

Wheeling Jesuit University
STUDENT GOVERNMENT
FINANCE GUIDELINES

Organizations officially recognized by the Student Government Association and have received allocated funds will have an account through the Business Office. The funds allocated by Student Government will automatically become deposited in the designated account once all yearly renewal steps are completed (see section II:F) . Funds raised or dues collected can also be placed in this account.

I. PROCEDURES

- a. All clubs have one line item in their budget. 50-_____ -57260-01 is the only account number that can be used when spending money.
- b. Spending **must** be approved **prior** to spending any allocated money.
- c. Form WJU B-1 (appendix) must be completed and submitted to Student Government Secretary/Treasurer at least 1 week prior to when the funds are needed. Student Government will submit the B-1 to the business office after retrieving other signatures.
- d. Once you receive your B-1 form back from the Business Office, you are able to spend the amount of money specified on the B-1 for your club supplies and activities.
- e. The Business Office **does not** cut checks in advance for organizations on campus. Therefore, it is suggested that an officer and/or moderator uses his/her own money for the project, **keeps all receipts**, and then is reimbursed for that money spent.
- f. Check voucher must be completed for each check that needs to be cut. This check voucher must be completed in its entirety including name, address, and Social Security Number.
- g. Checks that must be paid upon delivery of goods and/or services the B-1 and the Check Voucher must be filled out to the vender. Make sure you allow extra time in order to receive your check.
- h. Check vouchers submitted to the business office by noon on Tuesday will provide you with a reimbursement check on that Friday.

II. GENERAL POLICIES

- a. NO FUNDS SHALL BE DISBURSED FROM THE ORGANIZATION'S ACCOUNT WITHOUT PRIOR APPROVAL OF THE STUDENT GOVERNMENT TREASURER, DIRECTOR OF CAMPUS ACTIVITIES, AND VICE PRESIDENT FOR BUSINESS & FINANCE THROUGH THE UNIVERSITY B-1 PROCESS EXPLAINED ABOVE.
- b. Organizations may raise funds through fundraisers that are sanctioned by the university via the Office of Campus Activities & New Student Programs. Organizations may not use student government allocated funds to raise additional monies.
- c. Organizations may charge an admission fee, etc. to generate additional monies for usage to off set the cost of the event/activity.
- d. No organization is authorized to have an off campus account.
- e. Organizations that make a purchase without prior approval should understand that they will not be reimbursed. Student Government will not pay for expenditures without proper authorization.
- f. Student Government allocated funds will not be disbursed to any organization until the following three items are completed:
 - i. the Moderator attends the Moderator session during Faculty Week
 - ii. a representative attends the club officer training during the first two weeks of class
 - iii. Student Government receives the club renewal form with updated/current information.
- g. For all organizational expenditures, the President and Treasurer, or the President or Treasurer and one other Executive Board member of each organization, shall sign off on all forms submitted for approval. The forms must verify that the expenditures are for official organizational use.
- h. All funds in the Club Accounts that were allocated by Student Government will be swept back into the Student Government General Fund on the 15th of April each year. All B-1 forms must be submitted to Student Government by April 1st of each year in order to prevent the funds from being swept.
- i. All campus organizations that receive funds from Student Government are required to use the official Student Government Logo for any tangibly produced items. This, for example, includes but is not limited to the following: signs and other advertisements, uniforms and all clothing, programs and pamphlets, any printed material on public display, etc. No exceptions will be made without the expressed consent of the SG President and/or Treasurer. This Logo is available at the Student Government Website.

III. PROHIBITED EXPENDITURES

- a. In general, any item or service purchased with allocated student government funds that benefits an individual directly or is not retained by the University for the benefit of other students is prohibited including but not limited to:
 - i. Fundraising and/or Donations
 - ii. Prize Moneys/Scholarships
 - iii. Any type of Alcoholic Beverage
 - iv. Clothing, except for uniforms, awards, or promotional items approved by the Student Government Treasurer.
 - v. Expenditures in support of or against a candidate seeking any elected/appointed office.
 - vi. Expenditures for activities/events that are not within the mission and/or values of the university.
 - vii. Expenditures to subsidize in whole or in part any private corporation except insofar as such expenditures are for a public purpose.
 - viii. Rental of or expenditures towards hosted events held in private residences without expressed approval of the SG Treasurer and the Director of Campus Activities.

IV. VIOLATIONS

- a. Overspending of line items is prohibited. Organizations that receive line item budgets or special requests are responsible for not overspending their line item amounts as allocated by Student Government. Overspending will result in a decrease in the following year's allocation equal to but not limited to the amount overspent.
- b. Failure to comply with these provisions may result in action by the Student Government Treasurer to prevent further expenditures of the offending organization's fund.
- c. The Student Government President and Treasurer have the power to put a hold on the funds of an organization to prevent an organization from spending over their budgeted amount.
- d. Organizations are responsible for reimbursing Student Government for any amount overspent. The amount may be taken from the External Revenue (self-generated funds). The organization's university account will be frozen until the deficit has been recovered.

V. TRAVEL

- a. Organizations must adhere to the university travel policy when attending a conference, meeting, seminar, etc. as an official university representative. This policy is located in the faculty, administrative, or staff handbook.

- b. Organizations should give preference to students who are continuing members of the organizations when selecting representatives to attend conferences, meetings, seminars, etc.
- c. Student Government funds should not be the only funding source for students to attend conferences.
- d. No reservations pertaining to any conference, meeting, seminar, etc. should be made without going through the approval process for disbursement of funds.
- e. All travel should be made in consultation with the Office of Campus Activities.

VI. CONTRACTS

- a. No contracts (written or verbal) can be entered into until approval is obtained from the university through the B-1 process.
- b. The Vice President for Finance & Business as final authority is approving all contractual agreements.
- c. Moderators should forward the contract and approved B1 to the Vice President for Finance & Business.
- d. The university is not liable for any contract entered without the expressed approval of the university via procedure (VI:a).