

## Section 5 | Budget and Allocations

# QUICK TIPS

### Who determines each club's budget?

The Sport Club Allocations Committee (SCAC).

### What does my club need to do to get money?

- Fill out Budget Request Form and submit by given deadline.
- Give Budget Presentation to Sport Club Allocations Committee.

### When do I need to turn anything in or give my club's presentation?

Budget Request Forms are due at 4:30 PM on Monday, August 30<sup>th</sup>, the first Monday after classes begin and the day before the Budget Hearings. Budget Hearings, where budget presentations are made to the SCAC, are held during the second week of classes in the fall semester.

### Where do I find the form?

Budget Request Forms can be found using the Resource Center link on the Sport Clubs web site at [fsu.campusrec.com/sportclubs](http://fsu.campusrec.com/sportclubs).

### Where do I turn in the paperwork?

Paperwork is to be turned in to the Assistant Director of Sport Clubs in the Sport Club Office inside 1035 Tully Gym.

### What does the SCAC take into consideration when making allocations?

The SCAC will take into consideration needs, use of previously allocated money, the previous year's Sport Club Points Standings.

### What other accounts are there for managing club money (allocations, donations and expenses)?

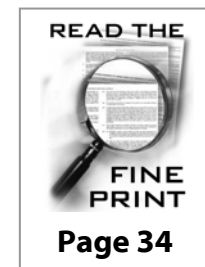
SCAC Allocated Budget, FSU Foundation Account, Off-Campus Bank Account

### What other opportunities are there for requesting additional SCAC/University funding?

Sweepings (Fall), Central Reserves (Spring) SCP Sweepings (April), SGA Special Projects

### How do I process a donation into an FSU Foundation account?

Donors complete the Sport Club Pledge Form and mail to the Sport Club Office. Donations are also accepted online via the Sport Club web site.



## Budget & Allocations | Definitions

### Sport Club Allocations Committee (SCAC)

1. In the spring semester at the April Sport Club Program Meeting, elections will be held within the SCP to vote in five individuals to the Sport Club Allocations Committee (SCAC). Two of the five will be the SCAC Chair and Vice Chair. There will also be a non-voting ex-officio member of the committee and a first alternate voted into position.
2. This committee will meet for two nights the second week of classes for budget hearings, August 31 & September 1, 2010, and listen to every individual club give a budget request presentation. After hearing every budget request, this committee will meet for deliberations on September 7 & 8, 2010 and allocate money for every sport club based on the budget request hearings. The budget hearings and budget deliberations will be open to anyone who would like to attend.
3. This committee will also look at Sweepings and Central Reserves requests, determine what needs to be on the total SCP request, determine a priority order within the total request, will prepare the request for SGA, and will present the request to SGA.

### Requirements for the student members of the Sport Club Allocations Committee (SCAC)

- a. Student must be returning for the fall semester with plans to be enrolled in spring.
- b. Student must be able to attend all budget hearings and deliberations.
- c. Only one student per club can run for election and only one student per club can be on the committee.
- d. Maintain good standing with the SCP and the University as a club member throughout term.
- e. The SCP Chairperson and Vice-Chairperson will automatically be placed on the committee. Their elections will also take place at the April SCP meeting. The same requirements will be in place for them as the other committee members.

### Election

- a. Will be held annually at the April SCP meeting.
- b. Five students will be elected to the committee, two of which will be the SCP Chairperson and Vice Chairperson.
- c. One non-voting ex-officio member will also be elected to the committee. The ex-officio member is allowed to speak, but not allowed to vote in the deliberations.
- d. There will also be an alternate selected in case committee members leave the committee.
- e. The ex-officio member would replace the first member who leaves. The first alternate would replace the second member who leaves.
- f. In the event three or more original committee members leave the committee, an election for a replacement will be held at the next scheduled SCP meeting.
- g. The election will be by secret ballot. There will be a list of names provided to the voting representatives and they will check off those they want to vote for.
- h. Each person who wants to run for a position will have the opportunity to make a brief speech to the SCP, making a case for him or herself.
- i. The elections for the SCP Chair and Vice Chairperson will take place at the same April meeting and will occur separately from the rest of the committee's election.



## **Budget & Allocations | Budget and Funding Requests**

### **Sport Club Allocations Committee Budget Requests**

A club that wishes to be funded through SCAC must be a Recognized Student Organization (RSO) and must be accepted to, and active with, the SCP for an entire semester before any funds will be allocated. "Active" is defined as attending the SCP meetings and following SCP policies and procedures. Budget hearings are held at the beginning of the fall semester.

Yearly **Budget Request Forms** are due at the beginning of the fall semester and serve to outline the expenses that a club anticipates for the year. An attached explanation may accompany the request form to show the specific breakdown of how the club is going to use the funds they are requesting (i.e. item, quantity, and cost).

### **Sport Club Allocations Committee Budget Hearings & Deliberations**

The Budget Hearings are held in the fall semester to determine budget allocations for each club. Clubs present their budget to the SCAC Allocations Committee. The committee will hear each club's budget presentation and then meet to deliberate on how much to fund each club for the entire year. The committee will determine how much to fund each club based on the previous year's point standings, the effectiveness of each club's presentation, the previous year's performance, and by each club's needs for each particular year.

The Sport Club Allocations Committee also meets to review member organization requests for additional funding, when such funds are made available through Sweepings, Central Reserves, or End-of-the-Year Reallocation. All funding requests from member organizations are coordinated by the SCAC for a single presentation to the Student Government Association Budget Committee.

### **SCAC Allocated Budget**

Once the SCAC has finished the allocation process, each club awarded allocation money has the given amount to spend on club needs, pending recognition as a Recognized Student Organization. It is the responsibility of each club to keep track of that club's expenditures throughout the year and keep an accurate balance of what funds are left in this account.

### **Deadline for Spending Allocated Budget**

All clubs must spend or submit an expense request an April deadline, provided earlier in the spring semester. Unspent funds are swept into the general Sport Club Program account for reallocation. Clubs have the opportunity to submit a funding request to the Sport Club Allocations Committee a deadline announced earlier in the spring semester. Reallocated funds must be spent by a deadline in May, typically the last Friday in the month. All deadlines for this process will be announced at monthly SCP meetings in the spring semester.



## Budget & Allocations | Fundraising and Accounting

### Sweepings and Central Reserves

Each fall and spring, Sport Club Program can request additional funding from Student Government. Sweepings requests happen at an announced time in the fall and Central Reserves come at an announced time in the spring. Clubs have the opportunity to submit a funding request to the Sport Club Allocations Committee prior to the announced due date each semester. The due dates and request procedures are announced at prior SCP meetings.

### SCP End-of-the-Year Sweepings

Additionally, the Sport Club Program sweeps all unspent allocated budget funds each April and makes these funds available to active organizations for reallocation. Clubs have the opportunity to submit a funding request to the Sport Club Allocations Committee during the month of April to receive funding from SCP sweepings. The due dates and request procedures are announced at prior SCP meetings.

### Fundraising

Fundraising is encouraged for all clubs. Prior to the fundraising activity the club will submit a **Fundraising Form** to the Assistant Director in 1305 Tully Gym. This form must be approved two weeks prior to the activity taking place. The money acquired from the fundraiser can be kept separate from A&S funds unless A&S funds were invested in the project. If A&S funds were used then the proceeds must be deposited into a campus account (i.e. A&S account or FSU Foundation Account).

### FSU Foundation Accounts

Sport Club Program has an account set up through the FSU Foundation. This account allows for sport clubs to accept donations while providing a tax deduction receipt to the donor. The money donated to each club is earmarked for that club and can be spent on things that will benefit the club. Clubs are strongly encouraged to start letter campaigns asking for donations from friends, family, and/or businesses. A sample donation request letter is included in the sport club online resource center.

Individuals or businesses can donate by either sending a check or donating online.

Donated money is available to clubs for various expenses and is expended in much the same way as allocated budget funds. Donated money is subject to fewer spending restrictions.

Complete details are available at <http://fsu.campusrec.com/sportclubs/donations.shtml>.



## Off-Campus Banking Accounts

A club may open an off campus bank account. Said accounts will be able to house the funds raised by membership dues, fundraisers, or any other money the club receives. These self-generated funds are non-A&S funds (non-student fee money). The club will have control over the operation of an off-campus account. In the event that your club's funding is suspended, your off-campus account will still be available for you to use at your discretion. No funds can be transferred from the SCP account to the private account, nor from the private account to the SCP account. The club is responsible for spending these funds in a manner that represents FSU in a positive light and is safe to the club.

Tips you should be aware of when establishing and/or maintaining an off-campus account:

- As an RSO, you are not automatically granted non-profit status. Representing your organization as non-profit to a bank could result in future legal action.
- You are not allowed to use the Federal Identification Number of Florida State University.
- Try to avoid using the Social Security number of an individual member of the organization
- Avoid storing fundraiser profits in your car or home. If you have a weekend or evening fundraiser and need to keep the profits in a safe place until you can deposit it the next business day, work with the Student Activities Center or Sport Club Office to determine a safekeeping alternative.

## How to Establish an Off-Campus Bank Account

1. Apply for a Federal Tax ID (FEID) number. This can be done by completing the instructions found at <https://sa1.www4.irs.gov/modiein/individual/index.jsp>.
2. Conduct a club meeting in which club members select one or two members, preferably officers, to serve as signers on the bank account. Make sure someone records minutes for this meeting. Include total number of members present, as well as the result (outcome) of the vote. Ex. 23 members present, vote for Joe Smith as signer passes with 20-3 vote. Officers at the meeting must sign the minutes.
3. Elected signers must take FEID Number, signed meeting minutes from previously mentioned meeting (vote), and proper identification to the bank desired for opening an account.
4. To transfer signers on an account, the voting process must be repeated as mentioned before including the documenting of meeting minutes. A current signer must go to the bank with newly elected signer(s) to transfer signing privileges on the account.

## Non-Profit Status/Tax-Exemption

Official recognition of any club or organization does not constitute university endorsement or grant university-specific privileges. As a result, tax-exempt status is not granted when organizations receive recognition. Purchases made with SCAC allocated budget money and FSU Foundation funds are tax-exempt. Purchases made with other privately-held funds are taxable.



## Budget & Allocations | SCP Points System

### Point System

The point system has been put into place to determine the next year's practice reservation priority and to be a measure of performance of the clubs for the Allocations Committee to use when deciding budget allocations. Clubs earn points by turning paperwork in on time, attending SCP meetings and events, and maintaining an active website. There is a maximum of 60 bonus points that a club can earn throughout the year through fundraising, community service and the meeting attendance bonus.

### Summary of Points Available

*Paperwork must be submitted by the due date and time (typically 4:30 pm on the due date) to receive points.*

<u>Point Opportunities</u>	<u>Date</u>	<u># of Points</u>
<b>SCP Meetings</b> (100 pts possible – 8 meetings plus bonus)	Monthly	
Attendance at each meeting		10 pts/each *
Bonus for perfect attendance		20 pts
<b>Monthly Reports</b> (90 Pts. Possible – 9 reports)	Monthly	10 pts each *
<b>Sport Club Recruitment Night</b>	Thu 9/2	20 pts
<b>Fall Officer Training Workshop</b>	Thu 9/9	20 pts
	Sun 9/12	
	Mon 9/13	
<b>Fall Paperwork</b> (70 pts possible)	Due Tue 9/14	
SCP Application Form		
Constitution		10 pts
Club Roster		10 pts
Coach / Instructor Agreement		10 pts
Consent Forms		10 pts
Guidebook Agreement Form		10 pts
Equipment Agreement Form		10 pts
Advisor Information Photocopy		10 pts
<b>Spring Paperwork (10 pts possible)</b>		
Equipment Agreement Form	Due 1/21	10 pts
<b>Active Website (throughout semester)</b> (20 pts possible)		
Fall	throughout fall	10 pts
Spring	throughout spring	10 pts



**Final Paperwork/End Year Meeting** (30 pts possible)

End-of-the-Year Report	EOY Mtg.	10 pts
Transition Notebook	EOY Mtg.	20 pts

<u>Point Opportunities Continued</u>	<u>Date</u>	<u># of Points</u>
<b>Optional Fundraising</b> (2 per year – 20 pts possible)	Due 4/29	10 pts each
<b>Community Service</b> (2 per year – 20 pts possible)	Due 4/29	10 pts each
<b>TOTAL POINTS POSSIBLE</b>		<b>400 pts</b>

*\* Indicates Additional Penalties for Failure to Complete This Requirement*

**Failure to Follow FSU, SAC, or SCP Policies and Procedures**

Points can be deducted and additional penalties enforced for violations of Florida State University, SAC or Sport Club Program Policies and Procedures. Possible point deductions are listed below while other penalties are included in the Policies and Procedures section of the Sport Club Guidebook.

Minor offense            5 point deduction

Examples of minor offenses

- Failure to turn in paperwork that is not included in point system (i.e. travel papers, requisitions, visiting team consent forms, etc.)
- Club caught practicing with ineligible player (5 pts each player)
  - A player is ineligible if not on roster and has not completed consent form
- Club member caught practicing without FSU card
- Club playing game or practicing without safety officer (if applicable)
- Failure to follow posting rules
- Any other offense deemed minor

Major offense            Up to 20 point deduction

Examples of major offenses

- Breaking the law
- Violating major university policy
- Major problems with regard to conduct while representing FSU both in Tallahassee and while traveling (i.e. holding an alcohol sponsored event, misconduct at tournament)
- Misuse or abuse of facility
- Failure to report all drivers
- Travel without informing Sport Club office
- Any other offense deemed major

At any point in time a club accumulates 20 points in deductions, the sport club staff reserves the right to suspend organizations and/or members or take additional disciplinary action including referral to the Office of Student Rights & Responsibilities and Dean of Students Office.



# Budget & Allocations | How to Complete the Budget / Funding Request Process

## How do I fill out the Budget Request Form properly?

A Budget Request Form can be obtained by visiting the Sport Clubs web site , clicking the **Resource Center** tab and the **Sport Club Forms** link. When filling out a Budget Request Form properly, particular fields must be completed before turning in to the Assistant Director of Sport Clubs. Provided below are overviews of the different categories and why they are needed.

**Requesting Sport Club** – Make sure to include your sport club’s name.

**Request for Current Fiscal Year** – Include your club’s total request.

**Club President** – Print the Club President’s name.

**Club Treasurer** – Print the Club Treasurer’s name.

## BUDGET CATEGORIES

**Expense** – The expense categories includes different types of expenses your club anticipates it will be making in the coming year. From Entry Fees in a governing organization, to equipment purchases, to travel, you must estimate how much you would like to request to cover these different types of expenses.

## CATEGORY TOTALS

Total the amount requested in the expense category. That same total will be your **Total Budget** request.

## BUDGET BREAKDOWN

This page is used to provide brief explanations for the amount you have requested on the previous page. For each category in which you requested money, you must provide an explanation of what the request is for. If you do not provide explanations for your requests, the likelihood that the SCAC will view your requests as valid is small. Once again you must include the amount you are requesting for each category.

## ADDITIONAL INFORMATION

This page is used to help the SCAC learn a little bit more about your individual club and the club’s income from other sources such as membership dues, fundraising, etc. It also provides each club an opportunity to explain any financial burdens the club faces and inform the SCAC of any pertinent information you feel the SCAC needs to know as they enter the allocations process.



# Budget & Allocations | How to Navigate the Budget Hearing / Deliberation Process

## Budget Hearings

1. The budget hearings will be held during the second week of classes for two nights in approximately a six-hour block of time each.
2. All committee members are required to be present for hearings.
3. Clubs will sign up for 15-minute blocks of time at the submission of its budget request to the Sport Club Office.
4. Each club will provide a detailed budget request to the Sport Club Allocations Committee prior to the budget hearing. This budget request will be due August 30<sup>th</sup>, 2010. These requests will be compiled into a binder for the committee prior to the hearings.
5. Each club will have the 15-minute block of time to present its budget request and answer any questions from the committee.
6. SCAC will hear every budget request prior to the Budget Deliberations.
7. Expected information to be provided would include: previous year's bank statements, receipts, fundraising details, club dues, price quotes, and any other information that will aid the committee in allocating money fairly.
8. All budget hearings will be open to the rest of the SCP to attend, though conversation will only be allowed between the committee and the presenting club.
9. Assistant Director of Sport Clubs will sit in on all hearings and will be available to answer any questions about past or future budget expenditures or any other club-related business.

## Budget Deliberations

1. Budget Deliberations will take place the week following the budget request hearings.
2. They will be open to the rest of the SCP members to attend, though conversation will be limited to the committee and clubs that are asked a specific question.
3. SCAC Chair will lead the committee through the process of allocating money to each club.
4. The committee will take into account the point system and information provided in the budget packets and at the budget hearing in deciding how to allocate funds.
5. Each committee member will have one vote in deciding allocations. A minimum of three votes from committee members is needed in order to make any approvals.
6. The Assistant Director will sit in on the deliberations as an advisor to the SCAC, however, the Assistant Director will not possess a vote in the process.

## Sweepings and Central Reserves

Each fall and spring, Sport Club Program can request additional funding from Student Government. Sweepings requests happen at an announced time in the fall and Central Reserves come at an announced time in the spring. Clubs have the opportunity to submit a funding request to the Sport Club Allocations Committee prior to the announced due date each semester. The due dates and request procedures will be announced at prior SCP meetings. The following guidelines are followed for Sweepings and Central Reserves requests.

1. SCAC will meet and look at all Sweepings and Central Reserves requests prior to their submittal.
2. SCAC will determine what aspects of each request to include in overall SCP request.
3. SCAC will determine a priority order for all requested items.
4. SCAC will prepare request for SGA.
5. SCAC will present request to SGA.
6. SCAC will determine how to allocate the funds granted from SGA.
7. A minimum of three votes from committee members is needed in order to make any approvals.
8. SCAC Chair will lead the committee through the Sweepings and Central Reserves processes.
9. Assistant Director of Sport Clubs will function in an advisor role for these proceedings.



## **Sport Club Program Sweepings Reallocation**

Each April, active SCP organizations can request additional funding from the Sport Club Allocations Committee from unspent funds from other SCP organizations. Clubs have the opportunity to submit a funding request to the Sport Club Allocations Committee prior to the announced due date. The due dates and request procedures will be announced at prior SCP meetings. The same process for fall allocations will be followed for SCP Sweepings Reallocation each April.



## Budget & Allocations | How to Accept / Process a Donation

### Accepting Foundation Donations

The FSU Foundation can be utilized to accept major monetary donations of at least \$100 and manage the donation of major equipment or supplies.

To accept a donation by check, follow these steps:

1. Have donor fill out the Sport Club Pledge Form located on the web at [fsu.campusrec.com/sportclubs/donations.shtml](http://fsu.campusrec.com/sportclubs/donations.shtml).
2. Have donor make check payable to FSU Foundation.
3. Have donor send Sport Club Pledge Form and check to Assistant Director of Sport Clubs at the address provided on the Sport Club Pledge Form.
4. Assistant Director will process deposit paperwork.

To accept a donation by credit card (by mail), follow these steps:

1. Have donor fill out the Sport Club Pledge Form located on the web at [fsu.campusrec.com/sportclubs/donations.shtml](http://fsu.campusrec.com/sportclubs/donations.shtml).
2. Include credit card information on the form.
3. Have donor send Sport Club Pledge Form and check to Assistant Director of Sport Clubs at the address provided on the Sport Club Pledge Form.
4. Assistant Director will process deposit paperwork.

To accept a donation by credit card (online), follow these steps:

1. Prospective donors shall be directed to <http://fsu.campusrec.com/sportclubs/donations.shtml> for online donation options.

*Please refer to the Non-Travel Expense section of the guidebook for information on spending FSU Foundation funds.*

