% of the total projected expenditures. This percentage is in accordance with the requirements of the Commonwealth.

IV. Funding Eligibility Criteria

- A. The programs and activities to be funded must:
1. Be sponsored by an officially recognized university group or administrative unit.
 2. Be compatible with the official purpose of the sponsoring group, SFC and/or SGA.
 3. Potentially benefit the entire student body rather than any particular few.
 4. Be available to all Radford University students regardless of academic major or class standing unless otherwise authorized by SFC and comply with the University's Non-Discrimination Policies.

“Radford University does not discriminate with regard to race, color, sex, sexual orientation, disability, age, veteran status, national origin, religion, or political affiliation in the administration of its educational programs, activities, admission or employment practices”

- B. There must be a clear statement of the activities and estimated budget in a line item format. (See Section V for instructions for requesting annual budgets).
- C. Groups receiving funding from the Student Activity Fund must abide by university policies and procedures. Failure to comply with these university policies and procedures could result in the immediate loss of funding.
- D. Fundraising
1. Organizations supported completely by SFC (i.e. SGA, R-SPaCE, DAP/AEC, Student Media groups) can fundraise to benefit outside organizations but cannot fundraise to subsidize their SFC allocation of funds.
 2. Organizations partially supported by SFC (i.e. Sports Club Council, PHE, CPC) can fundraise to benefit outside organizations as well as to support their own organizational needs.
 3. Deposits from fundraising activities cannot run through university accounts. Deposits should be made directly to the organization benefiting from the fundraiser.
 4. No university funds may be used to purchase goods or support fundraising activities.
 5. If any fundraising activities involve ideas about waiving or modifying fees (such as free admission in exchange for canned food items), the Vice President for Finance and Administration must approve the fee waiver/modification prior to the event.
 6. Refer to Radford University’s Sales and Solicitation on Campus Policy for additional information:
<https://www.radford.edu/content/dam/departments/administrative/budget/Sales-Solicitations-Revised-April-2011.pdf>
- E. Donations

Prior to seeking donations from businesses or individuals, University Advancement must review and approve the request to prevent duplication of effort. Organizations should notify the Associate Vice President of Student Life of their intent to request donations. The AVP or their designee will assist an organization with contacting

University Advancement to seek appropriate approvals. Organizations will need to provide the following information:

1. List of donors being solicited
2. Type of donation being requested (cash, merchandise, etc.)
3. Purpose or use of the donation

Refer to Radford University's Sales and Solicitation on Campus Policy for additional information:

<https://www.radford.edu/content/dam/departments/administrative/budget/Sales-Solicitations-Revised-April-2011.pdf>

V. Instructions for Requesting Annual Budgets

- A. Annual budget requests (for the period of July 1 - June 30) are due in January. SFC will send notices out to all funded groups in November. As part of the budget development process, budget request, survey results, marketing efforts, mission statement and past attendance of the meetings and events must be included for consideration by the committee (ISAC, BSA, and OCSC shall provide representative attendance records at SGA meetings when requesting an annual budget). If all of the above aspects of the budget request are not presented to the committee by the specified date, the request may be delayed for review, partially funded, and/or possibly not funded.
- B. The following timeline for SFC budget approval will be as follows:
 1. Budget review will occur in January to March.
 2. Budget allocations are reviewed and recommended in March to April
 3. SFC recommended allocations presented to SGA no later than the second to last meeting of current SGA senate.
 4. VPSA approval of allocations will be no later than two days after SGA approval
 5. Budget notification letters will be sent to organizations no later than five business days after VPSA approval.
- C. Funding could be limited due to enrollment, so annual budgets should be carefully planned to include all expenses.
- D. Upon request, a representative of the organization should attend the SFC meeting to answer questions about the annual budget request.
- E. After annual budgets are submitted to SFC, the SFC will base its recommendations to the SGA Senate and VPSA regarding program approval and the level of funding a group will receive on the group's compliance with the criteria for funding, information received from the group, appropriate endorsement of the activities, student interest and support of the activities to be funded, and total funds available for allocation.
- F. The SFC budgets are final after approval of SFC, the SGA Senate, and the VPSA.

VI. Expenditure Guidelines

A. Approvals

Advance approval(s) is required before Student Activity Funds are spent or

encumbered. The Commonwealth has strict purchasing requirements that must be followed. For that reason, individuals who wish to spend or encumber Student Activity Funds must first contact their account treasurer, advisor and the Account Manager. Failure to do so may result in the individual being required to make payment from their own personal funds. Note that all expenditures must comply with the expenditure guidelines.

B. Unspent operating funds are automatically carried forward to the Student Activity Fund Balance.

C. The funded group has the responsibility for determining that the budget is not over-spent, both on an item-by-item basis and overall unless otherwise authorized in the approved budget.

D. Contracts

Contractual arrangements for services can be made only after receiving notice that funds have been allocated. All contracts involving student activity funds must be approved by the university's designated approval agent before final approval for the event is given and before the event is publicized.

E. Bids and Price Quotations

The purchase or lease of goods costing more than \$5,000 requires the submission of bids to or bidding by Procurement and Contracts (Purchasing) unless it can be determined that the goods are available from only one source or are to be purchased on state contract. The low bid must be accepted unless overriding circumstances exist and the selection of a higher bid is authorized.

F. Prohibited Expenditures - Student Activity Funds are not to be used for:

1. State sales tax unless the exemption is denied by the merchant. (Commercial lodging and restaurant food charges are not tax exempt).
2. Alcoholic beverages and or programs that provide alcoholic beverages.
3. Charitable contributions or the collection of revenue for such contributions unless a special exception is granted by the SFC and the VPSA.
4. For academic* instructional purposes unless approved by the SAEC including supplies and equipment.
5. To pay students or other student groups for services rendered unless specifically authorized in section XV (Personnel Services) or approved by the SAEC and the VPSA.
6. Gifts, as defined by state guidelines, to employees of the university. Any honorariums or gifts that are given in compliance with state guidelines are considered taxable by the IRS over a specified amount. Please refer to the Financial Reporting Office website for guidelines.
7. To purchase services from university employees unless budgeted and approved by the Human Resource Office.
8. To purchase goods from university employees.

*Academic definition

- Does not qualify as an Equipment Trust Fund expense (documentation required).
- Is not an integral part of a lesson plan.
- Is not a requirement that fulfills objectives in the course syllabus.

- Is not designated in a specific location where a class regularly meets.
- G. Office Supplies
All office supplies must be ordered through the University's office product supplier, The Supply Room Company UVA1507501 except those that are required to be purchased from state contracts. See the Student Activity Account Managers for specifics.
- H. Reimbursement policy
Purchases made within Radford University purchasing guidelines may be reimbursed if you have prior approval from the appropriate advisor and original receipt.

VII. Fixed Assets

- A. The use of equipment that is purchased and/or maintained by Student Activity Fees is limited to SFC funded accounts to which the equipment is assigned unless procedures and charges for the loan and/or rental of the equipment to other accounts approved by the SFC. Appropriate policies and procedures for the use and security of equipment are to be developed and enforced by the group to which the equipment is assigned and the SFC. Equipment losses and damage are to be reported to the SFC in a timely manner.
- B. All recognized student clubs and organizations have the option of using the resources in the Club Hub. Any use of these resources will comply with Club Hub policies.
- C. Equipment Maintenance. All other SFC funded groups are responsible for the cost of maintenance and repair of their equipment, or other objects/items subject to inventory.
- D. Fixed assets are long-term, tangible items that may be used to enhance operations, programming and all other activities of the SFC funded accounts. Such assets are to be stored in a secured location on the university premises and inventoried by the funded group or account that purchased the item. The SFC reserves the right to conduct inventory audits to ensure fixed assets are accounted for and located on university property.
- E. Fixed assets and equipment are property of the Commonwealth of Virginia and are subject to protection of the laws of the Commonwealth. Removing property off the university premises without authorization by SFC is subject to penalties indicated by the enforcement section of these policies and procedures and criminal prosecution under state law.
- F. Fixed asset damages and losses are to be reported to the appropriate advisor, Student Involvement Account Managers, CFO of SFC, and the Associate Vice President of Student Life in a timely manner. Administrative steps to recover and repair all fixed assets will be taken. In the event it is determined that the damage or loss was due to deliberate malicious action(s) the Associate Vice President of Student Life or designee will contact the University Police to begin criminal proceedings against any and all parties associated with the damage or loss of university property.

VIII. Payment Purchase Request

- A. Purchase/Payment Request (PPR) forms will not be processed unless signed by

- authorized persons whose names have been submitted to the Student Involvement Account Managers by the account chairperson, advisor or treasurer.
- B. Payment requests that are to be charged to the current year budget must be submitted to the Account Managers no later than a date indicated by the year-end cut-off memo issued by the Vice President for Finance and Administration. Any bill received after the set date will be charged against that organization's budget for the following year.
 - C. For all purchases a PPR form must be filled out completely and signed by the appropriate advisor listing all items that are to be purchased. Then the form will be given to Student Involvement Account Managers to be entered into the eVA Procurement System. There will be no exceptions for items that are not listed on the PPR form. The requestor will be the one that will be responsible for payment of items not listed.
 - D. All approved PPR's must be presented to Account Managers to be entered in the system 10 working days prior of purchase. The requestor must plan ahead for all events and items that are to be purchased.
 - E. All receipts and names if applicable will be given to the Accounts Managers for payment within 4 working days of purchase. If not submitted, the requestor will be responsible for payment and the club or organization will not be allowed to make future purchase requests until receipts are collected. There will be no exceptions.
 - F. Purchases concerning food as follows:
 - 1. There will be no food bought and prepared in or around the Hurlburt Student Center or Heth Hall. This is against the State Board of Health's policies. Food prepared on campus, must be requested from Radford University Catering Service. Prepared food may be purchased from external vendors only with written permission from Dining Services at least two weeks in advance of the event date. No outside caterers can be brought in. There will be no exceptions.
 - 2. Upon prior approval, when any food purchases with Student Activity's monies are made, an itemized receipt of all food and a list of names from those in attendance will be presented to Account Managers within 2 business days following the event. If not submitted, the requestor will be responsible for payment. There will be no exceptions.
 - G. Awards and prizes
Account Managers must receive names, addresses, and student ID numbers for all recipients for all awards and prizes that are to be given out. This is taxable income and must be reported to the IRS. It is the responsibility of the requestor to provide information to Account Managers. If this information is not provided, the group will not be allowed to purchase awards or prizes. There will be no exceptions (refer to student payment policy on Financial Reporting's website).
 - H. Rules and regulations for travel:
 - a. All Travel must have a Travel Request filled out completely with all current information and all approved signatures turned in to the Account Managers five (5) weeks prior to registration and hotel deadlines.
 - b. There will be no changes to the travel request form after it has been turned in to the Account Managers for processing. The only changes that will be made is if an individual cannot travel. Please remember this takes time to get items in the accounting system approved and the cutting of checks requires advanced notice. If

proper time is not allowed, the travelers will have to pay for all expenses and then request reimbursement. Itemized receipts are required for reimbursement.

- c. For a comprehensive understanding of travel rules, regulations, and processes, refer to Accounting Services website. [Travel | Accounting Services | Radford University](#)

IX. Revenue

Contact the Account Manager to receive instructions for the collection and deposits of income.

A. Minimum Revenue Collected

Certain accounts will be required to generate a designated minimum amount of non-student fee revenue that must be received by the end of the fiscal year. Failure to achieve minimum amount of non-student fee revenue can result in the freezing of budgets for the current year, decreasing expenditures of the following year, and any other administrative steps necessary to protect the integrity of the financial position of Student Activity accounts.

SFC will authorize specified accounts to establish reserve accounts. Authority for expenditures from reserve accounts requires action by SFC. Final approval is granted by the VPSA.

B. Compliance

All funds handling procedures should comply with the university and Commonwealth policies.

C. Scholarships

Only revenue that exceeds the designated minimum amount of non-student fee revenue can be carried over to the next fiscal year in a reserve account authorized by the SFC. All scholarship transfers to the Radford University Foundation must have prior approval of the Board of Visitors.

X. Audits and Inventory

A. Each funded group will be required to maintain a copy of its approved budget, a record of generated revenue, expenditures and balances for each event/category and in their total account.

B. Groups may sell tickets to a program if the revenue raised is needed to help offset the program expenses. Each funded group must maintain an audited record of ticket sales for events to which admission is charged.

C. Each funded group/account must maintain equipment and fixed asset inventory showing the condition, date of purchase, purchase price, location and serial number, if any, of each piece of equipment. All these records are subject to audit by the SFC.

D. Any of these records must be available upon request of the Account Manager and/or SFC CFO or member.

XI. Disposal of Surplus Goods

The Commonwealth of Virginia prescribes procedures that must be followed for the disposal of surplus goods. The SFC must be contacted prior to disposing surplus goods. Surplus items must be made available to all SFC funded groups before being sent to the University Warehouse. Distribution of surplus items will be made by the SFC except where superseded by university policies.

XII. SFC Affiliated Committees and Councils

A. Club Programming Committee

The Club Programming Committee, a funded group of SFC, is authorized to allocate funds to recognized student clubs and organizations that are not qualified for funding through SFC or the Sports Club Council. The committee's policies, procedures, and composition, will be reviewed annually by its membership for efficient and effective operation. Any changes to policies, procedures, and composition to CPC must be approved by the SAEC prior to the start of the next fiscal year. Clubs and organizations that wish to appeal a decision of the committee must adhere to CPC's guidelines. Appeals will be submitted to the SGA Chief Financial Officer within the time frame allowed in the CPC policies and procedures found in the CPC application for funds.

B. Sports Club Council:

The Sports Club Council exists to regulate all functions of the Radford University Sport Club system. Clubs and organizations recognized as a sport club by the Committee on Clubs and Organizations (COCO) are subject to this council's policies and procedures identified in their handbook. The Sports Club Council is authorized to allocate Student Activity Funds to recognized sport clubs for the following:

1. Partial expenses for clubs that qualify for post-season regional or national tournaments in accordance with standard cost guidelines of SFC.
2. Other requests as approved and determined by policies and procedures under Section VI, Funding, of the Sports Club handbook.

The Council may request additional lump sums from the SFC if necessary funding is not available under the Sports Club account. The Student Affairs Executive Council must approve any changes to Section VI, Funding, of the Sports Club handbook.

XIII. Ticket Policy

- A. All events fully or partially funded through SFC allocations must use the University recognized ticketing software offered at the Hurlburt Student Center Information Desk.
- B. Radford University students will have first priority when tickets are distributed for events funded by student activity funds. Organizations will attempt to anticipate student demand for tickets and will provide advance "Radford Student Only" sales of tickets a minimum of one week in advance for popular entertainment events.
- C. Non-Radford university individuals will be charged no less than the amount required

- for specific organizations to generate anticipated revenue amounts as set by SFC for large-scale entertainment events. Ticket prices for non-Radford students will be no less than the amount charged for Radford university students.
- D. Radford University faculty and staff will be extended the same ticket purchase privileges as students except when the student demand exceeds the anticipated supply of tickets.
 - E. Radford University students, faculty and staff may purchase ONE ticket for each dependent at a minimum of 50% of the general public price, but never less than the cost of the tickets for currently enrolled students. A valid Radford University dependent ID card must be presented for each dependent ticket request.
 - F. The Student Involvement Facilities Manager will submit a complimentary tickets list for approval annually. Complimentary tickets may be issued to guests listed on an approved SFC listing. Exceptions to the listing may be granted through request to the SFC. Groups sponsoring events funded by the Student Activity funds may request authorization from the SFC to issue complimentary tickets for officers and working members of their committees, designated university officials and other guests which are specified. The distribution of complimentary tickets must be recorded as a part of the ticket audit.
 - G. Tickets will be made available for distribution through the President's Office until one day prior to the event when ticket demand is great. Examples of people to whom these tickets may be distributed including members of the Board of Visitors, members of the Board of Directors of the Foundation, members of the Executive Board of the Alumni Association, members of the Athletic Council, members of the Business Industry Council and major contributors to the University.
 - H. Educational groups of 20 or more (general public patrons) may purchase tickets at a 50% discount. These groups must validate their organization with a check or some other official document. Group rates will not be made available if student demand for tickets is high. Group ticket prices may never be less than those prices charged to students. Other group rate requests may be made to the SFC.
 - I. Tickets for children (ages 2 - 12) will be a maximum of 50% of the general public price but never less than the price charged to students. Children two years and older must purchase a ticket. Younger children may be admitted free but will not be guaranteed a seat.
 - J. Parents, alumni and other friends of the University may be given complimentary tickets for special weekend events such as those events occurring on Family Weekend and Homecoming, etc. Groups are encouraged to specify these complimentary ticket options when budgets are submitted for approval.
 - K. Reservation of tickets for special interest groups, excluding the Radford Foundation Office, is not permitted until tickets have been on sale for at least three days.
 - L. Radford University students, faculty and staff are to be admitted free of charge to all Student Activity funded events that are educational as opposed to primarily entertaining (as determined by the VPSA or SFC).
 - M. References in this document to faculty and staff will be interpreted to include retired faculty and staff.
 - N. Groups are encouraged to charge the general public an admission fee at least equal to the "per seat" costs of the event except where those fees would inhibit attendance,

however, the general public may be admitted free of charge to educational programs funded by the Club Programming Fund.

- O. Decisions of the SFC regarding the ticket distribution policies are final.
- P. Student, faculty and staff ticket holders will be required to present and have their Radford identification scanned upon entering events.
- Q. For all of the Student Activity funded events at which tickets are sold at the door, a trained ticket seller identified by the Hurlburt Information Office must oversee the sale of tickets at the door, count the revenue collected at the door, and deliver the revenue, cash bank and unsold tickets to the Student Involvement Facilities Manager.

XIV. Personnel Services

Listed below are the guidelines for the use of Student Activity Funds for the payment of personnel services.

- A. Circumstances under which Radford University students and employees should or may be paid for personnel services related to Student Activity funded activities. (Pending approval of a budget request for such services):
 - 1. Students
 - i. A high degree of responsibility is mandatory and the payment of wages is needed to establish an employer-employee relationship giving the supervisor the right to require a certain standard of performance; or
 - ii. Specialized technical skill and/or a high degree of responsibility is required too frequently to expect the services to be provided voluntarily; or
 - iii. Students have no personal investment in the activity and are unwilling to help on a voluntary basis (Concerted efforts have been made to secure voluntary help); or
 - iv. Physical labor is involved (a secondary factor).
 - v. Students supporting the Account Manager with a maximum rate of minimum wage.
 - 2. University Employees - Non-Supervisory Classified or Wage
 - i. Services that are performed that exceed 40 hours a week due to Fair Labor Standards - payment must generally equal 1-1/2 times the employee's hourly wage.
 - ii. Services are performed during regular working hours but are beyond those services normally provided at no cost to University departments or organizations. When services are requested, an agreement regarding the cost of these services, if any, should be reached with the director providing the services to ensure the availability of funds and budget authorization.
 - iii. Those individuals employed in the capacity of advising and managing of Student Activity Accounts receives funding for these positions through the direction of the VPSA.
- B. Authorized Wages for Personnel Services provided by Radford University Human Resources for Student Activity Funded Activities (Pending approval by the SFC or a budget request for such services).

| Personnel | Hours/Service | Wages/Benefits |
|--|--|--------------------------------------|
| University Employees Non-Supervisory Classified/Wage | | Overtime |
| University Police | Extra security for events as required | 1 ½ hourly wage |
| University Police | Traffic control for concerts | 1 ½ hourly wage |
| Electrician and Other Building Grounds Personnel | As required | 1 ½ hourly wage |
| Movers, Electricians, other from Facilities | During regular working hours | Hourly wage |
| Security/Traffic control | As required | Per contract or minimum wage |
| I.D. Checkers | As required | Per contract or minimum wage |
| Standing Crew – Trainee | | Minimum wage to Minimum wage +15% |
| Standing Crew – Experienced | | Minimum wage to Minimum wage +15% |
| Other Technicians - Trainee | Projectionists, spotlight operators, load in/out, stage hands, etc | Minimum wage to Minimum wage +15% |
| Other Technicians - Experienced | Projectionists, spotlight operators, load in/out, stage hands, etc | Minimum wage to Minimum wage +15% |

- C. Media student staff and specified compensations as approved by Student Media Committee (i.e. Section or assistant editors). Subject to approval of SAEC (not to exceed a total of \$8,500 per year) unless otherwise noted in the annual budget during the SFC budget hearing.
- D. Stipulations regarding the payment of wages and salaries include:
1. Full-time salary position increases which are mandated by the state for cost-of-living or approved through merit increases will be made to the corresponding account(s) without having to gain approval from SFC.
 2. All wages paid to Radford University students and employees from the Student Activity account are channeled through the Payroll Department. The Payroll

Department is responsible for informing the Financial Aid Office of all wages paid to students from the Student Activity Account.

3. Wage or pay increases must be authorized reviewed by the AVP for Student Life, VPSA, Budget Office and Human Resources prior to being implemented.
4. Any work performed will be paid at a minimum of a one-hour wage.
- E. Circumstances under which Dining Services staff should or may be paid for personnel services:
 1. Services are performed for the set-up, teardown, cleaning, trash removal, etc. in the Muse Banquet Room.
 2. Services are performed for recognized Radford University student clubs and organizations.

XV. Conference Cost Guidelines

Organizations receiving Student Activity Funds to send delegates to conferences are required to comply with the following guidelines and should keep their expenses to a minimum. Persons in their last semester of office are ineligible to be funded to attend conferences. Exceptions to these guidelines may be granted by the SFC.

- A. Maximum allocation for conference attendance for each organization (including registration fees and all expenses) cannot exceed state guidelines. In addition, all groups will be limited to spend funds allotted and approved for conferences in the annual budget. Funded accounts will not be permitted to exceed the approved annual budget maximum.
- B. Meals (including tips): \$30 per person per day.
- C. Lodging: Consistent with state guidelines:
<https://www.radford.edu/content/accounting-services/home/travel.html>
- D. Transportation: To reserve transportation from Radford motor pool or Enterprise contact the Account Managers for policies and procedures.

XVI. Student Leader Compensation reference guide

(Amounts are per academic year and were approved by SAEC April 2023)

These compensation accounts shall be re-evaluated every 3 years from the base year of 2009. All student leaders' performances will be evaluated and the evaluation verified by the direct advisor every semester.

DAP

| | |
|----------------|---------|
| President | \$5,700 |
| Vice President | \$2,850 |

R-SPaCE

| | |
|-----------|---------|
| President | \$5,700 |
|-----------|---------|

Vice President \$2,850

MEDIA

Tartan Editor \$5,700

Whim Editor \$4,350

Roc-TV Producer \$4,350

Radio Free Radford Producer \$4,350

Beehive Editor \$2,850

Exit 109 Editor \$2,850

SGA

President \$5,700

Chief Financial Officer \$2,850

Vice President \$2,850

Chief Activities Officer \$2,850

Chief of Staff \$2,850

- A. If an SFC organization would like to have an executive member paid, the following guidelines must be met.
- a. The student organization must be fully funded by the Student Finance Committee.
 - b. The organization must hold an open election process and the member must hold an executive role within the specific organization requesting that the executive gets paid.
 - c. The executive member paid will stay in good standing with the organization.
 - d. The organization member must have specific job duties and obligations outlined within the organization's constitution.
 - e. The organization must hold weekly meetings and provide consistent programs/events for the student body.
 - f. The organization must have an active advisor to review performance of the executive member getting paid and to approve the members time/attendance sheet.
 - g. Organizations must provide evidence of all guidelines being met to SFC with the Base Budget Request information submitted in January.
 - h. SFC will review all information to decide to approve the paid position. Even if all guidelines are met, SFC holds the right to not pay the organization member based on current and/or future financial needs.
 - i. SFC holds the right to remove paid positions based on current and/or future

financial needs.

XVII. Standard cost guidelines and Rates for Various Services

Awards:

Organizational Awards - \$30 per person (maximum)

Outstanding Student Awards - \$45 per person (maximum)

Dinner Banquets:

Consistent with state guideline rates:

Food Costs:

Consistent with state guideline rates:

<https://www.radford.edu/content/dam/departments/administrative/policies/FinanceAdminPoliciesandProcedures/FA-PO-1207FoodBeveragePolicy.pdf>

Honorarium:

An honorarium is a token of appreciation paid to a non-employee or non-student for services performed for which payment is not required. All contracts require the approval of Procurement and Contracts.

https://www.radford.edu/content/dam/departments/administrative/accounting-services/Honorarium_Payment_Request_Form-122117.pdf

Maintenance services:

Provided by Radford University Facilities Management. Rates are based on the standard costs as determined by Facilities Management. A Facilities Service Request needs to be completed and emailed to the Facilities department: [Forms | Facilities Maintenance and Operations | Radford University](#)

Mileage Rates:

Consistent with state and university guidelines: [Radford University Travel Policy](#)

Organizational Apparel:

Consistent with Radford University guidelines:

<https://www.radford.edu/content/dam/departments/administrative/financial-services/policies-procedures/ApparelPolicyrevisionSep2015.pdf>

Promotional Items:

Consistent with Radford University guidelines:

<https://www.radford.edu/content/dam/departments/administrative/financial-services/policies-procedures/PromotionalItemsPolicyrevised09022010.pdf>

Postage:

Determined by US Postal Service.

Prizes:

Combined total of all prizes for each event may not exceed \$500 unless prizes are donated or an exception is granted by SFC.

Retreats and Workshops:

Student Activities made a \$50,000 contribution for the construction of the SELU Retreat Center with the understanding that the center would be available at no cost to SFC-funded organizations. Therefore, all SFC-funded groups that hold retreats must hold their retreats at SELU if the facilities are available and suitable.

Telephone

Standard Basic Costs per month as determined by Radford University Telephone Services.

Trophies:

\$30 per trophy (maximum)

Use of University Facilities:

The Use of University Facilities Policy for Radford University (University) governs the extracurricular use and scheduling of University facilities to ensure the facilities are used in a manner consistent with the mission of the University and with their intended purpose.

https://www.radford.edu/content/dam/departments/administrative/policies/FinanceAdminPoliciesandProcedures/FA-PO-1209_UseofUniversityFacilitiesPolicy.pdf

XVIII. SFC Attendance Policy

Any SFC voting member who accumulates more than three unexcused absences during the academic year should be considered for replacement by the SGA CFO. Any absences that are excusable must have approval of the SGA Chief Financial Officer. If a member is unable to attend a meeting, he/she should notify the SGA Chief Financial Officer or committee secretary 12 hours prior to the meeting.

XIX. Summer SFC Authority

A special committee can be formed during the summer months to fulfill the functions of

the SFC as they pertain to the Student Activity Accounts. Only action items deemed urgent by the current SGA Chief Financial Officer can be acted on by the committee. The special committee will be composed of the following members.

- A. The current SGA Chief Financial Officer.
- B. A minimum of three students who have served on the SFC during the previous year or who have been appointed to serve for the following academic year.
- C. A minimum of one SFC advisor.
- D. Discussion and voting protocol will follow approved SFC policies and procedures.

If summer schedules do not permit a face-to-face meeting, a phone conference is acceptable but the special committee members must have all documentation regarding the action items prior to the meeting.

XX. Final Authority

All SFC decisions are subject to review by the Vice President for Student Affairs.

Appendix A: Annual Budget Request Form

| Student Finance Committee 2023-24 Student Organization Budget Request | | | | | |
|--|--|----------------------------|--|---|-------------------------------|
| <i>Please select organization name from drop down list --></i> | | | | | |
| Budget Pool Account # | Account Code/Budget Category | Current Year Budget (a) | Re-Alignment Adjustments (b) | New Funding Requests (c) | Total Requested Budget (d) |
| | | | Use this column if only reallocating existing budget | Enter amount of new funding requested in this column on the appropriate account code/budget category row. | |
| | EXPENSES (see descriptions on tab 2) | | | ↓ | |
| | 611130 FICA | | | | \$0 |
| | 611410 GENERAL WAGES | | | | \$0 |
| | 7120 CONTRACTUAL SERVICES | | | | \$0 |
| | 7121 ON-CAMPUS PRINTING/POSTAGE | | | | \$0 |
| | 7122 PHONE | | | | \$0 |
| | 7123 TRAVEL | | | | \$0 |
| | 7130 SUPPLIES & MATERIALS | | | | \$0 |
| | 7150 CONTINUOUS CHARGES | | | | \$0 |
| | 7220 EQUIPMENT | | | | \$0 |
| | TOTAL EXPENSES | \$0 | \$0 | \$0 | \$0 |
| | TOTAL REVENUE | | | | \$0 |
| 24 | Notes: | | | | |
| 25 | (a) Current year budget approved by SFC. | | | | |
| 26 | (b) Re-alignment of existing budget. Must net zero. | | | | |
| 27 | (c) New Funding Requests for increased budget. | | | | |
| 28 | (d) Total budget requested for next academic year (FY2021-22). Must total all changes. | | | | |
| 29 | | | | | |
| 30 | | | | | |

Calculation Mode: Automatic Workbook Statistics

| Student Finance Committee | | | |
|---|---|--|------------------|
| 2023-24 Student Organization Budget Request | | | |
| New Funding Request Written Justification Form | | | |
| Please select Organization from list --> | | | |
| Please provide detailed written justification to support the new funding requests. In column C in the appropriate account code/budget category row, provide concise and clear explanations to justify and support the requested increase. The amount should automatically populate from column C of tab 1 (BBR). If not, please enter the amount requested in column D on the appropriate account code/budget category row, this is the amount from tab#1. Undocumented requests or adjustments will not be considered. Please do not add rows. | | | |
| Code | Account Code/Budget Category | Written Justification | Amount Requested |
| 611130 | FICA (employer contribution to social security for wage earners) | FICA is calculated at 7.65% of wage expense. | \$0 |
| 611410 | WAGE (compensation to individuals paid at an hourly rate) | | \$0 |
| 7120 | CONTRACTUAL SERVICES (includes expenses for entertainers, catering - prepared food, advertisement and promotional services, printing services, organizational membership fees, cleaning services, security, repair services, equipment maintenance services etc.) | | \$0 |
| 7121 | POSTAGE & PRINTING (Postal service, on-campus printing services, and copier/printer services) | | \$0 |
| 7122 | PHONE SERVICE (monthly phone bill for office) | | \$0 |
| 7123 | TRAVEL (hotel lodging, personal mileage, vehicle rental, meal reimbursement, air fare, for conference attendees etc) | | \$0 |
| 7130 | SUPPLIES (apparel supplies, office supplies, decorations, paper, food and drink supplies, recreational supplies, cleaning supplies etc.) | | \$0 |
| 7150 | CONTINUOUS CHARGES (building rental, copier and equipment rental etc) | | \$0 |
| 7220 | EQUIPMENT PURCHASES (office furniture and equipment, recreational equipment, cameras, TV, etc) | | \$0 |
| Total Expense Requests: | | | \$0 |
| | REVENUE (for organizations that are required to make revenue from concerts, tickets, etc.) | | |

Tab#1 Base Budget Request

Tab#2 Written Justification