

FLORIDA A&M UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION



2026-2027

Revised 2023

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.

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- 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.

2026-2027 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 2026-2027 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 2026-2027 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 2026-2027 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. 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

A&S Fee Budget Application

Fiscal Year 2026–2027

Organization Information

Full Name of Organization or Department: _____

Campus Address: _____

Organization Phone Number: _____

Advisor Information

Full Name: _____

Phone Number: _____

Email Address: _____

President Information

Full Name: _____

Phone Number: _____

Email Address: _____

Treasurer Information

Full Name: _____

Phone Number: _____

Email Address: _____

General Information

Number of Students in the Organization: _____

Number of Students Served by the Organization/Department: _____

Meeting Frequency:

☐ Weekly ☐ Bi-Weekly ☐ Monthly ☐ Quarterly

Organization Details

Purpose of the Organization/Department:

Mission and Goals for the Current Academic Year:

Membership Qualifications/Requirements:

Date/Time/Location of Meetings: _____

Member Dues (if applicable): _____

Dues Payment Schedule (Annually, Semester, or Quarterly): _____

Total Number of Financial Members: _____

Financial Background

Current 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): _____

Budget Planning

Total Budget Request: _____

Date funds are needed for the 2026–2027 Annual Budget: _____

Goals for Fiscal Year 2026–2027: _____

Revenue Summary – Current Academic Year

Fundraisers: _____

Private Contributions/Donations: _____

Federal Funding: _____

Total Allocated: _____

Submission Instructions

Thank you for completing the 2026–2027 Annual Budget Request. Please print a copy of your application and email it to:

- micah1.askew@famuedu
- ronnie.mackey@famuedu

Please CC:

- camrin1.thompson@famuedu
- sgaactivity.service@famuedu