



Kettering Student Government – Finance Council Operating Policies

Budgeting – Primary method for allocating funds to KSG organizations

- Budget Requests are due 8th week at a time determined by the treasurer
- A Budgeting Meeting will be held 9th week at a time determined by the treasurer
- The following terms budget will be released to clubs 10th week
- The Budget Request Form can be found on the Finance Council Blackboard site and will be emailed out 6th week, should be typed, and emailed to the Treasurer, no hard copies will be accepted
- No more than \$3 per person may be budget for Food for Meetings & No more than \$10 per person may be budget for end of term dinners
- Gas is not reimbursed by KSG Funds. Special cases may be approved by Finance Council on a case-by-case basis.
- Clothing may not be purchased with KSG funding. Special cases may be approved by Finance Council on a case-by-case basis.
- Considerations for Budgeting
 - Attendance
 - Advertising
 - Success of previous events
 - Impact/Availability to entire student body

Battle/Surplus Requests – Any surplus funds are distributed through Battle of the Bucks or through Surplus Requests

- If a Battle of the Bucks is to occur it will be held 4th week at a time determined by the Treasurer
- The Battle/Surplus Request Form can be found on the Finance Council Blackboard site, should be typed, and should be emailed to the Treasurer, no hard copies will be accepted
- Battle/Surplus Requests are an opportunity for clubs to receive additional funding for planned events or receive funding for new events
- No Surplus Requests will be accepted before Battle of the Bucks, or 4th week if no Battle of the Bucks is being held.

Line Item Transfers – Move money between line items

- Line Item Transfers will be processed throughout the term until the paperwork deadline 10th week at a time determined by the treasurer
- The Line Item Transfer Request can be found on the Finance Council Blackboard site, should be typed, and a hard copy should be submitted to the appropriate asset manager
- Line item transfers under \$100 can be processed by the asset managers, unless the request is to transfer money into the “Food for Meetings” line item
- All line item transfers \$100 and over or those requesting to transfer money into the “Food for Meetings” line item requires 2/3 majority approval of Finance Council
- Creating a new line item by transferring any amount of money requires 2/3 majority approval of Finance Council



Capital Requests – Purchase Equipment

- Capital Requests will be processed throughout the term until the paperwork deadline 9th week at a time determined by the treasurer
- The Capital Request can be found on the Finance Council Blackboard site, should be typed, and a hard copy should be submitted to the appropriate asset manager with three quotes attached
- A knowledgeable representative of the organization that is requesting the funding must be present at the following meeting where the request will be voted on to answer any questions
- After the Capital Request is approved, submit a Funds Request to purchase the equipment using the capital asset account number 910002-78300

Funds Request – Reimbursement, POs, Checks, & Petty Cash

- Funds Requests will be processed throughout the term until the paperwork deadline 10th week at a time determined by the treasurer
- The Funds Request can be found on the Finance Council Blackboard site or Current Students website, should be typed, and a hard copy should be submitted to the appropriate asset manager with itemized receipts attached
- Submitted per “Student Activities Office Operating Policies with Regard to KSG”
- Funds Requests must be submitted within two weeks of the date on the receipt or quote
- Pre-paid PO is the preferred method for payment and should be used when applicable.

Fundraising/Sponsorship – Funds or equipment acquired by means other than KSG Finance Council

- Fundraising/Sponsorship approval is granted on a case by case basis
- Fundraising/Sponsorship requires 2/3 majority approval of Finance Council and approval by the KSG Advisor (M. Schaal)

Budget Audits – A minimum of three audits will be conducted by the Assistant treasurer, the results will be communicated to each Asset Manger on an individual basis

- One audit will be conducted at the end of the term

*Finance Council will evaluate all requests inconsistent with Finance Council Operating Policies on a case-by-case basis

**Finance Council Operating Policies are subject to change by 2/3 majority vote of the council