

FLORIDA A&M UNIVERSITY  
**STUDENT GOVERNMENT ASSOCIATION**



2024-2025

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Revised 2023

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ACTIVITY & SERVICE  
BUDGET APPLICATION

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**TITLE VIII FINANCIAL CODE**

**Chapter 700 Defenitions**

- 703.1 A&S Funded Organization refers to any student organization registered and certified by the Office of Student Activities or a university department, which may be funded partially or entirely by A&S Fees.
- 703.2 Fiscal Year refers to the fiscal year for A&S fees at Florida A&M University, which shall be from July 1 to June 30 of the following year.
- 703.3 Annual Activity and Service Fee (A&S Fee) Budget refers to the primary means of allocating A&S Fees to certified student organizations, university departments, and other student-centered initiatives. This process takes place during the spring semester and involves the SGA Senate’s allocation of funds for the next fiscal year from the projected collection of A&S Fees. The Annual A&S Fee Budget is a line-item budget
- 703.4 A line-item budget is defined as having a description(s) of items allocated for, unit cost of item(s), quantity of item(s), and total cost of item(s).
- 703.5 Senate Unallocated Account refers to all additional revenues beyond the Annual Budget established by the SGA Senate and all unused and unencumbered funds from every A&S account, which shall be deposited into the A&S Unallocated Account at the end of each fiscal year.
- 703.6 Special Allocation Request refers to funds requested throughout the fiscal year for expenses not previously budgeted for. The funding source for special allocation requests is the A&S Unallocated Account. Special Allocation Requests shall be allocated through a Senate Appropriation Bill.
- 703.7 Budget Transfer refers to a transaction that moves allocated A&S funds from an original line item to another line item.
- 703.8 Just cause is defined as violations of the SGA Finance Code, University Regulations, and laws of the State of Florida.
- 703.9 Expenditure shall be defined as the purchase of items or services.
- 703.10 A&P and USPS personnel. This category does not cover elected or appointed student positions. A&P and USPS personnel are hired in accordance with the university’s human resources policies.
- 703.11 Other personnel staff (OPS) shall be defined as fees budgeted to fund wages for elected and appointed positions.
- 703.12 General expenses shall be defined as fees budgeted to pay for items, such as office supplies, name tags, printing and postage fees, telephone charges, and facility rentals, which do not fall under any other category.
- 703.13 Activities and Programs shall be defined as fees budgeted to pay for events proposed by A&S funded entities.

Fall 2023

- 703.13 Activities and Programs shall be defined as fees budgeted to pay for events proposed by A&S funded entities.
- 703.14 Travel shall be defined as fees budgeted to pay for the travel expenses of A&S funded entities.
- 703.15 Activity and Service Fee Budget Office (ASFBO) shall be defined as the administrative entity responsible for providing support to the student leaders and the activity and service fee-funded entities.

**Chapter 704 General Guidelines & Restrictions on A&S Fee Expenditures**

- 704.1 The Student Government Association and all specific entities funded by Activity and Service Fees must follow the Florida A&M University Purchasing Rules and Procedures. Prohibited expenditures of Activity and Service fees are classified as follows:
1. Funding of Social Greek Letter organizations (Sororities and Fraternities) and their auxiliary (e.g. Sweethearts, Interest Clubs, etc.) organizations including but not limited to organizations within the National Panhellenic Council; (Academic/Honor Societies that are represented by Greek lettering are not included.)
  2. Funding of councils representing Social Greek Letter organizations, including but not limited to the National Panhellenic Council.
  3. Direct or indirect financial support to a political candidate, political party, or political committee continuous existence as defined in Florida Statutes, Section 106.001. This statute shall by no means be interpreted as restricting the lobbying efforts of the Student Government Association exclusive of or in conjunction with the Florida A&M Office of Governmental Relations.
  4. Subsidize dues of any organizations.
  5. Alcohol and any illegal substance.
  6. Use of Activity and Service Fees to raise funds, except for SGA sponsored concerts.
  7. Booster Clubs or any fundraising entities.
  8. Any obscene, inappropriate, or offensive images or text may be displayed on any printed material purchased in whole or in part with A&S funds.
- 704.2 Activities and services funded must not conflict with the purpose or regulations of the Florida A&M University, Board of Trustees policies, or with state and federal laws.
- 704.3 No A&S Fee monies shall be disbursed to pay for previous expenditures without prior approval, including but not limited to the reimbursement of trip expenses for certified student organizations. SGA shall only be obligated to pay where a legitimate purchase order has been properly issued, or other paperwork has been completed as designated by the ASFBO. This clause may be waived by an appeal in the form of a resolution to the Senate's Organization & Finance Committee. The appeal must include a letter of explanation as to why the expense did not receive pre-approval as well as the financial statement and expense reports from the event. A representative for the organization requesting the appeal must be present. The appeal must pass the Organization and Finance Committee by three-fourths (3/4) vote and receive a three-fourths (3/4) vote of the Senate. Should either vote fail, SGA shall not be liable for the expense.
- 704.4 SGA shall not fund any item pertaining to an event or travel in the past including, but not limited to: clothing, awards and promotional items. The selection process for any awards paid for by A&S monies must occur after the initial request presentation, and the recipient must be notified their award was paid for by SGA.

**Chapter 705 Responsibilities of All Funded Entities Each**

705.1 Each entity funded by the A&S Fees are responsible for:

1. Adhering to the Finance Code of the Student Body Statutes and the SGA Finance Manual.
2. Signing and submitting the “Statement of Understanding” (see Chapter 711) to SGA.
3. Attending all mandatory training sessions scheduled by the Senate Organization and Finance Committee (OFC).
4. Spending within their line-itemized budget allocations.
5. Acting in compliance with the policies outlined in this Finance Code.
6. Having two financial custodians, who will be responsible for reporting financial information to SGA.

2024-2025 Activity and Service Fee Budget Proviso Language & Special Instructions

1. All expenditures must conform to all provisions of the Florida Statutes, A&S Guidelines, and University Purchasing and contracting procedures. All expenditures must be used in accordance with the specific intent of the allocation.
2. The 2024-2025 A&S Fee Budget does not establish precedent for future levels of funding.
3. All A&S expenditures are subject to audit by the Student Senate, Student Government Comptroller’s Office, University Budget Office, and any other auditing procedures
4. No A&S-funded account may pay any stipend, wage, salary, or salary increase to any position not stated within the 2024-2025 budget without the express consent of the SGA Student Senate
5. In the event of budgetary shortfalls for excesses, the Vice President of Student Affairs, the SGA Director, the 2024-2025 Senate President, Organization and Finance Committee Chairperson, and the SGA President shall meet to review and debate options to remedy the occurrences which shall be approved with written consent of the SGA President, Senate President, and the Organization and Finance Committee Chairperson.
6. The Student Senate recommends Activity and Service Fee Budget recommends the gradual removal (over the next three years) of the Director of Campus Recreation and the two Assistant Directors positions from the A&S Budget. It is the recommendation of this committee that these positions be moved to the E&G funding sources. This will provide approximately \$260,000 to be allocated toward the student body or to initiatives that can impact the student body (e.g., parking solutions.)
7. Only the University President or their designee is authorized to sign entertainment, professional service, and consultation contracts on behalf of the University. Any agreement signed by any other parties is considered a private one that the Florida A&M University is under no obligation to honor the service contracts on behalf of the University

### 2024-2025 A&S Fee Budget Application

Full Name of Organization or Department Entity: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Organization Phone Number: \_\_\_\_\_

Advisor Full Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

President Full Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Treasurer's Full Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Number of Students in the Entity: \_\_\_\_\_

How many students does your entity serve: \_\_\_\_\_

How often does your entity meet?: \_\_\_\_\_

What is the purpose of your organization/Department: \_\_\_\_\_

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What are your organization/Department's Mission and Goals for the current academic year?

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List of Qualifications for membership into your organization:

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Date/Time/Location of Meetings: \_\_\_\_\_  
\_\_\_\_\_

Dues amount of Active Members (If applicable) : \_\_\_\_\_

Dues Paid (Annually, Semester, or Quarterly): \_\_\_\_\_

Total Financial Members: \_\_\_\_\_

**Financial Background:**

Present Balance with FAMU Comptroller (If Applicable): \_\_\_\_\_

FAMU Department Account Number (If Applicable): \_\_\_\_\_

FAMU Fund Code (If Applicable): \_\_\_\_\_

FAMU Program Code (If Applicable): \_\_\_\_\_

FAMU Project Code (If Applicable): \_\_\_\_\_

Outside Bank Account Information (If Applicable): \_\_\_\_\_

Checking Account Balance (If Applicable): \_\_\_\_\_

Savings Account Balance (If Applicable): \_\_\_\_\_

**\*Total Budget Requesting:** \_\_\_\_\_

Goals for Fiscal Year 2024-2025: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How do your organization/department mission align with FAMU FORWARD Strategic Plan, (Which Priorities)?:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Collected Money totals for Current Academic Year:**

Fundraisers: \_\_\_\_\_

Private Contributions/Donations: \_\_\_\_\_

Federal Funding: \_\_\_\_\_

Total Allocated: \_\_\_\_\_

What date will you need funds for your 2024-2025 Annual Budget Request?: \_\_\_\_\_

Thank you for completing the 2024-2025 Annual Budget Request. Please print a copy of your request and email directly to Jeremiah I.Fisher@fam.u.edu and Ronnie.Mackey@fam.u.edu. Carbon Copy sgaofc@fam.u.edu and sgaactivity.service@fam.u.edu in your email.